

English 0302: Developmental English
Policy Statement/Syllabus
Spring 2018

Instructor: Natasha Newsom

Office: LIB 333

Office Hrs:

Monday by appointment

Tuesday/Thursday 11:30-1:00PM

Wednesday: 2:00-4:00

Friday 9AM-12PM

Phone: 894-9611 ext 2481

Email Address: nnewsom@southplainscollege.edu

***There are times that I may be on-campus but away from the office. Please notify me via email at least 24 hours before an office visit so that I can make sure to be present in the office.**

Scope/Purpose: ENGL 0302 is a remedial English course. This course includes a study of grammatical elements, sentence types, sentence variation and sentence combining. The focus of this course is on the development and writing of various types of paragraphs. Short readings are required. This course will not satisfy graduation requirements.

Required text/ materials:

Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. Tenth Edition.

Outside reading, as provided by instructor.

Other materials: spiral for taking notes, separate folder/spiral for journals, and writing utensil

Recommended Texts:

A standard college dictionary, and a thesaurus, preferably portable.

Bring all materials to class on a daily basis.

Assignment Requirements:

Late papers will not be accepted. You are welcome to hand in work early if you know you will have to be absent.

- All essay drafts must be typed and double spaced in Times New Roman font, with font size twelve.

Essays and writing assignments will be evaluated on the following criteria:

- Accuracy of content
- Use of conventions of grammar
- Unity and coherence
- Logical arguments to advance the thesis

Student Responsibilities:

- Attending class regularly
- Showing courtesy to fellow classmates and the instructor
- Asking instructor for assistance as needed
- Showing maturity and professionalism with regard to assignments and in the classroom
- Class participation and earning daily grades
- Reading all assignments
- In-class writing assignments and participation

***Turn off all cell phones before coming to class. To this end, text messaging during class is unacceptable. If I see you texting or utilizing your phone inappropriately during class, you will be counted absent.**

Tardiness is disrespectful and unacceptable. Finally, do not use tobacco products, use profanity in class, or engage in any other activity that might be construed as disrespectful or offensive to your peers or your instructor.

Failure to live up to the above standards could result in a student being dropped from the course.

Class Conduct: This is a professional learning environment. To this end, I expect everyone to exhibit respect toward myself, and one another. Difference of opinion is fine, and often contributes to healthy debate. However, all are expected to conduct themselves in a civil manner.

Disruptive or disrespectful behavior (talking or texting during lectures, rudeness in conduct or attitude, unacceptable noise levels during class activities) and similar behaviors will result in removal from the course. Sleeping in class will result in being counted absent.

Teacher Responsibilities:

- To be on time and prepared for class
- To present material in clearest way possible
- To treat all students fairly and with courtesy
- To be approachable and available
- To provide assistance whenever needed
- To return assignments as quickly as possible
- To keep students informed of averages upon request

Netiquette:

No matter what line of work you plan to enter after college, the ability to write a professional email is an important skill. I request that all email correspondence to me follow a few guidelines of Internet etiquette. This not only communicates respect, but helps prepare you for a lifetime of professional correspondence.

Begin all emails with a salutation (“Ms. Newsom” will be fine)

Write in complete sentences with proper grammar

Include a clear, concise subject line

Conclude with a complimentary close (“Sincerely,” “Regards,”)

Keep the tone and content professional

Instructional Outcomes:

By the end of 0302, students should demonstrate the ability to:

- Demonstrate proper use of grammatical skills at the sentence, paragraph and essay levels
- Write organized, unified and coherent paragraphs and essays
- Be able to revise paragraphs and essays to improve presentation of ideas
- Have written equivalent of five essays (including paragraph/essay assignments and revisions) in order to prepare for English 1301.

Learning Outcomes

Upon the successful completion of this course, students will:

1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

Grading Policy:

Essay one	150 points
Essay two	150 points
Essay three	200 points
Daily Work, Journals, Class Participation	100 points
Grammar Quizzes	100 points (25 each)
Midterm	100 points
Final Exam	100 points

Total Points: 900

Letter Grade Breakdown:

900-789: A

788-675: B

674-563: C

562-451: D

450 and Below: F

900-789: A

788-675: B

674-573: C

562-451: D

450 and below: F

***** In order to move on to 1301, students must pass 0302 with a grade of “B” or better.**

Absence Policy:

Punctual and regular class attendance is required of all students. Students are responsible for all class work covered during absences from class. Any student who is more than ten minutes late will be counted absent.

