

English 25
Basic College Writing
Spring 2000

Instructor: Ana Garza
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Meeting Days and Time: Monday & Wednesday 8:00-9:50 a.m.
Meeting Places: M INC1 & W FEM10

Course Materials

Supplies: 1 spiral notebook (for notes and in-class activities)
1 package 3x5 cards (for writing activities)
1 set of highlighter markers (for research activities)
1 pen or pencil (for writing stuff down)
1 3.5 diskette (for saving your work from computer)
1 pocket folder (for handing in your final portfolio)
3 copies of drafts and revisions (for weekly workshops)
1 eager and active mind (for thinking)

Course Objectives

English 25 is a preparatory writing course designed to give you experience in college level writing. It emphasizes the process approach, a philosophy which holds that writing happens in stages, not all at once. To successfully complete this course, you must demonstrate both that you can write clearly focused, well organized, thoroughly developed, and stylistically conventional essays and that you can incorporate outside sources into your own work.

Course Requirements

Since this is a writing class, I expect you to do lots of . . . well, you know, . . . writing. This includes not only five formal assignments, essays which you will draft and revise over a three-week period, but also a brief letter of introduction, fifteen accompanying cover letters, and twelve informal compositions on material you read. In addition, I expect you to attend class regularly, participate in class discussions and activities, meet with me individually at least three times during

the semester, hand in a final portfolio of your best work, and deliver a group presentation on the day of the final exam.

Course Grading

English 25 is a graded course. This means that at the end of the semester you will earn an *A*, *B*, *C*, *D*, or *F*, depending on the number of points you accumulate throughout the term. For an *A*, you must earn at least ninety percent of the total points possible; for a *B*, eighty to eighty-nine; for a *C*, seventy to seventy-nine; for a *D*, sixty to sixty-nine; and for an *F*, less than sixty percent of the total points.

In all, two hundred points are possible in this class: eighty-two of those points come from the routine work of the course (class participation and homework assignments), and the other 118 come from your final portfolio and presentation.

The specific point breakdown is as follows:

participation (33 points)--You will receive 1 point each time you show up to class on time, stay for the entire period, contribute to class discussions when called on, help your classmates in group activities, and hand assignments in on time. Failure to do any one of these will result in the loss of one point per class period.

conferences (6-10 points)--You will receive one point each time you meet with me in a student-teacher conference, a one-on-one session in which we will discuss your latest revised essay. Conferences run about thirty minutes in length and take place the weeks your third drafts are due.

weekly assignments (12 points)--You will receive one point for each Weekly Assignment you turn in. These assignments are short (about a page long) pieces of writing that comment on some aspect of a book, article, or news report related to the class.

drafts (31 points)--You will receive one point for each formal assignment you turn in. This includes one point for your letter of introduction, one point for each essay draft, and one point for each draft's cover letter.

final portfolio (112 points)--You may earn up to 112 points

for your final portfolio, depending on the clarity of focus, the effectiveness of organization, the level of development, and conventionality of style of the writing represented. A successful portfolio will contain a formal cover letter (up to 12 points), a revision of Essay 5 (up to 30 points), revisions of two other essays (up to 20 points each), and two in-class essays (up to 15 points per essay).

final presentation (6 points)--You may earn up to six points, depending on the degree to which you meet the assignments specifications, for a group presentation to be delivered during the final exam period. This presentation will consist of a posterboard summary of what you learned about planning, drafting, and revising a piece of writing.

Attendance and Late Assignments

Because college is a serious commitment, I expect seriousness and commitment from you. I expect you to come to class and to come prepared.

This means that you are to treat the class as if it were a job.

You are to attend regularly, arrive on time, and leave when you are excused. You are also to speak when called upon, listen while others speak, and hand homework in regularly. Students who have trouble with any of these tend also to have trouble passing.

Hence if you accumulate six unexcused absences during the first nine weeks of the semester or if you miss six homework assignments during that same period of time. You will be dropped. If you are dropped and wish to remain in the class, I will reinstate you during the ninth week only if your attendance and homework conduct improve.

Tentative Course Schedule

Week 1: 1/10-12

Mon. Review the course syllabus.

Begin my letter of introduction.

Wed. Hand in my letter of introduction (1 pg. typed).
 Begin Essay 1--writing from memory.
 Practice remembering.

Week 2: 1/17-19

Mon. Sleep in on Martin Luther King Jr. Day.
 Wed. Hand in Essay 1 draft 1 (1 pg. typed).
 Experiment with the writing process.
 Fri. Drop this class for a refund if I don't like it
 --last chance.

