

**Odessa College**  
**Humanities Division**  
**Department of English and Foreign Languages**

**ENGL – 0370.12 Developmental Writing**  
**Instructor – Ms. Christy Henegar, [chenegar@odessa.edu](mailto:chenegar@odessa.edu), (432) 335-0661, WH 223**

**Class Meeting:** T, Th (9:30 – 10:50 am), LRC 303

**Course Hours:** Credit is usually not transferable and does not satisfy requirements for any degree plan at Odessa College.

**Prerequisite:** None

**Catalog Description:** ENGL 0370 is a compensatory course which focuses on developing the fundamental skills needed to write unified, coherent essays. The course emphasizes sentence structure, paragraph structure, correct grammar, and the use of conventional English. Requirements include essays composed in response to various prompts and other assignments as determined by the instructor. The course is designed to prepare students for ENGL 1301 and/or for the THEA and other state-approved alternate tests. A student must attain a “C” or better in this course or pass the English portion of the THEA or other state-approved alternate tests before enrolling in ENGL 1301. Credit for this course is probably not transferable, and the course does not satisfy requirements for any degree plan at Odessa College. A lab fee is required for ENGL 0370 WP (Word Processing).

**Textbooks:** No textbook is required. However, each student will need to bring the following materials to class each class meeting.

- IBM compatible or flashdrive or other means of saving work such as (One 3 ½ “ blank computer disk, formatted)
- Three-ring binder to keep assignments, notes, work and corrections.
- Pen or pencil if needed and materials as assigned in class.

**Learning Outcomes:** After successful completion of this course the student should be able to:

1. Construct clear, interesting, rhetorically effective, and grammatically correct sentences, and demonstrate correct, standard English usage and mechanics.
2. Focus and organize ideas as part of the complete writing process.
3. Write essays of 5-7 paragraphs, demonstrating basic roles of introductions, body, and conclusion.
4. Construct an effective thesis sentence that controls the essay.
5. Develop effective paragraphs, including introductions and conclusions, with a variety of support and development.
6. Submit word processed organized assignments in the correct, required format.
7. Be able to review the students’ own papers and selections for accurate revision as needed.

**Grading Policy:**

Grammar work and Mechanics as assigned	10%
Journal unit	10%
Essays / Prewriting and corrections	60%
Final Exam	20%

Late assignments will receive a 10 pt. / day deduction up to one week past the due date. The only exception the Final Exam essay which will not be accepted late, no exceptions. Each week, I will provide grades or scores and comments on assignments. Late assignments receive a 10% deduction for each day that they are late if assignments are not submitted in class within the first 15 minutes of class or posted by that same course time online the day the assignment is due. I will only accept late work for up to one week past the posted due date. The only exception to the late work acceptance policy is Final Exam - no late submissions will be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor in hardcopy fashion in class on the due date. The Final Course Grade is determined by this rubric: 90 through 100 = A; 80 through 89 = B; 70 through 79 = C; 60 through 69 = D; below 60 = F.

**Attendance Policy:** Regular attendance and class participation is expected and is important to your success in this class and your grade. You will notice that grades are both linked to completion and the time in which they are completed. You should contact me either through email at [chenegar@odessa.edu](mailto:chenegar@odessa.edu), or during posted office hours. You may also leave a phone message for me at 432 553-0661, but realize that my response to these types of messages may be delayed and answered only during my office hours. If you wish to meet with me during office hours, they are posted through the OC Portal, online and outside my office door on the bulletin board (WH 223). **YOU are responsible for the material/ assignments affected by your absences.** Since this is a Developmental Course, there is a specific attendance policy with which you must comply. Since your course meets MWF, for one hour each of the days during the week, you are allowed a total of 7 absences for the semester. If you exceed 7 absences, you will receive an “F” for the course. NO ABSENCES ARE EXCUSED – but I will work with you as much as conceivably possible to notify you of assignments that you may have missed if you contact me. All absences, regardless of the reason, count against the maximum number of absences. I do not try to contact you after one initial time – if you do not complete the work or try to attend class or reach me; you will receive an F if you do not formally withdraw from the course. I cannot withdraw you – you must do this through the Registrar’s office. Please see the Instructor Information Sheet for further information.

**Computer Access:** You will need to have access to a computer for this class. All essay assignments must be computer generated. You will be expected to use a word processor, print and submit your final essay assignments in hard copy. If you do not own a computer, and you need to complete assignments outside of class – you will still need to access a computer and printer either through one of the labs or the Learning Resource Center on campus. No computer or having computer trouble will not be an excused reason for turning in late assignments.

**Student Assistance and Academic Support:** Odessa College offers free tutoring services through the Student Learning Center which is located on the 1<sup>st</sup> floor of the LRC. Online instruction is also available through *Smarthinking*. It is each student’s responsibility to see assistance if needed. You may call (432) 335 -6878 or drop by. Be sure to take your book, notes and the assignment if seeking help from the tutors so that the complete information is available to you and to the tutoring staff.

**Student Evaluation of Instruction:** The SEI process for face-to-face and online courses is scheduled for the week of November 26<sup>th</sup>.

**ADA Policy: SPECIAL NEEDS:** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other

class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

**Course Competencies:**

1. At least three to four major essays throughout the entire semester as assigned.
2. Readings of selected model essays and other readings provided throughout the semester.
3. Complete homework assignments and exercises including grammar, spelling, and writing exercises as provided in class.
4. Complete the final examination which contains both objective material and an essay. The Final Exam will contain grammar, mechanics and other items as discussed in class this semester.
5. Participate in class discussion and collaborative writing assignments.
6. Maintain a notebook of assignments, work and corrections, as well as a journal on topics assigned in class.

**Learning Resource Center (Library):** The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

**Student E-mail:** Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Student Portal:** Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Technical Support:** For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

**Important School Policies:** For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

## **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,

- missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.