

**RAPPAHANNOCK COMMUNITY COLLEGE
Warsaw Campus**

ENGLISH 3

Preparing for College Writing II

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Associate Professor**

Spring Semester 2012

Credit: 3 Lecture Hours, 3 Credit Hours

Course Description: Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula.

Course Rationale: Students, particularly those going into transfer programs or the registered nursing program, need practice with specific writing situations as well as grammar, spelling, and usage review, if necessary. Students will work through each writing assignment step-by-step according to detailed instructions and will receive help with trouble spots when they arise. The goal of ENG 03 is to make students independent and confident writers capable of taking composition and other college courses.

Required Text: **Writing Talk: Paragraphs and Short Essays with Readings* 5th edition by Winkler and McCuen

Course Objectives

Students will improve writing skills by:

1. Demonstrating mastery (80%) in the prewriting skills of deciding on a purpose, identifying an audience, setting a tone, and gathering raw material.
2. Demonstrating mastery (80%) in the elements of writing an effective paragraph, such as composing a topic sentence, adding specific supporting details, choosing precise words, sticking to the main idea, linking sentences with transitions, and employing good sentence variety.
3. Demonstrating mastery (80%) in different paragraph strategies, including narrating, describing, illustrating, explaining a process, defining a term, classifying, comparing and contrasting, and arguing.

4. Demonstrating mastery (80%) in the elements of writing an effective essay, such as composing a thesis statement, developing the thesis with adequate, specific details, and organizing the details effectively.
5. Demonstrating mastery (80%) in revising, editing, and proofreading the rough draft.
6. Demonstrating mastery (80%) in recognizing and correcting common sentence errors, including fragments, run-ons, subject-verb agreement errors, incorrect verb forms, shifts in tense and point of view, lack of pronoun-antecedent agreement, dangling and misplaced modifiers, punctuation errors, apostrophe and quotation mark errors, incorrect capitalization, and misspelled words.

Methods of Instruction: Lecture, small group activities, worksheets and handouts, use of Blackboard, websites, and individualized instruction.

Required Materials: Students must have the required text. Students must provide their own pencils and pens and a notebook in which to keep all class notes and handouts. Students also need to purchase a memory stick to use for saving writing assignments.

Course Requirements:

Orientation Quiz—Students will take a quiz to demonstrate they understand the course outline. The quiz is worth up to 20 points and will be added in with the other quiz grades.

Writing Assignments – 25% of course grade

The emphasis in this course is on writing assignments. Students will write papers and revise them if necessary to receive a grade of C or better. Writing assignments must be turned in on time. Students will complete an entrance essay, five unit writing assignments, and a final exam paper. The entrance essay is 10 points, the unit writing assignments are 25 points each, and the final exam paper is 50 points.

Journal Responses – 25% of course grade

Students will respond to writing prompts in Blackboard. These responses will not be graded for grammar/spelling/mechanics, but they will be graded for content. Students will write 10 journal postings. Each journal posting is worth 15 points.

Quizzes/Tests – 25% of course grade

Students will be tested on grammatical and usage skills and concepts. Students must maintain an average grade of 80%. A second version of each quiz is available for retakes. Students will take 10 in-class quizzes and 9 out-of-class quizzes. Students must make up all quizzes/tests missed.

In-class Activities – 25% of course grade

Students will participate in 10 group activities in-class. These activities are worth 10 points each and cannot be made up if missed.

Revising Assignments -

Students are expected to revise assignments according to the instructor's suggestions. Late papers cannot be revised and papers that are two or more weeks late will not be accepted.

Word Processing/Keyboarding Skills –

Students will be typing papers using Microsoft Word in an instructional lab. Students will receive some instruction in word processing, but keyboarding skills are recommended.

Blackboard -

All course materials are posted in Blackboard. Assignments for the next class are posted on the Announcements page. Students who miss class will be required to complete missed activities/quizzes in Blackboard. Access to the Internet at home is recommended. **Students are responsible for all information posted in Blackboard and sent via email.**

Tutoring—

Students who need extra help on reaching skill competencies or with completing assignments will be recommended for tutoring. Students are required to attend tutoring sessions for the number of recommended sessions before they will be allowed to retake quizzes or submit missing assignments or assignments that need to be revised or rewritten.

