

Cisco College
(Abilene Educational Center)
ENGL 0303

Fall 2009

Instructor: Kimberly Wombles

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Office Hours: by appointment

Course Description: Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Will not count towards a degree. Three lecture hours per week.
Credit: 3 semester hours

Course Structure and Credits: 1 hour 25 minute lecture in Room 114, Monday and Wednesday 5:00

Prerequisites: Prerequisites: A grade of C or better in ENGL 0302 or test placement

Required Textbooks and/or Materials: paper, and pen. *Reviewing Basic Grammar Eighth Edition*

Purpose and Goal of the Course Related to the College Mission: Serves community and service area by offering preparation for the core curriculum and encourages educational self-reliance.

Learning Objectives and Methods of Assessment:

Learning Objectives:

1. Compose essays with introductory, supporting, and concluding paragraphs that are unified and coherent.
2. Identify and correct subject/verb agreement errors.
3. Identify and correct fragments, run-on sentences, and comma splices.
4. Use appropriate coordination and subordination.
5. Identify and correct verb and pronoun usage.
6. Identify and correct spelling errors.
7. Use punctuation correctly, especially commas.
8. Write clearly and effectively in order to convey thoughts and ideas to the reader.
9. Use the internet and software to research and compose essays and communicate with readers.

Methods of Assessment:

30% 3 essays 600 words in length (rough draft to be turned in as well, 25% of grade).

50% Daily assignments and peer edits

20% Final exam – grammar exam

Grading Policy:

Papers will not be accepted one week after the due date, no exceptions. One letter grade will be subtracted for late papers.

Daily assignments will not be made up and will not be accepted late, no exceptions. The lowest 2 daily grades will be dropped.

Major Units of Study:

Essay Writing, Patterns of Essay Development, Special Skills, Grammar Review, Critical Reading and Writing Skill Building.

Course schedule, changes, and notices will be posted on www.kwomblesclasses.proboards.com. This site should be checked daily.

Academic Integrity

Warning: Students who practice academic dishonesty may be dropped from this course. It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension.

(Plagiarism is the presentation of another person's work as your own, whether you intend to or not. Copying or paraphrasing passages from another writer's work without acknowledging that you have done so is plagiarism. Allowing another writer to write any part of your essay(s) is plagiarism.)

If you are caught plagiarizing, you may be asked not to return to class and you may earn an F for the course. This is non-negotiable for papers which are entirely plagiarized. If plagiarism is suspected, but cannot be conclusively proven (i.e. the source text cannot be found), you may be asked to defend your paper. If you cannot answer questions on your paper, you will receive a 0 for the assignment. If this happens a second time, you will be asked to not return to the class and will earn an F.

If it's not your idea and it's not your words and you don't cite, you are plagiarizing.

Changes to the Syllabus

The schedule and procedures in this syllabus are subject to change if deemed appropriate by the instructor.

Students with Special Needs

Students who qualify for specific accommodations under the Americans with Disabilities Act (ADA) should notify the instructor the first week of class. It is the student's responsibility to provide the necessary documentation to the Special Populations Coordinator.

Student Conduct

Students are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, students are prohibited from making offensive remarks, reading material not related to class, sleeping, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, at a minimum, in a request to leave class. A more detailed list of inappropriate behaviors is found in the current student handbook.

Student Technology Use in Classroom Policy Options

Cell phones should be silenced. If you receive a call you must take, please leave the room.

No listening to music, no playing games.

Attendance:

1. Prompt and regular class attendance is considered necessary for satisfactory work. It is the responsibility of the instructor to keep an accurate and comprehensive record of attendance.
2. Cisco College recognizes that absences from class may occur due to illness, death, or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. (Absences due to the participation in a College-sponsored activity must be authorized by the Vice President of Instructional Services.) When absences occur due to the above, I will consider the absence excused, and the student is allowed to make up work missed. According to college policy, the instructor may require the work to be made up within two weeks. My policy allows you to make up all assignments if you have an excused absence.
3. Students must adhere to attendance requirements described in the student handbook; students **MAY BE DROPPED** from class if absences exceed the numbers set forth as limits and if the absences result in a failing grade:

After 4 absences in Monday, Wednesday or Tuesday, Thursday classes

After 2 absences in classes meeting one time a week

The student will receive a grade of W for the course if withdrawn before the "last day to drop with a W" and an F if withdrawn after the "last day to drop with a W."

The "Six Withdrawals" Statement: Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring of 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." A CJC student affected by this statute who has attended or plans

to attend another institution of higher education should become familiar with that institution's policies on dropping courses

My expectations:

You should be prepared.

Read any assignments prior to class.

Be ready to participate in discussion.

Be ready to write each class meeting and to think and write critically.

A lack of preparation may result in a zero as a daily grade.

Bring your books, pencils, paper, and a willing attitude.

You should come to class on time.

If you cannot be in class, email in advance.

Get someone's email, check the forum, network with others so that you can get missed work/notes.

Late work will only be accepted for approved reasons. There will be points deducted.

All typed work will also be submitted via email.

Do your own work and follow directions.

Use MLA format.

Take notes and follow the directions given for assignments.

Turn off cell phones and beepers. No texting.

Visit after class, not during class.

Show respect for others' opinions, and they will respect yours.

Don't talk when I am talking.

Don't get ready to leave early. Packing up your books is noisy and distracting.

Don't be rude (Rolling your eyes, lying across the desk, sleeping in class, etc.).

Students with attitude problems will not be permitted to remain in class.

Grading Criteria:

An A paper:

Has a clearly defined thesis and excellent support paragraphs.

Has proper MLA formatting (no errors in citation).

Has the length required.

Has very few grammar errors (nearly flawless).

Has no run-ons. May have a stray fragment which appears intentional, for dramatic effect.

Has smooth flow and good transitioning.

A B paper:

Has a clearly defined thesis and adequate support paragraphs.

Has proper MLA formatting; may have some slight errors (if citing is done).

Has the length required.

Has few grammar errors.

Has no more than one run-on or fragment.

May not be entirely smooth.

A C paper:

Has a thesis and support.

MLA formatting is error-ridden.

May not have the length required.

Has several grammar errors.
Has multiple issues with run-ons and fragments.
Not smooth.

A D paper:

Problems throughout the paper that extend past the C paper but do not warrant a failing grade.

An F paper:

Problems are extensive enough that a grade higher than a 59 cannot be justified.

If students improperly paraphrase or take text from a source and do not quote it, but it is apparent that the plagiarism was not intended to deceive or cheat, the paper will receive an F. Any misattribution or borrowing from a source without proper quotations will receive a failing grade.

If the plagiarism appears intentional, the paper receives a grade of 0 and the guidelines set in place will apply.

An A paper should be close to spotless. If your paper is not, then you should not expect an A.

You will almost certainly have to go through the revising and editing processes in order to earn an A.

Schedule will be available both on www.kwombles.com and www.kwomblesclasses.proboards.com.