



SUL ROSS STATE UNIVERSITY
ACADEMIC CENTER FOR EXCELLENCE
Common Course Syllabus
ENG 0300
Summer II 2018

COURSE TITLE: Writing Skills

SECTION, CRN, CLASS DAYS & TIME: S01, 41281, M-F 9:50-11:25

CLASSROOM: FH 203

INSTRUCTOR: Dr. Stein

INSTRUCTOR'S Office: FH 214B

INSTRUCTOR'S PHONE #: 432-837-8770

INSTRUCTOR'S E-MAIL: kstein@sulross.edu

INSTRUCTOR'S OFFICE HOURS: Mondays-Thursdays 9:20-9:50 OR by appointment

CREDIT HOURS: 3

LECTURE HOURS: 3

PLACEMENT: TSIA: Essay score of 1-3 with a multiple choice score of 350 or higher OR an essay score of 1-3 with an ABE score of 4-6 with a multiple choice score of 349 or lower OR no essay score (only a multiple choice score).

CATALOG DESCRIPTION:

ENG 0300 Writing Skills (3-0). This course is designed for students whose score on an approved assessment instrument does 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. Students must earn a grade of C or better to progress to ENG 1301.

TEXTBOOK: The instructor will provide all materials.

SUPPLIES: Internet access and Sul Ross e-mail account (additional supplies may be required by your instructor)

STUDENT LEARNING OUTCOMES:

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

- 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:
 - a) 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;
 - b) 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;
 - c) 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:
 - a) Write sentences that are effectively structured and free of structural errors and free of errors in usage;
 - b) Spell common words correctly and use the conventions of capitalization and punctuation properly.

COURSE REQUIREMENTS:

See your instructor's syllabus addendum for specific requirements.

METHOD OF EVALUATION:

See your instructor's syllabus addendum for specific requirements. The grade of "PR" (Progress) can only be earned the first semester that you take this course. If you have to retake the course, then you may only receive a traditional grade.

ACADEMIC ETHICS: Please remember that real success comes from learning how to do the work yourself. Your instructors believe that you are an honest individual and expect that all of the work that you do results from your own efforts. You know that a college education costs too much for you to waste your time trying to beat the system rather than figuring out how to learn the material. You know that any form of cheating is dishonest and it makes you look very bad. Your instructor will have specific responses to any academic dishonesty that s/he may encounter. A repeated instance of academic dishonesty may result in your situation being forwarded to the Dean of Student Life. Please see the *SRSU Student Handbook* for a more complete discussion of academic honesty.

ATTENDANCE POLICY: Sul Ross State University and the State of Texas require each student liable for any portion of the Texas Success Initiative (TSI) to attend and participate in developmental coursework. If you fail to attend and/or participate, you will earn an “F” for the course. Also, it is a course requirement that you take the mid-term and final exams. Failure to do so could result in your earning an “F” for the course.

If you must be absent, you are responsible for finding out what was covered and assigned in class in order to be prepared when you return to class. According to the University catalog, “When a student has to miss class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance [and to complete all assignments] within a reasonable time and at the convenience of the instructor.”

See your instructor’s syllabus addendum for specific attendance criteria.

If you are absent from class, you will want to contact a classmate and get the notes that you missed.

Class Member: _____
Phone #: _____ E-Mail: _____

Class Member: _____
Phone #: _____ E-Mail: _____

COURSE COMMITMENT: You will make the decision about how long it takes you to clear your developmental writing requirement. Please keep these thoughts in mind:

- 1) Your registration in this course is the result of *your* writing test scores and, at this time, those scores do not indicate that you could be successful in an intensive writing college level class. We want you to be successful in your college level writing courses, so learn everything that you can in this class.
- 2) It costs as much to take this class (at least \$830) as it does to take any other SRSU three-hour course. Yet you know that this course does not count towards your degree. You will save a lot of money and time if you decide to clear your developmental writing requirement as quickly as possible.
- 3) You are the only one who can make the commitment to be successful in this class. You will decide how much time you spend doing homework, asking your instructor questions, and visiting with a tutor. So come to class and complete this course with a grade of “C” or better this semester.

