

I hear and I forget; I see and I remember; I write and I understand.
Chinese proverb

Course Description and General Information
English 0302.501
MW 4:00 p.m. – 5:15 p.m.
Spring 2017

Instructor: Lynette Bowen
E-Mail: lbowen@southplainscollege.edu lynette.bowen@sbcglobal.net (home);
Phone: 806-685-3749 – You MUST leave a message. Otherwise, I will not return your call. 296-9611, ext. 4301 (Plainview campus)
Office: by appointment (and I am usually available 30 minutes before and after class.)

A. Required Texts:

- **Evergreen* by Susan Fawcett, 10th edition, bundled with Aplia **New Only**
- *Aplia software - bundled with textbook. **Keep all folders!**
- *3-ring binder (one inch), with seven indices
- *Paper and pen/pencil
- *Optional: highlighters, sticky notes, and a day planner/calendar

B. Catalog Course Description:

This course is a developmental course for students who do not pass the English portion of the TSIA and are selected to participate based on their score. This course is designed to provide preparatory work for students to be able to succeed in ENGL 1301 and other college-level English courses. It offers a review of English grammar and the processes of reading and writing through essay writing and short analytical readings. *This course will not satisfy graduation requirements.*

C. Instructional Objectives: By the end of the semester, students should:

1. be able to demonstrate proper use of grammar skills at the sentence, paragraph and essay levels.
2. be able to write organized, unified, and coherent essays.
3. be able to revise essays to improve their presentation of ideas.
4. have written the equivalent of at least 3 formal essays, plus other writing.

D. General Policies

1. Class begins and ends on time. If the door is shut when you arrive, it is because class has already started. Do not come in. You are already counted absent. It is inconsiderate to me and the other students to interrupt us with your tardiness.
2. Do not leave once class has started. Again, this is rude for me and for the other students. If you feel you must leave, do not come back into class. You will be counted absent.
3. Turn in all assignments on time. **I do not accept late work.**
4. If you miss class, turn in your work BEFORE the next class in order to receive credit for that assignment.
5. THERE ARE NO EXCUSED ABSENCES. An absence is an absence.
6. If you have four absences, you will be dropped from the class.

7. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made*. Check the syllabus and with me for assignment information.

8. No cell phones, pagers, musical devices, ear jacks, and/or other personal electronics during class. If you cannot do without these things for the duration of the class, then do not come to class (but remember the policy concerning absences).

9. Turn ALL ring-tones, buzzers, bleeps, and cool sound-effects OFF when you are in class.

10. Make-up quizzes and tests are not given.

11. All students will take the final exam at the scheduled time.

Very Important!

12. Participation makes the class better for everyone. I expect students to have questions—that means you are thinking! There are no stupid questions in my class.

E. Homework Expectations

Textbook Assignments

You will have regular assignments from your textbook. I expect you to complete every part of every assignment. Homework is graded as a 100 (if assignment is complete) or a 0 (if even one blank is left empty). HOWEVER, I do not expect you to get every exercise correct all the time. If you are unsure of an answer, make the best guess you can, then mark that question. At the beginning of the next class, I will do a homework completion check, then will give you the opportunity to ask whatever questions you want about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

Aplia on-line assignments

You will have regular Aplia assignments. I will activate specific assignments each week that you must complete according to the time set by Aplia. These assignments will be graded. I will give you instructions as we progress through the semester.

Keep your square Aplia folder! You will need this information in order to set up your Aplia account. I will give you more specific information about this later.

Computer Lab and On-line Information

*** If you choose not to complete Aplia and computer assignments, you will not pass the class.**

You are responsible for :

Your SPC e-mail account information

Your SPC password

Your Aplia password

*******I do not have any information about any passwords and cannot help you if you do not have your passwords!*******

All official SPC information needs to be communicated through SPC's e-mail system. If you need to get in touch with me, send it to my SPC account (lbowen@southplainscollege.edu). I also

recommend that you send any info to my home account (lynette.bowen@sbcglobal.net). Likewise, if I need to get in touch with you, I will send a note to your SPC e-mail account.

For Aplia assignments, you are allowed two “free passes.” These can be used if you have computer glitches. If you do not use your free passes, Aplia drops your two lowest grades.

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC computer. Just remember that your computer assignments must be completed whether or not you have a computer at home.

If you feel that you need some extra help with typing and keyboarding skills, there are several things you can do:

- *Go the Tutoring Center. It has a very good online typing tutorial.

- *Go to one of the following free websites:

 - nimblefingers.com

 - mrkent.com

F. Grades

Homework and Journal Writing	5%
Tests and Quizzes	10%
Aplia assignments	30%
Writing (including pre-writing, writing, revising, and final copy)	40%
Final Exam (Grammar and Writing)	15%

You must pass this course with a B or better to move into ENGL 1301.

