

**ENGLISH 0370, DEVELOPMENTAL WRITING**  
**ODESSA COLLEGE, Spring Semester 2013**  
**“Odessa College...MORE”**

**INSTRUCTOR: WAYNE JOHNSON**

**TELEPHONE: 335-6546 OFFICE: LRC 312**

**OFFICE HOURS: M 10 a.m. to 11 a.m. and 5 p.m. to 6 p.m.**

**Tu 9:30 a. m. to 10:30 a.m. and 1 p. m. to 3 p.m.**

**W 10 a.m. to 11 a.m.**

**Th 9:30 a.m. tp 10:30 a.m. and 1 p. m. to 3 p.m.**

**F 10 a.m. to 11 a.m.**

Developmental Writing is "a compensatory course designed to improve basic thinking and writing skills" with no prerequisite. The course "emphasizes essay development and use of conventional English." In addition, the course "requires essays composed in response to various prompts and prepares the student for testing assessment and English 1301, Composition and Rhetoric." Odessa College Catalog, 2007-2009, page 128.Scans 1, 2, and 9.

**DEVELOPMENTAL WRITING LEARNING OUTCOMES:**

- Recognize and write correct sentences
- Recognize and correct sentence structure errors as well as other grammatical errors
- Identify different parts of speech and grammatical components and use them correctly and effectively in constructing sentences
- Write essays which meet the following criteria:
- Write unified, coherent five-paragraph essays, each containing a clear thesis statement, an adequately developed introduction, topic sentences, substantive content, and a closing paragraph
- Write a unified, coherent paragraph that contains a clear topic sentence
- Provide adequate supporting detail, and distinguish between general and specific information
- Demonstrate an ability to proofread and revise work

**INSTRUCTIONAL MATERIALS:**

1. ONE 256 MB OR LARGER FLASH DRIVE WHICH WILL BE KEPT IN THE WRITING LAB, LRC 303;
2. ONE STANDARD MANILA POCKET FOLDER (STANDARD SIZE, NOT LEGAL SIZE), and
3. ONE STANDARD THREE RING BINDER
4. SHARPIE HIGHLIGHTER, and
5. TEXTBOOK: Think the Link, Wayne Johnson, 2004, Odessa College Print Shop.

The folder and the drive will remain in the classroom for the semester. At the end of the term, the drive will be returned to the student. The folders are the course records and will remain with the instructor during the course and after the course. The folders will NOT be returned to the students at the end of the course/semester. Students who have difficulty purchasing any of these supplies should discuss their situation with the instructor.

## **ENGLISH 0370 COURSE REQUIREMENTS:**

### **ALL STUDENTS ARE EXPECTED TO:**

1. write a minimum of five essays and shorter pieces of writing as assigned;
2. do careful reading of selected model essays and other reading assignments;
3. complete a prewriting activity in preparation for writing each in-class essay;
4. complete other homework assignments and exercises including grammar exercises and spelling exercises from the textbook and other sources;
5. take the FINAL EXAMINATION(one part is to demonstrate grammar, mechanics, and usage skills, and one part is to demonstrate writing ability);
6. participate in class discussion and collaborative writing assignments,
7. maintain a writer's journal and an evidence folder as assigned, and
8. maintain a work behavior and attitude conducive to a college learning environment.

**METHOD OF EVALUATION:** The final grade for the course is calculated on scores on quizzes, homework assignments, examinations, journal entries, grades on formal written essays, and the score on the final examination. In English 0370, a student has the opportunity to earn up to 1000 points and must earn 700 points or more to earn a "C" to continue on to English 1301, Composition and Rhetoric. The point scale for the student's grade in English 0370 is as follows:

Grammar unit/grammar homework	100 points possible
Journal unit average	100 points possible
Essays/Prewriting Activities	600 points possible
Final Examination/Essay/Grammar	200 points possible

**ATTENDANCE AND TARDIES:** ATTENDANCE IS REQUIRED. NO ABSENCES ARE EXCUSED. Class attendance is important to your academic success in the course. If you are absent, you will miss material that you will need to complete your assignments and to write your essays. In addition, if you are tardy, you will also miss material you will need to complete your assignments and to write your essays. You will be given a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT, and after you sign a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT, you will be given a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT for your records. If you find it necessary to drop the course for any reason other than passing the writing section of the THEA or the COMPASS, YOU must process an official drop form through the Registrar's Office. If you complete the course by passing the writing section of the THEA or the COMPASS, you need to receive the grade you are earning in the English 0370 class at the time you pass your writing test assessment. Unfortunately, tardiness has become a problem recently. Students should be present in class at the time class begins, and students should be advised that three tardies will be equivalent to one absence in the calculation of attendance.

