

## ENGLISH 52: WRITING IMPROVEMENT

Spring 2000

M\*W\*Th (9:00 – 9:50) SOC-35

T (9:00 – 9:50) INC-1

**Instructor: Ms. C. Karle**

Office: A-Annex #4

Office #: 638-3641 ext. 3421

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### Office Hours

Monday 10:00 – 11:30

Wednesday 10:00 – 11:30

Friday 9:00 – 10:00

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### Course Description:

This course 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. 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:

*Newsweek* (provided by Title 3 grant)

Langan, John and Janet M. Goldstein. *English Brushup*. 2<sup>nd</sup> ed. Boston: McGraw-Hill, 1998.

### Required Materials:

- HD Disk, label, and holder (You will need a *high density disk*—not a double density disk.)
- Loose-leaf lined paper
- 3-½ x 5 cards
- Highlighters
- Portfolio folder—folder with horizontal pockets and *no* tabs for hold punched paper

### Course Work/Break Down of Final Grade:

Class Participation	Required
Calendar	5%
Grammar Homework & Cards	5%
Grammar Quizzes*	10%
Reflective Writing—Lab	10%
Portfolios	60%
Final Essay	10%

Class participation is defined as reading 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.

\*When figuring your final Grammar Quiz grade, I will drop the two lowest grades and average the remaining scores. A missed quiz is equal to a zero, and no make-ups are allowed.

*Attendance*

**Grading Scale:**

90-100% = A	CREDIT
80- 89% = B	CREDIT
70- 79% = C	CREDIT
60- 69% = D	NO CREDIT
0- 59% = F	NO CREDIT

**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 three times during the semester for grading. Your papers will be turned in as portfolios. This means 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.

**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. (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.)

**Helpful Hints:**

- ❑ Always keep a copy of each writing assignment. This protects you if the instructor should happen to lose one of your papers. (For this course, you should have all writing assignments saved on your diskette. Thus, be mindful of your disk!)
- ❑ Keep track of your returned work. You should save all of your work until the end of the semester so you can double check the final grade earned as 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 17-22, 2000
Finals Week	Monday-Friday, May 15-19, 2000

<b>FINAL:</b> Friday, May 19, 2000 (8:00-10:00)
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