

SUL ROSS STATE UNIVERSITY

FALL 2016

ENG: Writing Skills ENG 0300:005 MW 6:00-7:15 FH 211

Instructor: Amy Gonzales
Office and Phone: FH 214
Office hours: MW 5:00-6:00 or by appointment
email: agon056@sulross.edu

Required:

~~One spiral notebook (bring to every class period); Pen or pencil and extra paper
**DO NOT walk into class without all materials!! Always come to class prepared!!

Course Description:

This course is designed for students whose score on an approved assessment instrument did not meet minimum requirements on the writing portion of the assessment. In this course, students will develop their writing and reading skills through daily exposure to writing and reading exercises. Topics included in this course are: grammar, sentence structure, paragraph development, and essay writing. Areas, which will be emphasized for essay writing, are: appropriateness, unity and focus, development, and organization. Credit in this course cannot be used to satisfy requirements for any degree.

Learning Outcomes:

After completing this course, the student should be able to demonstrate competency in:

1. Successfully complete any given writing assignment from creating and generating ideas, to revisions, to editing, to final drafts
2. Demonstrate an understanding of the concepts of a well written essay:
 - Analyze a given topic by examining the topic, by showing an understanding of the importance of audience, purpose, and occasion, and by using a language and style appropriate to the writing assignment;
 - Provide unity and focus by writing clear and precise thesis statements and topic sentences, by maintaining a central idea throughout the entire essay as well as throughout the individual paragraphs, by selecting a point of view that is appropriate to the topic, and by maintaining this point of view throughout the essay;
 - Develop a specific topic by giving the appropriate amount of specific and in depth supporting details as well as to be able to present ideas clearly and with logical sequencing;
3. Show competency in matters of sentence grammar, mechanics, and usage:
 - Write sentences that are effectively structured and free of structural errors and free of errors in usage;
 - Spell common words correctly and use the conventions of capitalization and punctuation properly.

ADA (Americans with Disabilities Act): Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartze, M. Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8691. E-mail: mschwartze@sulross.edu .

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Attendance Policy: Authorized/Excused Absences Statement

Class attendance is mandatory and crucial to succeed in this course. An absence because of participation in an official University activity is considered to be an authorized/excused absence. While every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized University activities, when a student has to miss a class due to an authorized University activity, **it will be the responsibility of the student to notify the instructor of the class in advance.** Students participating in an authorized University activity will have the opportunity to make up in-class work as long as they have given written (email) notice prior to the absence. If no advance is given, the student will receive a "0" for any assignment on the day of the absence. ALL assignments due on a date where the student will be absent, **MUST** be turned in before the student leaves (no exceptions).

Extra Credit:

There will be opportunities to receive extra credit throughout the semester which will be announced at a later date.

Writing Center and Academic Learning Center:

The Writing Center is located in MAB 102 and the Academic Learning Center is located in FH 213. Tutors are available to help you with any problems you may have with an assignment. Take advantage of this service any time you need help. The tutors are there for you.

Regulations for Academic Honesty:

Each student must abide by rules and regulations published by the University. Following are the rules and regulations/policies for violation of academic honesty as stated in the *Student Handbook: Student Conduct and Discipline, Academic Honesty page 80.*

ACADEMIC HONESTY

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic

experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

“Cheating” includes:

1. Copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another’s work or idea in one’s own written work offered for credit.
9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
11. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and eventually, to the Provost and Vice President for Academic and Student Affairs before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Provost and Vice President for Academic and Student Affairs shall be final.

In the case of flagrant or repeated violations, the Vice President for Academic and Student Affairs may refer the matter to the Dean of Students for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process except as provided under Interim Disciplinary Action.

Any violations in this course will be grounds for automatic “0” on the assignment with no possibility for makeup work. If the violation occurs a second time, student will be referred to the chair of the department for further review and action.

Course Requirements:

This class is geared around helping you learn the basics of writing an essay not for the sole purpose of passing a test, but to also help you become a successful college student; therefore, you can expect to do a lot of writing and reading. Not all of it is going to be difficult, but you will be expected to do the best that you possibly can. I am not expecting perfection. What I do expect is for you to work hard at becoming a better writer. I want you to work on improving your weaknesses as a writer and building on your strengths. All assignments **MUST** be turned in during class on the day they are due. I will not accept any late assignments under any circumstances. **NO EXCEPTIONS!!!!** You know when you are going to be absent because of a school related activity, so you must turn in any and all assignments, take quizzes, or take tests **BEFORE** you are to be out.

