SYLLABUS: ENG 086
INTRODUCTION TO WRITING
Fall 2015
Eng 086 01 M/W 4:45 – 6:15   BH 327

Instructor: Karen Berkheimer
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Office Phone: 443-334-2915
Office Hours: Available by appointment

CONTACTING THE INSTRUCTOR
The best method to contact your instructor is via email. Email is checked several times daily and will be responded to within twenty-four hours. It is not necessary to inform the instructor for absences; however, students should make sure to be aware of missed work to be prepared for next class.

TEXT / COURSE MATERIALS

This is a workbook, so you will be expected to write in the book.

OTHER REQUIRED MATERIAL
- A notebook for course material
- A flash drive for storing written assignments

Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in HH 100, GH 204, FOH 305, and AHB 108.

To log in to Blackboard:
From Quick Links on the college homepage (www.worwic.edu), click on myWor-Wic. Enter your username and password to login to your myWor-Wic student portal. Click on Login to Blackboard under "My Blackboard Classes." Enter your username and password to login to Blackboard, and you will be able to access this class.

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
   - Using the campus computing network and facilities to violate the privacy of other individuals.
   - Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

Blackboard will be used for the course syllabus and for course content at the instructor’s discretion.

DESCRIPTION
This course, offered through the continuing education and workforce development division, is designed to prepare students for ENG 096. Areas of instruction include spelling, punctuation, basic grammar and sentence combining with the goal of writing clear, correct sentences and paragraphs. Students are placed in this course as a result of their writing placement test score and must register with an advisor in student development. They must complete this course with a grade of “C” or better before taking any credit courses. Hours: 39 lecture and 26 laboratory. Prerequisite: ENG 084 with a grade of “C” or better or an acceptable reading placement test score. Laboratory fee: $15. Usually offered in the fall and spring.
# COURSE OBJECTIVES

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
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<tbody>
<tr>
<td>1. Plan, draft, revise and edit single-paragraphs in a variety of modes</td>
<td>1. Identify and employ different strategies for pre-writing</td>
<td>• Class assignments</td>
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<td></td>
<td>2. Create a scratch outline to plan paragraphs</td>
<td>• Journals</td>
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<td>3. Compose a rough draft</td>
<td>• Homework</td>
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<td>4. Employ feedback from instructor and peers to revise a rough draft</td>
<td>• In-class exercises</td>
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<td>5. Apply knowledge to revise written work without feedback</td>
<td>• Mid-term and final exam</td>
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<td>6. Edit final draft</td>
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<td>7. Recognize and employ different modes of writing to communicate a point</td>
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<td>2. Supply effective support for written assignments from personal knowledge and</td>
<td>1. List supporting details using a pre-writing strategy</td>
<td>• Class assignments</td>
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<td>research</td>
<td>2. Select effective support for paragraph topic</td>
<td>• Journals</td>
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<td>3. Select effective support based on research</td>
<td>• Homework</td>
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<td>3. Organize ideas effectively in written assignments</td>
<td>1. Identify parts of a sentence</td>
<td>• In-class exercises</td>
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<td>2. Write topic and concluding sentences for paragraphs</td>
<td>• Mid-term and final exam</td>
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<td>3. Identify and use appropriate methods to organize paragraphs</td>
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<td>4. Recognize and use appropriate transitions within sentences and paragraphs</td>
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<td>5. Employ repetition of key ideas when needed</td>
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<td>4. Compose sentences adhering to the rules of standard written English</td>
<td>1. Identify parts of speech</td>
<td>• Class assignments</td>
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<td>2. Recognize and select appropriate grammar to compose sentences</td>
<td>• Homework</td>
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<td>3. Recognize and select appropriate punctuation to compose and combine sentences</td>
<td>• Quizzes</td>
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<td>4. Revise sentences based on feedback to conform to standard written English</td>
<td>• In-class exercises</td>
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<td>5. Use elementary research skills</td>
<td>1. Locate information using a dictionary</td>
<td>• Mid-term and final exam</td>
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<tr>
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<td>2. Locate information on-line</td>
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## GRADING