EXTRACURRICULAR ELIGIBILITY: You will sign a contract with ACE that notes that if you do not pass all of your developmental education coursework this semester, or receive a grade of “PR” (ED 0200, ENG 0200, MATH 0200, ED 0300, ENG 0300, ENG 0310, MATH 0300, and/or MATH 0301), then you will not be eligible to participate in any extracurricular SRSU activities next long semester. Extracurricular activities include, but are not limited to, Student Government Association, Campus Activities, Athletics, and Rodeo.

STUDENT ASSISTANCE: Tutors are available in the Tutoring and Learning Center, first floor of the Library, free of charge. Please check with the Tutoring and Learning Center for hours and days of tutor availability.

ADA Statement: 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. Telephone: 432-837-8691. E-mail: mschwartz@sulross.edu.

TEXAS SUCCESS INITIATIVE (TSI) ADVISING: As a developmental education student, you have a TSI hold on your records. In order for you to register for the next semester, you must see a TSI advisor in Lobo Den. Lobo Den is located in Lawrence Hall, Room 102 and their phone number is 432-837-8982.

Dr. Stein's Addendum

Course Requirements: Materials for taking notes (pen and paper), Internet access, BlackBoard access, Office 365 access, flashdrive

1. Attendance: Attend class! To be successful, you must attend class regularly. Therefore, satisfactory attendance is a course requirement. Unsatisfactory attendance consists of absences, tardiness, leaving the classroom early, coming to class unprepared to participate (without texts and/or assignments), and/or using your cell phone (turn off before class begins). No absences will be "excused" (uncounted).

Should you have to miss a class (**even on university business**), you are still responsible for everything that is covered in that class. Missing class or being late is not an excuse for missing a due date or misunderstanding an assignment. Your classmates are always your first resource. Therefore, you will want to make contact with a classmate in order to find out what you missed. You should feel free to contact me should you need more clarification.

Students who miss more than nine (9) hours of class are subject to being dropped with an "F." Students must take the Final Exam to pass the course. If you do not pass this course, then you will be ineligible for extracurricular activities in the fall semester.

2. Late Work: Do all assignments and turn them in when requested. We will do much of our work in class, so that is another excellent reason for you to be in class every day. I will accept late work under only the most egregious of circumstances, and I am the one who will decide if your circumstances are egregious or not. It doesn't happen often. Do not wait until the last minute to complete your work. This is your responsibility.

In other words, come to class, come to class on time, and come to class ready to work.

3. Format: You will use MLA format. All submitted drafts of essays/papers must be word processed. Computers are available to you in FH 213 (during office hours), the library, and ACR 106. All work completed in class must be legible. To receive the maximum number of points, you must follow directions. You can save your work in Office 365.

4. Grades: For your own peace of mind and protection, keep all graded assignments. Don't throw away anything until you have received your final grade at the end of the semester. Also, by keeping your work, you will always have an approximate idea of what your current grade is.

5. Respect: I want you to feel free to speak your mind in this class. However, we will share our ideas in a respectful manner. We don't have to agree with each other, but we do have to support each other's right to have a differing point of view.

6. E-Mail: You will want to check your Sul Ross e-mail regularly. It is an easy way for me to stay in contact with you and for you to stay in contact with me.

7. Course Requirements: This course is designed to help you become a stronger writer. Therefore, you will do a LOT of reading and writing this semester. I do not expect perfection from you, but I do expect your best effort. Becoming a better writer requires you working very hard, so that is what I expect from you – hard work and commitment. ENG 0300 can provide the foundation for your success in the university environment. You must take advantage of all the opportunities provided you this semester in this course.

- A) Journal:** You will be given a journal topic every class period. You will be allowed 15 minutes to write during class time. You will type your journal, so turn on your computer as soon as you get to class. I will collect your printed journal entry at the end of that fifteen minutes every day. You will use MLA format. Remember, I will not accept late work.
- B) Quizzes and In-Class Assignments:** I will rarely announce quizzes ahead of time. If homework is assigned, it is due when I call for it during class. In-class work should be finished before class is over. If work is not completed during class time, it will then be assigned as homework and expected to be returned the next class period. You are expected to participate in class discussions. Participation is part of this grade. There is **no make-up** for missed assignments.
- C) Essays:** You will write three process essays this semester. For each essay, you must turn in all required elements (prewriting, rough draft(s), peer review draft, final draft, etc.). You must conference with me for each essay. If you do not meet all of these requirements, I do not grade your essay.
- D) Exams:** Both mid-term and the final exams will consist of an objective portion over the lectures AND an essay portion. No make-up exams are given.
- E) Book:** You will select a book from the library during the first week of the semester. You will share an oral presentation on this book with the class during the last week of the semester. Your persuasive essay will be about this book. Starting Wednesday, July 18, you will bring your book to class every day for reading time. Having your book in class will count as a participation grade.

