

ENGLISH 25: WRITING SKILLS FOR COLLEGE
FALL 1998

Instructor: C. Karle

Office: A-Annex #4 ³⁴²¹

Phone: 638-3641 ext. ~~3407~~

Section 1431

M 4:00 p.m. - 5:50 (Room INC 2)

W 4:00 p.m. - 5:50 (Room HUM 62)

Section 1433

T 7:00 a.m. - 8:50 (Room INC 2)

TH 7:00 a.m. - 8:50 (Room HUM 62)

Course Description:

This course emphasizes the development of writing skills in sentence structure and punctuation; paragraph development; the process of writing, revising, and finishing short papers; avoiding common writing errors; and the logical development and organization of ideas.

Required Texts:

Eschholz, Paul and Alfred Rosa. *Themes for Writers*. New York: St. Martin's Press, 1994.
Howell, James F. and Dean Memering. *Brief Handbook for Writers*. 3rd ed. New Jersey: Prentice Hall, 1993.

Required Materials:

HD Disk

Loose-leaf lined paper

Course Work/Points: ^{Library Assign.}

Current Reedley College Library Card	5
Class Journal (Publication x4)	40
Homework (Grammar/Journal/Class Participation)	25
Quizzes*	10
In class essays (3x10)	30
Essays** (4x25)	100
Midterm Portfolio	30
Final examination	<u>60</u>
Total possible	300

*There will be 8-12 unannounced quizzes during the course of the semester and each will be worth 10 points. The lowest two quiz scores will be dropped. A missed quiz will count as a zero--no make-ups are allowed. Your final quiz grade will be determined by the average score earned (the total sum of your quizzes, minus the lowest two, divided by the number of quizzes given, less two).

**Two of your essays must contain citations from our text and/or library research and a Works Cited page.

Class participation is defined as reading the class assignments before coming to class; joining in the exchange of opinions in groups; starting appropriate new items for discussion; and perhaps most important of all, asking questions.

Grading Scale:

270 - 300 = A

240 - 269 = B

215 - 239 = C

180 - 214 = D

0 - 179 = F

Writing Requirements/Paper Policy:

- ❑ All papers must be typed unless otherwise mentioned. Papers that are not typed will be not be accepted. (I encourage you to do all your typewritten work on a computer. This will make revision easier and faster.)
- ❑ Should I discover while reading your essay that you have not run spell check or sufficiently proofread and edited your work, I will discontinue reading and return the essay to you. You will have one week to revise the essay again, and the highest grade you can receive is a C.
- ❑ All papers must follow MLA format.
- ❑ Papers are due at the **beginning** of class on dates assigned.
- ❑ You are allowed only one late paper for the semester. If you choose to turn in a paper late, it must be turned in within one week of the due date. Thus, if a paper is due on a Tuesday, and you do not turn it in, you will have until the following Tuesday to turn in the paper. Being absent from a class does not excuse a student from this policy. **Remember: You are allowed only one late paper for the semester.**
- ❑ Essays/assignments cannot be left in my box.
- ❑ You will be required to copy some of your essays in progress and distribute them to other students. This will count towards your homework grade.

Essential Information:

- ❑ Roll is taken every day. Excessive absences may result in the instructor dropping you from the course. (I consider three absences to be excessive.) I do not distinguish between excused and unexcused absences.
- ❑ Aside from the late policy regarding essays, no late work is accepted. Homework must be turned in on the date due and no make-up of quizzes or tests is allowed.
- ❑ It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc... Missing a class does not excuse you from this responsibility. (i.e., If due dates for assignments are given or changed, new assignments are given, etc. . . it is **your** responsibility to find out and adhere to the newest information.)

- It is the student's responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded.

Helpful Hints:

- Always keep a copy of each of your papers. This protects you if the instructor should happen to lose one of your papers.
- Keep track of your points. You should save all of your work until the end of the semester so you can double check the addition of the instructor.
- Should you discover that you are unable to regularly attend class for whatever reason, it is imperative that you discuss this with the instructor as soon as possible. Telling the instructor of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.

IMPORTANT DATES:

Holiday/Labor Day	Monday, September 7
Final Drop Date	Friday, October 16
Holiday/Veteran's Day	Wednesday, November 11
Holiday/Thanksgiving	Thursday/Friday, November 26-27
Fall Session Ends	Friday, December 18

Section 1431 Final: Wednesday, December 16 (3:30 - 5:30 p.m.)

Section 1433 Final: Thursday, December 17 (8:00 - 10:00 a.m.)

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A few quotes* to get us started and to aid us on our journey:

"For Godsake, keep your eyes open. Notice what's going on around you." William Burroughs

"Write freely and as rapidly as possible and throw the whole thing on paper. Never correct or rewrite until the whole thing is down. Rewrite in process is usually found to be an excuse for not going on."
John Steinbeck

"How do I know what I think until I see what I say?" E.M. Forster

*Quotations taken from Jon Winokur's Writers on Writing. Philadelphia: Running Press Book Publishers, 1990.

ENGLISH 25 / FALL 1998
Section 1431 (4:00 - 5:50)
TENTATIVE SCHEDULEWATCH FOR POSSIBLE CHANGES**

WEEK	Monday (INC 2)	Wednesday (HUM 62)
08-17		
08-24		
08-31		Essay #1 Due
09-07	Holiday--Labor Day	
09-14		In Class Essay #1
09-21		
09-28		Essay #2 Due
10-05		
10-12	Midterm Portfolio Due	
10-19		In Class Essay #2
10-26		
11-02		Essay #3 Due
11-09		Holiday--Veterans' Day
11-16		
11-23		Essay #4 Due
11-30		In Class Essay #3
12-07		
12-14	FINALS WEEK	FINALS WEEK

ENGLISH 25 / FALL 1998
SECTION 1433 (7:00 - 8:50)
TENTATIVE SCHEDULEWATCH FOR POSSIBLE CHANGES**

WEEK	Tuesday (INC 2)	Thursday (HUM 62)
08-17		
08-24		
08-31		Essay #1 Due
09-07		
09-14		In Class Essay #1
09-21		
09-28		Essay #2 Due
10-05		
10-12	Midterm Portfolio Due	
10-19		In Class Essay #2
10-26		
11-02		Essay #3 Due
11-09		
11-16		
11-23	Essay #4 Due	Holiday--Thanksgiving
11-30		In Class Essay #3
12-07		
12-14	FINALS WEEK	FINALS WEEK