Final Exam -

At the end of the course, students will be given a test to measure their overall grammar knowledge. Student must score at least 80% on this test. Students cannot miss the final exam. Students will also write a final exam paragraph worth 50 points. Students must score at least a B on this paragraph and make less than five errors. **Note:** Students who have not completed 80% of the writing assignments/quizzes or who have four or more absences will not be allowed to take the final exam.

Grading: Final grades will be based on the class average which must be 80% or better (papers + quizzes + journal responses + in-class activities) and the final exam grades (grammar post-test and final exam paper). In addition, students' grades will be based on class attendance, attitude and motivation, and meeting deadlines. Possible grades are S (satisfactory) R (re-enroll), U (unsatisfactory).

A grade of S (satisfactory) indicates that the student has met the entry requirement of his/her curriculum and can take ENG 111 **or** that the student has successfully completed the class requirements but needs more developmental coursework.

A grade of R (re-enroll) indicates that the student should re-enroll for an additional semester of developmental writing in order to meet the entrance requirement of his/her curriculum.

A grade of U (unsatisfactory) indicates that the student has failed to complete assignments, has turned in assignments late, has missed too many classes or has shown little interest in improving writing.

The instructor will inform each student which subsequent ENG course he/she may enroll in.

Points:

Orientation Quiz	--	20 points
1 entrance essay	--	10 points
5 unit writing assignments	–	25 points each
1 final exam paper	–	50 points
10 in-class quizzes	--	100 points each
9 out-of-class quizzes	–	100 points each
10 journal responses	–	15 points each
10 In-class activities	--	10 points each

Late Work: Students who turn in more than 10 of their assignments late will receive a U. Students have one class period after the due date to turn in late assignments. Students who are absent have one class period after they return to turn in late assignments. Work more than two weeks late will not be accepted. **All course materials are available in Blackboard so students are responsible for keeping up with assignments.**

Attendance: Class attendance is crucial in order to meet objectives. If a student is absent, it is his/her responsibility to make up the work missed. A student should notify the instructor when he/she knows ahead of time that he/she must be absent, so he/she can keep up with assignments. Students who are absent should contact the instructor and/or go into Blackboard **before the next class meeting** in order to find out what the assignments are and get them completed. There are no excused absences.

Students missing more than four (4) of the required class sessions will have one point deducted from the final class average for every class missed (over 4).

Students should make every effort to arrive on time for class sessions. Two tardies will equal one absence.

Cell Phone/Computer Policy: Students who use cell phones or log into social networking sites will be asked to leave class and will be counted absent.

COURSE GUIDELINES FOR STUDENTS: Students who want to be successful should:

- Attend class.
- Complete homework.
- Come to class with notebook, containing course handouts, and pen or pencil.
- Bring textbook to class.
- Turn off cell phones and put them OUT OF SIGHT.
- NOT log into social networking sites.
- Keep in touch with the instructor concerning questions about course content or problems with the course.
- Show respect for other students and college personnel.

Withdrawal Policy: Students who do not attend class, do not contact the instructor, and/or do not take the pre-tests by January 23 will be dropped from the course. Students who miss more than 20% of the class sessions (6 classes) during the first six weeks will be administratively withdrawn by the instructor by March 23.

Instructor Absences: If the instructor is absent, students should log into Blackboard and follow the instructions on the Announcements page. Only in extreme cases will class be cancelled.

Snow Days/Inclement Weather: If the college is closed due to inclement weather, students should log into Blackboard and follow the instructions of the Announcements page. Only in extreme cases will the schedule be altered, for example, if areas in the service region lose electricity.

Conferences: Students should feel free to confer with the instructor any time they need to talk about the course work, problems concerning the course, or the need for additional help. Scheduled office hours are posted on the instructor's door and are announced in class. Students may drop in during those hours or make a special appointment for another time. Students can also call, email, or text the instructor.

