

## ENGLISH 25: WRITING SKILLS FOR COLLEGE

Spring 2000

T (1:00 – 2:50) INC-1

Th (1:00 – 2:50 ) INC-4

**Instructor: Ms. C. Karle**

Office: A-Annex #4

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### Office Hours

Monday 10:00 – 11:30

Wednesday 10:00 – 11:30

Friday 9:00 – 10:00

### **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 Text:**

Elbow, Peter and Pat Belanoff. *A Community of Writers: A Workshop Course in Writing*. 3<sup>rd</sup> Ed. New York: McGraw-Hill, Inc., 1999.

### **Required Materials:**

- HD Disk, label, and holder (You need a *high density disk* not a double density disk)
- Loose-leaf lined paper—no torn edges accepted
- Highlighters
- Portfolio folder—folder with horizontal pockets and *no* tabs for hole punched paper

### **Required Course Work:**

Class Participation	Required
Calendar	5%
Text Reading Discussions	5%
Reflections	10%
Journals	10%
Portfolios	60%
Final Essay	10%

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:**

- 90-100 % = A
- 80- 89% = B
- 70- 79% = C
- 60- 69% = D
- 0- 59% = F

*Attendance*

### ***Paper Policy:***

- All papers are must be revised and typed in accordance with MLA guidelines. All work leading to your final paper must be included—for example, all prewriting, rough drafts, peer responses, and any other work produced. A paper turned in without this work will result in no credit earned. ***There are no exceptions to this policy.***
- You will turn in your papers twice during the semester for grading: at midterm and before final's week. Your papers will be turned in as portfolios. All this means is that you will choose your best work and submit it in a folder for grading. The portfolio system allows you to demonstrate the process you follow from beginning to end to create a written work. This process allows you ample time to review, revise, and edit your work. The final product should be polished and professional in appearance and content.
- Because of the portfolio system used in this course, you need to be disciplined. Attending class daily and keeping up on all assignments is essential to your success. If you are not self-motivated or need credit for everything you do, you will have difficulty in this course.
- I must review your drafts in progress before the midterm and final portfolio due dates. I will not accept any papers at midterm or final if I have not previously reviewed them in progress. ***There are no exceptions to this policy.***
- Papers are due at the **beginning** of class on dates assigned.
- Essays/assignments cannot be left in my box **unless** discussed with me **before** the due date.
- 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 be required to copy some of your essays in progress and distribute them to other students.

### ***Attendance Policy:***

- Roll is taken every day within the first five minutes of class. Excessive absences may result in the instructor dropping you from the course. (I consider three absences excessive.) I do not distinguish between excused and unexcused absences; in addition, I consider an unprepared student as absent.

### ***Essential Information:***

- 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 work. You should save all of your work until the end of the semester so you can double check the grade recorded by 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—Martin Luther King Jr.	Monday, January 17, 2000
Last day to drop and qualify for refund	Friday, January 21, 2000
Last day to drop to not affect transcripts	Friday, January 28, 2000
Holidays—Lincoln and Washington observed	Friday—Monday, February 18–21, 2000
Last day to drop a course	Friday, March 10, 2000
Spring Break	Monday–Friday, April 17–21, 2000
Finals Week	Monday–Friday, May 15–19, 2000

<b>FINAL:</b> <b>Tuesday, May 16, 2000 (1:00–3:00)</b>
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A few quotes\* to get us started and to aid us on our journey:

"For God's sake, 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.