**PLAGIARISM AND ACADEMIC DISHONESTY:** In recent semesters, some students have chosen to plagiarize the work of other students and submit the

plagiarized work as their own work for a grade. In addition, some students have plagiarized materials from the Internet. Both activities are unacceptable behavior and will be considered academic dishonesty and will result in an automatic grade of ZERO for the plagiarized writing assignment.

**PREWRITING ACTIVITY AND ESSAY ASSIGNMENTS:** In preparation for writing an essay, students will be assigned a prewriting activity for homework. The prewriting activity **MUST BE COMPLETED** before the student comes to class to write an essay. **ALL ESSAYS ARE WRITTEN IN CLASS; ESSAYS WRITTEN OUTSIDE OF CLASS WILL NOT BE ACCEPTED FOR CREDIT AND WILL NOT BE GRADED.** In English 0370, students are expected to write **ALL** of their essays in class with the guidance provided by the instructor and with the materials in the completed prewriting activity. In addition, students are advised that a ten (10) point grade penalty will be assessed on the final draft of any essay in which the student does not make any effort to add supporting details or to develop the discussion more fully from the second intermediate draft. The final draft should be the **MOST DEVELOPED** and the **MOST ORGANIZED** of any of the drafts during the writing of any essay.

**JOURNAL WRITING ASSIGNMENTS:** During the course, students will be assigned five journal-writing assignments. For full credit on a journal writing assignment, a student must write a full page for each journal entry. Journal entries that are not one full page in length will be graded accordingly. Journal entries **MUST** be composed using the rules of Standard Written English and must be written in complete sentences and in paragraph/paragraphs format. Students must select topics for their journal entries from the list of approved journal topics in the journal section of the course textbook.

**HOMEWORK POLICY:** Homework assignments especially in the grammar review unit will not be accepted late. If you are absent when the grammar assignment is made, you will not be able to make up the assignment, and if you are absent when the grammar assignment is due, you will not be able to submit the work late. The student is responsible for attending class on a regular basis and for being current with all assignments for the course. Common sense dictates that if you do not have good class attendance, you cannot possibly have good class academic success. In addition, if you do not have good class attendance, you will not be current with your assignments and will miss information that will be helpful to you in writing your essays and completing your other assignments.

**MAKE-UP WORK:** **MAKE-UP WORK WITHOUT PENALTY FOR MAJOR WRITING ASSIGNMENTS WILL BE ACCEPTED ONLY WITH THE PRIOR APPROVAL OF THE INSTRUCTOR. STUDENTS WILL BE ALLOWED ONE LATE MAJOR ESSAY DURING THE FIRST FOUR ESSAY ASSIGNMENTS DURING THE SEMESTER; ALL OTHER MAJOR ESSAYS MUST BE SUBMITTED ON THE REQUIRED DUE DATE. THE FIFTH AND FINAL IN -**

**CLASS ESSAY CANNOT BE USED AS A LATE ESSAY ASSIGNMENT.  
EXERCISES, DAILY QUIZZES, AND SHORTER IN-CLASS WRITING  
ASSIGNMENTS WILL NOT BE ACCEPTED LATE.**

