

ENGLISH 25
Writing Skills for College
Fall, 1999

Instructor:	Ms. Joan Ardovino
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Office:	None Make an appointment for before or after class. For missed assignments, call a writing buddy.
Class:	Lecture is from 8:00 a.m. to 10:00 a.m. in INC-2 Lab is from 10:15 a.m. to noon in Humanities-62

Course Description. The following elements of writing will be emphasized:

- understanding the difference between language which is informal and appropriate in casual settings, and that which is formal and appropriate to an academic setting
- understanding the structure and development of sentences, paragraphs, and short essays
- learning to utilize logic in the organization of ideas
- understanding and utilizing strategies for generating material for writing assignments
- understanding and utilizing the rules for proper punctuation, capitalization, grammar, usage, etc.

Texts. The following text, which is required, and reference books will be used:

Elbow, Peter and Pat Belanoff. *A Community of Writers: A Workshop Course in Writing*. Second Edition. New York: McGraw-Hill, Inc., 1995.

Suggested: A dictionary, a thesaurus, and a writing handbook

Materials. Students are required to bring lined paper, pen and pencil, and a high density disk, IBM format, to class.

Reading assignments. Students will progress through our text, with one Workshop assigned each week unless other instructions are given.

Attendance

Activities. Activities will include group and whole-class work in which students share their writing and respond to that of others. Other activities will include response writings based on reading assignments; a majority will be "loop writing," with focus on particular topics.

Quizzes. Students are required to utilize the Cornell note-taking system and keep careful notes concerning those elements of writing discussed in the lecture. Quizzes will be based on the notes and on the reading assignments.

Essay Writing. Students will use the writing process approach: pre-writing activities, rough draft, revision based on class suggestions, editing, final draft, and publication in the form of class sharing. A 6-point rubric will be used for grading.

Grades. Grades will be based on the following elements:

- Class participation includes reading text assignments, working steadily on the computer during lab time, and joining in all class and group discussions. Attendance is included under participation; students will not receive a passing grade if they do not participate and/or they miss more than two classes.
- Quizzes and activities 30%
- Formal writing process essays 50%
- Final Exam: a departmental test which is half essay, half objective items 20%

Grading Scale. The following scale will be used:

Grade	Essays: 6-point Rubric	Quizzes and Activities
A	5 to 6 points	90 to 100
B	4 points	80 to 89
C	3	70 to 79
D	2	60 to 69
F	1	0 to 59

Classroom Policies:

Essay assignments are due at the beginning of each class meeting. All previous work on the assignment must be submitted along with the final draft. No late papers will be accepted.

The MLA guidelines will be used.

Plagiarism is, of course, not acceptable. The consequences of the deliberate use of another writer's material will result in an "F" and a report to the dean.

Written work will be kept in student portfolios, which will be distributed at regular intervals for progress checks.

Suggestions:

Keep copies of all your essays in case of loss.

Use your check-list before turning in your essays.

Keep track of your assignments and quiz scores.

Log your essay scores on your portfolio chart.

Important Dates:

October 15:	Last day to drop class
November 27:	Thanksgiving weekend
December 11:	Final exam