

**English 52: Writing Improvement
Fall 1999**

Instructor: Jennifer Stevens
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 MTW 1:00-1:50 (Room INC 4)
 TH 1:00-1:50 (Room INC 1)

Course Description:

English 52 gives students the opportunity to practice writing English sentences, paragraphs, and short papers. Students will cultivate the spelling, vocabulary, punctuation, usage, and sentence structure skills needed by writers. Emphasis will be placed on the communication of the writer's ideas.

Students will be required to submit approximately 10-15 writing assignments, as well as a reading and writing journal, and to complete numerous spelling, vocabulary, and sentence structure assignments. There will be a final exam, half essay and half short answer. This course is graded as Credit/No Credit only; therefore, a C or better must be earned in order to receive credit for this course.

Required Text:

College Writing Basics: A Progressive Approach (4th ed.), Tyner

Required Materials:

- HD Disk (You will need a high density disk--not a double density disk. You also need to get a label for your disk.)
- Loose-leaf lined paper
- A 3-ring binder or some other method of organizing your class materials.

You will find very quickly that this course is a flurry of paperwork. My experience has led me to believe that while the 3-ring binder may not be the most compact or stylish of academic accoutrements, it is still the best method of organizing masses of loose material. If you have discovered a better way please let me be the first to know. With a binder you can create sections for essays, handouts, journal entries, and homework, which will save time and ease panic later when you desperately need to find some item.

- I also highly recommend, though I don't require, that each of you have (and use) a good dictionary.

Course Work/Break Down of Final Grade:

Class participation:	Required
Papers:	60
In-Class Exercises/Homework:	20
Final:	<u>20</u>
Total:	100

you will sometimes need to bring extra copies of your drafts to class. When you turn in a final draft of an essay, I'll ask you to include the peer response sheets or marked-up drafts of your essays as well.

- All assignments are due at the beginning of class on the assigned due date. Unless otherwise instructed, all out-of-class papers must be typed and double-spaced in a 12 point font on 8 & 1/2 x 11 inch standard weight paper, with 1-1&1/2 inch margins on all sides. Please staple all pages together (no paper clips or funny little folds in the corners to hold the pages together), number the pages, and proofread carefully.
- Late Papers: Attached to this syllabus is a Late Paper Contract which can be turned in in the place of any essay/writing assignment, no questions asked, no lowered grade. You will then have one week from the original due date to turn in your essay. While a late paper turned in with a contract is not penalized in terms of the grade, you run the risk of getting your paper back later than others in the class and without substantial written comments from me. If you are absent on the due date, be prepared to use your late paper contract to turn in your essay. Any late essay not covered by the contract *will not be accepted*.

III. Homework/In-Class and At-Home Journal Entries (20% of your final grade)

This category is a catch-all for the writing that you do which falls outside of the 10-15 formal writing assignments. Examples of work that will comprise this category are:

- sentence structure exercises
- in-class writing assignments
- written responses to assigned readings and class discussions
- evaluations of your own and others' writing

No late work will be accepted from this category.

IV. The Final (20%)

The final exam will be half essay and half short answer, a review of the various sentence-level and essay-level techniques and conventions we've worked on during the semester.

Some Final Notes:

- 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. (As an instructor, I have the option at various times during the semester to drop a student. Should a student not be attending regularly, I will drop said student at that time.)
- Always keep a copy of each writing assignment. You should have all writing assignments saved on your diskette, but you may want to keep hard copies as well, lest anything terrible happen to your diskette.