Any student who misses two consecutive weeks from class will be dropped from the course, but a student with excessive absences should NOT expect the instructor to initiate the drop process. If the instructor does drop a student, the student will receive either an "X" or an "F", depending upon whether the student was passing at the time of the drop. **SPC POLICY MAY REQUIRE THAT ALL CLASSES BE DROPPED IF THIS COURSE IS DROPPED.**

Plagiarism and Cheating:

"Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers" (*SPC General Catalog*)

Failure to comply with this policy will result in an "F" for the assignment and can result in an "F" for the course.

Class Participation: All students are expected to attend class and actively participate in class activities. Participation is part of your grade. To that end, you will need to bring all books and writing materials to class EACH PERIOD in order to participate in class writing activities, journal entries, etc.

Students with Disabilities:

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

Statement of Nondiscrimination:

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the community college setting. It is the policy to offer all educational opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate remarks or behaviors that can be construed as racist, sexist, heterosexist or in any way disparaging or disrespectful to another student. Students who repeatedly

exhibit such behavior will be dropped from the class with a semester grade of "F" regardless of race, ethnicity, gender, religion or sexual orientation.

LAST DAY TO DROP:

The last day to drop the course is April 26. Note: You may be dropped from the course if you are failing, or if you have not completed a satisfactory percentage of the course material by the drop date.

FINALS WEEK

The final exam schedule for this course is as follows:

Section 004: Tuesday, May 10, from 10:15 to 12:15

Section 005: Tuesday, May 8, from 1:00 PM to 3:00 PM

Statement of Agreement

I have read and fully understand the terms and policies listed above for Natasha Newsom's ENGL 0302 course.

Printed Name:

Signature:

0302 Spring 2018 Calendar

This is the tentative calendar for the course. Specific dates are subject to change as we may need to adjust as we go. Please note: this is not a homework calendar. You will need to listen carefully in class to obtain the next class's homework assignment.

Week 1 (Jan 15)

Intro to course; syllabus; introductions; text; introductory activities and diagnostic
Chapter 1: Exploring; Chapter 2: Prewriting;

Week 2 (Jan 22)

Chapter 28: Sentence Errors: Fragments, run-ons and comma splices; **Grammar Quiz**
Chapter 3: Writing Paragraphs, Topic Sentences; Arranging, Writing and Revising;
Chapter 5: Illustration; **Essay 1 intro activity**
Brainstorm, Cluster
Topic Sentences

Week 3 (Jan 29)

Computer Lab work; Revision, Editing, Proofreading for Grammar/Spelling Errors
Finish Essay 1

Week 4 (Feb 5)

Ch 40 Spelling; Spelling Practice; Ch 41 Commonly Confused Words and Practice;
Chapter 23--Language Awareness: Exact Language and Practice; **Grammar Quiz 2**
Chapter 7: Description

Week 5 (Feb 12)

Ch 4: Coherence; Chapter 6: Narration
Ch 26: Simple Sentences; Chapter 37: The Comma; **Grammar Quiz 3**

Week 6 (Feb 19)

Chapter 33 Pronouns and practice; Chapter 21: Revising/Consistency/Parallelism;
Chapter 22: Sentence Variety
Chapter 8: Process
Chapter 9: Definition
Chapter 11: Classification

Week 7 (Feb 26)

Midterm Exam

Week 8 (March 5)

Chapter 10: Comparison and Contrast
Chapter 12: Cause and Effect
Start Essay 2
Intro (lead-in, development)
Brainstorm; Thesis, Topic Sentences, Outline

Week 9 (March 12)
Spring Break

Week 10 (March 19)

Computer Lab

Revise, Edit, Spelling and Grammar Errors

Finish Essay 2

Week 11 (March 26)

Chapter 29: Subject/Verb Agreement;

Chapter 13: Persuasion and Paper Three

Chapter 14: Writing the Essay

Chapter 15: Intro, Conclusion, Title

Chapter 17: The Persuasive Essay

Ch 38: Mechanics

Start Essay 3; Brainstorm, Cluster; Outline

Week 12 (Apr 2)

Propaganda

Chapter 19: Research

Week 13 (Apr 9)

In-class work on drafts

Week 14 (Apr 16)

Finish Essay 3: Revising, Editing, Proofreading;

Week 15 (Apr 23)

Review for Final Exam

Last day to Drop April 26

Week 16 (Apr 30)

Review

Grammar Quiz 4

Week 17 (May 7)

Finals week

FINAL EXAM

Section 004: Thursday, May 10, from 10:15 to 12:15

Section 005: Tuesday, May 8, from 1:00 PM to 3:00 PM