8. Talk to Me: If you have questions or concerns, talk to me. I can't help if I don't know what the problem is.

Course Requirements

<u>Assignments</u>	<u>Possible Points</u>	<u>Earned Points</u>
Journal	100	_____
Major Writing Assignments		
Essay #1: Expressive	100	_____
Essay #2: Informative	100	_____
Essay #3: Persuasive	100	_____
Book Presentation	100	_____
Daily Work	100	_____
(Quizzes/In-class Assignments)		
Attendance	100	_____
Mid-Term	100	_____
Final Exam	200	_____
Total	1000	_____

Grading Scale:

A = 900 – 1000 Points

B = 800 – 890 Points

C = 700 – 790 Points

F = 699 points or fewer

PR = You did not pass the course; however, you worked hard, attended class regularly, participated well, and made progress. A grade of “PR” allows you to maintain your eligibility for extracurricular activities. You can only earn the grade of “PR” once for each developmental education course in which you enroll.

Course Calendar

Note: This is a tentative course calendar. I may need to make changes in order to best meet the needs of our class. In addition, specific exercises may be assigned to be turned in for a grade. You should expect unannounced quizzes.

- July 10 (T) Introduction to Course.
Diagnostic Grammar Exam.
TSI Contract.
- July 11 (W) MLA Format.
Diagnostic Essay.
- July 12 (R) Introduction to Each Other.
Office 365.
The Writing Process.
- July 13 (F) Expressive Writing.
Subjects and Predicates.
Assign: Expressive Essay.
Prewriting: Expressive Essay.
Drafting: Expressive Essay.
- July 16 (M) Library Tour and Introduction. Meet in the second floor classroom.
- July 17 (T) Library – Meet in the second floor classroom.
Book Selection
- July 18 (W) Annotations.
Read: “High School to College transition, Part Two: Academic Expectations.”
Sentence Fragments, Run-ons, and Comma Splices.
Drafting: Expressive Essay.
- July 19 (R) Sentence Fragments, Run-ons, and Comma Splices.
Coordination.
Peer Review: Expressive Essay.
- July 20 (F) Conferences: Expressive Essay.
- July 23 (M) Coordination.
Final Edit: Expressive Essay.
Due: Expressive Essay.
- July 24 (T) Subordination.
Mid-Term Exam Review.

- July 25 (W) Mid-term Exam.
- July 26 (R) Read: “Let Stars Get Paid.”
Subordination.
- July 27 (F) Expressive Essay Pulitzer.
- July 30 (M) Sentence Fragments, Run-ons, and Comma Splices.
Coordination. Subordination.
- July 31 (T) Informative Writing.
Assign: Informative Essay.
Pre-writing: Informative Essay.
Drafting: Informative Essay.
- Aug. 1 (W) Read: “College Athletes Should Not Be Paid.”
Drafting: Informative Essay.
- Aug. 2 (R) Pronouns.
Peer Review: Informative Essay.
- Aug. 3 (F) Conferences: Informative Essay.
- Aug. 6 (M) Subject Verb Agreement.
Final Edit: Informative Essay.
Due: Informative Essay.
- Aug. 7 (T) Read: “How Big-Time Sports Ate College Life.”
Adjectives, Adverbs, and Articles.
- Aug. 8 (W) Informative Essay Pulitzer Prize.
Commas.
Persuasive Writing.
Assign: Persuasive Essay.
Prewriting: Persuasive Essay.
Drafting: Persuasive Essay.
- Aug. 9 (R) Prepositions.
Peer Review: Persuasive Essay.
- Aug. 10 (F) Read: “The Clan of the One-Breasted Women.”
Conferences: Persuasive Essay.
- Aug. 13 (M) Parallelism.
Final Edit: Persuasive Essay.
Due: Persuasive Essay.

Aug. 14 (T) Book Presentations.

**Aug. 15 (W) Persuasive Essay Pulitzer Prize.
Preparation for Final Exam.**

Aug. 16 (R) Final Exam.