- Attendance is mandatory as part of the course grade, but also and more importantly, to ensure understanding of material to be covered throughout the semester. Each student will begin with a 100 and for each absence, 10 points will be deducted from the grade. All SRSU related activities will not result in point deductions **ONLY** if the student lets me know **BEFORE** the absence (**No Exceptions and No Excuses**). If you come to class unprepared (pen/pencil, paper, English Grammar, journal), you will be asked to leave and you will receive an absence.
- You will be given a journal entry every class and you will have 10 minutes to write during class time. Each journal entry must be **NO LESS** than half a page. I expect you to use this time wisely. I will grade you on the number of entries you have compared to the number that were assigned. Hint: If you come to class each time and write the required half page, you should easily get an A for your journal score. If you miss class, you should either get the journal entry from another classmate or write on a subject that interests you.
- In-class assignments/Blackboard will be completed and graded before class is over. In-class participation is expected (completing assignments). Assignments will include (but not limited to) grammar, sentence structure, and paragraph writing.
- Reader Response assignments will pertain to a relevant/current issue. Each student will find, read, bring to class, and share the contents of the article with the class. The student will also complete the reader response questions handout. Due dates are listed in the calendar.
- You will be required to write 3 essays during the course of the semester. You will turn in a rough draft for the essay written. In order to get credit for the essay, each component for the writing process must be turned in with the final paper (outline, rough draft, peer review, and essay break-down). The rough draft must be checked by either a **WRITING TUTOR** working in the Academic Learning Center in FH 213 or a graduate student working in the Writing Lab MAB 102 or by submitting to SmartThinking via Blackboard. It is your responsibility to make sure the tutor signs or initials (include printed name) the rough draft after it has been checked as well as your responsibility to sign-in at either place. **All components to the essay are due at the same time. I DO NOT accept emailed essays.**

- Quizzes will be administered randomly throughout the semester. There are absolutely no make-up quizzes.
- There will be one exam~~the final. It will be comprehensive and will consist of a section over grammar, stories, lectures, handouts, and there will be an essay portion to the test. There will be **EARLY** an **NO** make-up exams given.

Your final grade for the class will be calculated as follows:

Essays	30%
Journal	15%
In-class assignments/Blackboard	10%
Reader Response	5%
Attendance	15%
Quizzes/Mid-term/Final	25%

***Grade distribution is as follows:**

A= 90+

B= 80-89

C= 70-79

F= 69 and below

PR=only given at the discretion of the instructor (attendance, assignments, participation will all be taken into consideration for the PR grade)

Tentative Schedule
ENG: Writing Skills
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August

- 22 Introductions
- 24 Requirements; Guidelines
- 31 Essay Assessment; Grammar Assessment

September

5Blackboard: Discussion Board

7Review Assessment; MLA format; Parts of a Paragraph; Topic Sentence; Unity; Paragraph Expansion

12Blackboard: Paragraph Writing

14Topic #1; Generating Ideas; Outline; Verb Choice; Adjectives, Adverbs, and Articles; Concrete and Abstract Words

19 Blackboard: Abstract Word

21 Rough Draft Due; Peer Review Independent/Dependent Clauses; Fragments

26 Blackboard: Fragments Handout

28 Run-ons/Comma Splices; Essay #1 Due

28 Blackboard: Run-ons/Comma Splices Handout

October

3Frequently Confused Words

Reader Response Due

5Blackboard: Frequently Confused Words Handout

10 Quiz; Topic #2; Generating Ideas; Outline; Coordination and Subordination

12 Blackboard: Coordination and Subordination Handout

17Blackboard: Discussion Board

19Rough Draft Due; Peer Review; Pronouns; Pronoun-Antecedent Agreement; Subjects & Verbs; Subject/Verb Agreement

24 Blackboard: Discussion Board; Grammar; Essay #2 Due

November

2Quiz, Topic #3; Generating Ideas; Outline

7Blackboard: Discussion Board

9Rough Draft Due; Peer Review; Basic Punctuation; Commas; Apostrophes; Direct Quotations Double Negatives; Good and Well; Writing Madness

14 Blackboard: Paragraph Expansion for “Child Beater”

16 Meet at Graves-Pierce Gym; **Essay #3 Due**

21Blackboard: Discussion Board

21 Blackboard: Discussion Board

23-25 Thanksgiving Holiday

28 Review for final; Reader Response Due

December

5 Final Exam:
0300:005 @ 6:00 p.m.