OFFICE – Main Building, 109D
PHONE - 804/333-6778
FAX – 804/333-0106
EMAIL - glowery@rappahannock.edu
CELL – 804/761-6862

Basis for Evaluation and Revision of the Course: Students will be given a course/instructor evaluation near the end of the semester. This evaluation will be optional and anonymous for the students. These evaluations plus suggestions from co-workers and others and from students during conferences are used to evaluate and revise the course.

Honor System: Rappahannock Community College has an Honor System whose purpose is to strengthen the student's foundations for academic achievement by establishing guidelines for personal conduct.

It is the responsibility of students to be aware of the rules in the College catalog and to monitor the activities of their peers with respect to the Honor Code and report any violations thereof.

Emergency Evacuation Plan: In each classroom, laboratory, or other places where students are assembled for the purpose of instruction, a fire evacuation plan will be posted indicating the direction of travel from the room in the event it becomes necessary to evacuate the building as a result of fire or other emergency. This plan will

be posted in a conspicuous place near the exit from the room. At any time the fire alarm sounds, the building will be evacuated. The instructor is to ensure the fire doors (doors with automatic closures on them) are closed upon leaving the area. Instructors are also responsible for assisting disabled students. If a classroom does not have an evacuation plan, students should notify the instructor or campus dean.

Special Requests: It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, students who feel that they may need some type of accommodation in order to make this class a successful setting should go to the Counseling Office on either campus for information about applying for services and accommodations. Students need to provide current documentation of a disability and recommended accommodation for that disability. For additional information refer to “Student Services” on the RCC website and look for “Students with Disabilities.”

College Closing Information: The College will be open unless an official closing is announced. If it is necessary to cancel or delay the opening of the college, the decision will be announced over radio and television stations serving the college region.

IMPORTANT NOTICE: This course outline is intended to be used only as an introduction to the course. The official course information is maintained on the instructor’s Home page. Information on the Home Page and in Blackboard takes precedence over information in this outline. However, no major changes in course content or assignments will be made. Minor changes and up-to-date information will be posted on the home page or in Blackboard. Students are required to use Blackboard to follow the assignment schedule and access handouts and presentations posted there. Students should check the announcements page in ENG 03 and their RCC email frequently. **Students are responsible for all information posted in Blackboard and sent via email.**

ENG 03 SCHEDULE (See Assignments and Announcements in Blackboard for the official schedule and specific assignments)

Introduction to Course: January 9 and 11

- Take grammar pre-test on January 9.
- Pick up handout for entrance essay.
- Write entrance essay and bring to conference.
- Attend conference with instructor instead of attending class January 11.
- Start working on assignments for Unit 1.

Units for *The Community College Experience*

Unit	Name	Dates
Unit One	Understanding the College Culture	January 16-25
Unit Two	Taking Control	January 30-February 15
Unit Three	Retaining Information	February 20-March 7
SPRING BREAK MARCH 12-17		
Unit Four	Making the Grade	March 19-April 4
Unit Five	Planning Your Future	April 9-23

Final Exam Review: Wednesday, April 25
Final Exam Date: Wednesday, May 2, 8:30-11

ENG 03 Grade Sheet

Name _____

Pre-test _____

Placement test _____

Unit	Writing Assignments	Journal Responses	In-class Activities	In-class Quizzes	Out-of-class Quizzes
Unit 1	Writing Assignment #1	#1	#1	#1- S & V	
		#2	#2	#2-Verbals	Do, Be, Have
Unit 2	Writing Assignment #2	#3	#3	#3- C & P	Passive Voice
		#4	#4	#4-Compound	Shift in Tense
Unit 3	Writing Assignment #3	#5	#5	#5-Complex	Adjectives & Adverbs
		#6	#6	#6-Run-ons	Modifiers
Unit 4	Writing Assignment #4	#7	#7	#7- Fragments	Apostrophes
		#8	#8	#8- Agreement	Quotation Marks
Unit 5	Writing Assignment #5	#9	#9	#9-Verbs	Capitalization
		#10	#10	#10- Pronouns	Misspelled Words
TOTALS					

Final Exam _____

Class Average _____

Grade _____

Recommendation _____