Week 3: 1/24-26

Mon. Hand in Essay 1 draft 2 (2 pg. typed).
 Experiment with the writing process.
 Work with grammar and style.
 Wed. Hand in Weekly Assignment 1 (1 pg. typed).
 Workshop as a class.
 Workshop in my group.
 Fri. Add or drop the class if I haven't already
 --last chance.

Week 4: 1/31-2/2

Mon. Hand in Essay 1 Draft 3 (3 pg. typed).
 Write In-Class Essay 1.
 Begin Essay 2--writing from observation.
 Practice observing.
 Wed. Hand in Weekly Assignment 2 (1 pg. typed).
 Workshop as a class.
 Workshop in my group.

Week 5: 2/7/9

Mon. Hand in Essay 2 Draft 1 (1 pg. typed).
 Discuss the reading assignment.
 Experiment with the writing process.
 Wed. Hand in Weekly Assignment 3 (1 pg. typed).
 Workshop as a class.

Workshop in my group.

Fri. Change my grading option to or from Credit/No Credit
--last chance.

Week 6: 2/14-16

Mon. Relax on Presidents' Day.

Wed. Hand in Essay 2 draft 2 (2 pg. typed).

Experiment with the writing process.

Workshop in my group.

Work with grammar and style.

Week 7: 2/21-23

Mon. Hand in Essay 2 Draft 3 (3 pg. typed).

Write In-Class Essay 2.

Begin Essay 3--writing from conversation.

Practice asking questions and listening.

Wed. Hand in Weekly Assignment 4 (1 pg. typed).

Workshop as a class.

Workshop in my group.

Week 8: 2/28-3/1

Mon. Hand in Essay 3 Draft 1 (1 pg. typed).

Discuss the reading assignment.

Experiment with the writing process.

Wed. Hand in Weekly Assignment 5 (1 pg. typed).

Workshop as a class.

Workshop in my group.

Week 9: 3/6/8

Mon. Hand in Essay 3 Draft 2 (2 pg. typed).

Experiment with the writing process.

Work with grammar and style.

Wed. Hand in Weekly Assignment 6 (1 pg. typed).

Workshop as a class.

Workshop in my group.

Fri. Drop the class for a *W* or get myself reinstated
--last chance.

Week 10: 3/13-15

Mon. Hand in Essay 3 Draft 3 (3 pg. typed).
Write In-Class Essay 3.
Begin Essay 4--writing from reading.
Practice responding to texts.

Wed. Hand in Weekly Assignment 7 (1 pg. typed).
Workshop as a class.
Workshop in my group.

Week 11: 3/20-22

Mon. Hand in Essay 4 Draft 1 (1 pg. typed).
Discuss the reading assignment.
Experiment with the writing process.

Wed. Hand in Weekly Assignment 8 (1 pg. typed).
Workshop as a class.
Workshop in my group.

Week 12: 3/27-29

Mon. Hand in Essay 4 Draft 2 (2 pg. typed).
Experiment with the writing process.
Work with grammar and style.

Wed. Hand in Weekly Assignment 9 (1 pg. typed).
Workshop as a class.
Workshop in my group.

Week 13: 4/3-5

Mon. Hand in Essay 4 Draft 3 (3 pg. typed).
Write In-Class Essay 4.
Begin Essay 5--writing from all sources.
Practice synthesizing.

Wed. Hand in Weekly Assignment 10 (1 pg. typed).
Workshop as a class.
Workshop in my group.

Week 14: 4/10-12

Mon. Hand in **Essay 5 Draft 1** (1 pg. typed).

Discuss the reading assignment.

Experiment with the writing process.

Wed. Hand in **Weekly Assignment 11** (1 pg. typed).

Workshop as a class.

Workshop in my group.

Spring Break: 4/17-22

Week 15: 4/24-26

Mon. Hand in **Essay 5 Draft 2** (2 pg. typed).

Experiment with the writing process.

Work with grammar and style.

Wed. Hand in **Weekly Assignment 12** (1 pg. typed).

Workshop as a class.

Workshop in my group.

Week 16: 5/1-3

Mon. Hand in **Essay 5 Draft 3** (3 pg. typed).

Select portfolio essays.

Respond to classmates' work in writing.

Wed. Review portfolio requirements.

Workshop in-class essays.

Ask any last-minute questions.

Workshop in my group.

Week 17: 5/7-9

Mon. Revise in-class essays.

Wed. Hand in **Final Portfolio**.

Prepare final presentation.

Finals week: 5/15 - 19

Wed. Deliver **final presentation**.