G. Notebook Sections

Class Information
Assignment Sheets
Handouts
Journal Writing
Work in Progress
Finished Work
Notes

H. How to Turn In Formal (Typed) Written Assignments

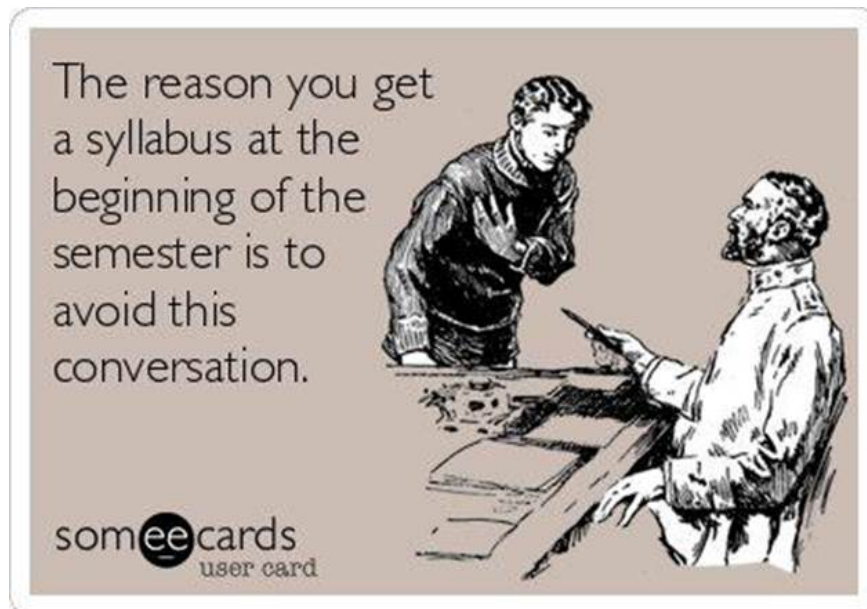
Formal written assignments must be:

- A. typed
- B. double-spaced
- C. 12-pt Times Roman
- D. 1 inch margins
- E. no fancy fonts or graphics

<i>top sheet</i>	final copy
	peer and tutor editing notes
	rough drafts (at least two)
<i>bottom sheet</i>	your prewriting notes

I. Statement of Nondiscrimination:

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.



ENGL 0302.501
Developmental English
Spring 2017
Lynette Bowen, Instructor

I have read this syllabus and course description. I understand and accept all policies and procedures as described.

Printed Name: _____

Signature: _____ **Date:** _____

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Tentative Student Syllabus
ENGL 0302.501
Monday/Wednesday 4:00 p.m. – 5:15 p.m.
Spring 2017

How to Succeed in Class:

1. Be on time, every time.
2. Come to class prepared, on time, every time.
3. Come ready to ask questions, discuss, and take pop quizzes.

Week 1	Jan 18	Introductions, course information, syllabus set up notebooks e-mail assignment
Week 2	Jan 23 & 25	Ch. 1: Exploring the Writing Process Ch. 2: Prewriting to Generate Ideas Ch. 38: Mechanics – Capitalization Ch. 41: Look-Alikes/Sound-Alikes Ch. 40: Spelling
Week 3	Jan 30 & Feb 1	Set up Aplia in computer lab Ch. 2: Prewriting to Generate Ideas Ch. 6: Narration - begin first formal writing assignment Aplia assignments
Week 4	Feb 6 & 8	Ch. 3: Process of Writing Paragraphs Ch. 6 : Narration, continued Ch. 25: The Simple Sentence Aplia assignments
Week 5	Feb 13 & 15	First formal writing assignment due (paragraph) Ch. 3: Process of Writing Paragraphs Ch. 6: Narration, continued Ch. 25: The Simple Sentence Aplia assignments
Week 6	Feb 20 & 22	Ch. 3: The Process of Writing Paragraphs Ch. 6: Narration Ch. 26: Coordination and Subordination Aplia assignments
Week 7	Feb 27 & Mar 1	Ch. 4: Achieving Coherence Narrative essay due (first formal writing) Ch. 5: Illustration (Example) – begin second essay Ch. 26: Coordination and Subordination Ch. 14: The Process of Writing an Essay

Aplia assignments

Week 8 Mar 6 & 8 Ch. 4: Achieving Coherence
Ch. 5: Illustration (Example)
Ch. 14: The Process of Writing an Essay
Ch. 26: Coordination and Subordination
Aplia assignments

Mar 13 & 15 Spring Break

Week 9 Mar 20 & 22 Ch. 5: Illustration - second essay due
Ch. 9: Definition – third essay
Ch. 14: The Process of Writing an Essay
Ch. 26: Coordination and Subordination
Ch. 15: The Intro, the Conclusion, and Title
Ch. 28: Present Tense (Agreement)
Aplia assignments

Week 10 Mar 27 & 29 Ch. 9: Continue definition essay
Ch. 15: The Intro, the Conclusion, and Title
Ch. 30: The Past Participle
Aplia assignments

Week 11 April 3 & 5 Ch. 9: Continue definition essay
Ch. 32: Pronouns
Ch. 12: Begin cause and effect essay
Aplia assignments

Week 12 April 10 & 12 Ch. 12: Continue cause and effect essay
Ch. 32: Pronouns
Ch. 34: Adjectives and Adverbs
Aplia assignments

Week 13 Apr 17 & 19 Monday - Easter Holiday
Ch. 12: Continue cause and effect essay

Week 14 Apr 24 & 26 Ch. 12: Continue cause and effect essay
Ch. 34: Adjectives and Adverbs

Week 15 May 1 & 3 Ch. 36: The Comma
Ch. 20: The Essay Examination/SPC Scholarship Essay
Aplia assignments

Week 16 Final Exam Monday, May 8, 3:15 – 5:15

All students must take the final exam at this time.

You will have assignments in addition to those listed here.