Course Title: English 125

Instructor: Ms. Jan Chalepah

Meeting Times: Monday thru Thursday, 8:00-10:30 AM

Required Materials: Patterns for College Writing by Kirszner/Mandell, Eleventh Edition

Course Description: Development of the process of writing, revising, editing, and completing short papers, including the logical development and organization of ideas. Emphasizes avoiding common writing errors; develops reading skills by reading model essays and analyzing rhetorical strategies; develops critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. The course outcome standards, listed on the second page, will be followed.

Attendance: It will be recorded. Absences will be noted by the UB office.

Grading Policy: Three-fourths of the final grade is based on essays and the final which will consist of an in-class written essay. One-fourth of the grade is based on homework and class participation which consists of exchanging opinions, adding new discussion items and answering questions.

Classroom Expectations: No late papers are accepted unless there is an emergency. If a paper is not turned in on the due date, the student may turn it in at the next class meeting without loss of points. After that date, the grade will drop by ten (10) points. Tardiness is a disruption to the class and should only occur due to unavoidable situations. Writing of homework can be done in any manner. Essays, however, have to be typed, or if that’s not possible, written in black or blue ink, on one side of the paper.

Holidays: July 4

Final Exam Date: July 26, 2012