**PROPOSED CALENDAR,  
ENGLISH 0370, DEVELOPMENTAL WRITING  
Spring 2013 Semester**

**INTRODUCTION TO COURSE  
DISCUSSION OF ATTITUDE  
INTRODUCTION TO WORD PROCESSOR  
INTRODUCTION TO WRITING  
"THINK THE LINK" WRITING THE "MODEL" ESSAY  
GRAMMAR REVIEW  
    PROOFREADING  
    RECOGNIZING AND CORRECTING GRAMMATICAL ERRORS  
    SPELLING AND LANGUAGE USAGE  
THEA PREPARATION  
APPROPRIATENESS, UNITY AND FOCUS  
PREWRITING ACTIVITY  
WRITING ASSIGNMENT  
BRAINSTORMING  
EVIDENCE FOLDER  
DRAFTS OF ESSAYS  
PEER READINGS/REVIEWS  
PROOFREADING EXERCISE  
FOCUS ON ORGANIZATION  
PREWRITING ACTIVITY  
WRITING ASSIGNMENT  
BRAINSTORMING  
EVIDENCE FOLDER  
DRAFTS OF ESSAY  
INTRODUCTION TO JOURNAL REQUIREMENT  
PROOFREADING EXERCISE  
FOCUS ON DEVELOPMENT  
PREWRITING ACTIVITY  
WRITING ASSIGNMENT  
BRAINSTORMING  
DRAFTS OF ESSAY  
PROOFREADING EXERCISE  
MORE ON UNITY AND FOCUS  
PREWRITING ACTIVITY  
WRITING ASSIGNMENT  
BRAINSTORMING  
EVIDENCE FOLDER  
DRAFTS OF ESSAY**

**PROOFREADING EXERCISE**  
**PREWRITING ACTIVITY**  
**WRITING ASSIGNMENT**  
**BRAINSTORMING**  
**EVIDENCE FOLDER**  
**DRAFTS OF ESSAY**  
**PROOFREADING EXERCISE**

## **FINAL EXAMINATION: FINAL ESSAY AND FINAL GRAMMAR EXERCISE**

**CREDIT BY EXAMINATION:** During the semester, some of the students will pass either the writing portion of the THEA or will pass the COMPASS test, writing sample, and will decide to withdraw from the course. Students who exit the course using either of these test scores will receive the grade they have in the course when they exit the course for the semester. NO students will receive an automatic “A” for the course based solely on THEA scores or COMPASS scores.

**CELL PHONES:** NO CELL PHONES are to be in use during this class. If you are carrying a cell phone, PLEASE turn it off during class. If you are expecting an important telephone call, you should make arrangements other than interrupting the class with your cell phone. In addition, NO portable electronic devices are to be brought into the class including any electronic device requiring the use of a headset. Students are NOT to wear headsets of any kind into the classroom. In addition, students are NOT to bring ANY DRINKS OR FOOD ITEMS such as snacks into the classroom. Additionally, all materials written and processed in the class are to be saved to the student’s flash drive which will remain in the classroom.

**INTERNET USE:** In English 0370, Basic English, the computers are used exclusively for composing essays using Microsoft Word. No browsing of the Internet is allowed, and students are NOT to use the computers to enter chat rooms, to engage in email, or to play any games on any web site. Students who violate the internet use policy will be subject to a grade deduction of ten points on the final grade of their writing assignment following their internet use policy violation.

**LANGUAGE USAGE:** In recent semesters, many students have incorporated text-messaging symbols into their formal writing. Text messaging is NOT formal writing, and any student who uses text-messaging symbols in the text of any essay writing assignment including the final examination essay in this course will receive an automatic “F” for the writing assignment in which they use text-messaging symbols. Students who use text messaging in a journal entry will be given an opportunity to correct their error and to rewrite the journal entry. An example of such a writing violation would be the use of the letter “u” for the pronoun “you” in an assignment. Additionally, offensive language in classroom discussions and in writing assignments will not be permitted. Offensive language shall be defined as any inappropriate language that would not be used by students who are educated and who possess sufficient intellect to know that effective vocabulary choices are the basis for success in a college writing course.

**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 class or any other class at Odessa College, please feel free to contact the Office of Disability Services at 335-6861 to request assistance and accommodations.

## **Expectations for Engagement – Face to Face Learning, English 0370**

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 home work 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.

**STUDENT SUCCESS INITIATIVE:** One of the most important goals at Odessa College is to encourage students to be successful in their courses. To that end, “the Odessa College Student Success Coaches will help students stay focused and on track to complete their educational goals. If an instructor sees that student might need additional help or success coaching, the instructor may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact the student to work toward a solution.”

