

English 0950: Elements of College Writing

Professor: Scott Stankey
Office: Humanities 131
E-mail: Stankesc@an.cc.mn.us
Phone: 422-3556 (voice mail)
Hours: MWF 10-11, MW 2-3, M 5:30-6:30, and by appt.

Spring 2000
Section 90

Course Description

According to the official A.R.C.C. catalog, this course “offers intensive work with planning, writing, revising, and editing essays. Attention will be given to rhetorical elements of purpose, audience, thesis, evidence, and tone. Students will read and analyze their own and others’ writing.”

Course Objectives

At the conclusion of this course, students should be able to:

- Use writing as a tool for learning and communicating.
- Engage in writing as a recursive process involving prewriting, drafting, revising, editing, and proofreading.
- Practice critical thinking and reading by describing, analyzing, synthesizing, and evaluating.
- Vary their writing style for different social contexts, readers, and purposes.
- Reflect upon their writing process and evaluate their own writing.
- Respond as a reader to others’ work.
- Improve their writing by restructuring content, correcting errors, and rewriting.
- Use the conventions of Standard American English with skill and assurance.

Required Text and Materials

McDonald and Salomone, The Writer’s Response: A Reading-Based Approach to College Writing, 2nd ed.
One 3.5” HD computer disk.
Two two-pocket folders.
Loose-leaf paper.

Requirements and Evaluation

Drafts and Revisions (60%): You will plan, draft, and revise four (4) essays. All rough drafts should be double-spaced, word-processed or **legibly** handwritten; all revised drafts must be double-spaced, word-processed, and conform to the formatting directions given in class. All drafts and revised essays must be submitted to pass the course.

Informal Writing and Participation (25%): There will be many informal writing assignments such as reading quizzes, responses, summaries, sentence exercises, grammar quizzes, and group work; in-class writings and group work **cannot** be made up if you are absent. In addition, your preparation for and your active participation in class discussions and writing groups is expected and will be evaluated; both the quantity and quality of your preparation and participation will be considered.

Final Exam (15%): An in-class final essay exam will be given on the topics discussed and on the skills practiced throughout the semester.

Participation and Attendance

“Workshop” writing courses rely primarily on in-class writing, small writing groups, and class discussions. Participants must be present and prepared for every class so that they can learn and practice the reading and writing concepts presented in class, contribute to group work and class discussions, ask questions, and learn from the contributions and questions of other participants. Participants must also be willing to share and talk about their own and others’ writing, and to make all class and group sessions comfortable, productive, and worthwhile.

Obviously, such classes assume a high level of responsibility and maturity from the participants. You are expected to attend, to be prepared, and to participate actively in every class. It is not possible to “make up” in-class work, and missing class or being unprepared for class will affect the “Informal Writing and Participation” portion of your final grade.

Course Policies

Attendance: If you miss more than **three** (3) full class periods for **any** reason, you will receive No Credit (NC) for the course, regardless of your other grades. If you must be absent due to a medical or family emergency, please notify me as soon as possible to keep current with your progress in the course or to determine if an incomplete is warranted.

Class Disruptions: Coming into class late or leaving class early is disruptive and disrespectful to both your classmates and me. Chronic late arrivals or early departures will be considered absences. Other disruptions will be handled on an individual basis and, if serious enough, could involve the dean of educational services.

Peer Reviews: When we are “workshopping” rough drafts, you must bring a **completed** rough draft (and copies when requested) with you to class, and you must participate actively, or your essay grade will be lowered one letter.

Portfolios: You will submit each essay to me in a writing portfolio. In addition to the revised/final draft, each portfolio will contain all the work you did in the process of writing each essay—all your prewriting, in-class writing, notes, outlines, drafts, peer comments, and a process memo/letter. If a complete and acceptable portfolio does not accompany each essay, the essay grade will be lowered one letter.

Late Papers: Due dates are listed on the schedule. The grade for late final drafts and portfolios will be lowered one letter; after one week, the grade will be an “F.” However, **all** essays and portfolios must be submitted to pass the course.

Record-Keeping: Please make back-up copies of all your work, and keep all papers returned to you. If questions about grades arise, you will need to produce the original assignments.

Computer Lab: We will meet in the computer lab for one hour each week to work on short writing assignments or your current writing project; we may also use this time for individual conferences and/or workshop groups. Please do not abuse this time by working on assignments for other classes, writing e-mail to friends, or downloading material from the internet.

Incompletes: Incompletes will only be granted to students who have a **documented** emergency in the final weeks of the semester. These students must have completed **all** of the other work for the course with an average grade of “C” or better, must not have missed more than two (2) full class periods, **and** must demonstrate the ability and willingness to complete the work before the third week of the following semester. It is **your** responsibility to notify me as soon as possible if this scenario applies to you.

Plagiarism: Knowingly presenting another person’s ideas or writing as your own without appropriate citation will result in No Credit (NC) for the course and notification of the appropriate college officials.

Academic Support Center

The Academic Support Center (ASC), located on the second floor of the College Services (CS) building, offers free, trained writing tutors who work with student writers at any stage in the writing process to improve their writing. I strongly encourage you to meet with a writing tutor early in the term so that you can discover how helpful the tutors can be to you.

Important Dates

Class Meetings: Mondays / 6:30 – 7:30 p.m. in T 207 / 7:30 – 10:00 p.m. in T 228

No Classes: M 1-17 / M 2-21 / M 3-6

Last Day to Withdraw: T 4-11

Final Exam: M 5-15 / 6:30 – 8:00 p.m.

Note: This syllabus is subject to change; changes will be announced in class.