**A, B, or C**

To receive a passing grade (A, B, or C), which allows you to take ENG 096, your final average must be 75% or above. **If you have a final grade of 70%-74%, you will be given a grade of “R” which means you will have to take ENG 086 again in the next semester.**

- **A** = 92-100
- **B** = 84-91
- **C** = 75-83

**R (Re-register)**

If your final average is 70%-74%, you will receive an “R” grade in the course. An “R” grade (Re-register) is given to any student who works diligently throughout the entire course but needs more than one semester to complete the course requirements successfully. **If you receive an “R,” you are required to re-register for an 086 course during the following semester. If you do not re-register for the course during the following semester, the “R” grade automatically becomes an “F.”**

**F (Fail)**

If your final average is below 70%, you will receive an “F” (Failing) grade in the course.
Since the most important measure of success in ENG 086 is applying good writing skills to various modes of writing, formal writing grades will weigh the most heavily in the determination of the final average. This is the way the course grade will be determined:

45% (total) Formal Writing Assignments (LO 1 - 5)
   10% Paragraph # 1: Comparison/Contrast
   10% Paragraph # 2: Exemplification
   10% Paragraph # 3: Classification
   15% Paragraph # 4: Cause and Effect

15% Informal Writings (LO 2 – 3)
20% Class work/homework/quizzes (LO 1 - 5)
5% Writer's Advantage Blackboard quizzes (LO 4)
5% Mid-term examination (LO 1 - 4)
10% Final Exam - Multiple choice course final examination (LO 1 - 5)
100%

**Formal Writing Assignments:** All rough drafts and final drafts of the formal paragraph and essay assignments must be typed. You may use the Computer Lab (FOH 305) and/or the Reading & Writing Center (BH 227) if you need access to a computer. Written assignments will be scored according to their level of clarity, conciseness, credibility, and correctness, or organization; content; style; and grammar, punctuation, and mechanics (GPM).

- There are times we will work in the lab on your writing assignments; therefore, you should purchase a flash drive at the beginning of the semester to save ALL writing work!
- All formal assignments must be submitted to me with the complete process – Final, rough drafts(s), prewriting and the rubric.
- Any paper that is late will receive a 10-point deduction for each CLASS the paper is submitted past the due date.
- No paper will be accepted two weeks after the original due date.

**Informal Writing Assignments:** As a way to practice summary and integrating outside source information, students will complete informal writings. Unlike formal writings, these are not process pieces. Though students should review them and use computer tools such as grammar and spell check, students will not be asked to submit their draft(s) and prewriting. Like formal writings, they must be typed and adhere to MLA formatting guidelines. They will always consist of two paragraph—a summary and then a reflection/evaluation. Informal writings ARE NOT ACCEPTED LATE; therefore, If you are absent you MUST send them as an email attachment saved as a Word Document.

**Writer's Advantage:** These folders constitute the lab portion of this class. Each folder includes a tutorial that reinforces lessons in class, practice quizzes and a mastery quiz. Since these are on your Blackboard site, you may do them off-campus; however, if you find yourself struggling with the practice quizzes, you may want to go to the Reading and Writing Center (BH 227) to get additional help.

**ACADEMIC ASSISTANCE**

Please see me immediately if you have questions or concerns about the course or the assignments. Since the only way to learn to write well is to write and revise often, the most important and effective writing “help” will come from attending all classes for instruction and feedback, thoughtfully and carefully completing all assignments, and by considering and using feedback from me as well as from your peers as you revise. If you are having difficulty with assignments, you have other tools to use—your texts are excellent resources, and you should learn to use them when you have a question. I am available outside of class to meet with you individually during office or lab hours.

**Writing Assistance:** When you are having difficulty with an assignment, your first and most readily accessible source of assistance is your textbook. It is an invaluable resource as you work through your assignments. However, do not hesitate to contact me with questions or concerns for your essays.

**Writing Conferences:** The Reading & Writing Center: Reading and Writing Center (BH227): You may seek writing assistance from a qualified instructor in the Reading/Writing Center. These “drop in” conferences are available on a “first-come, first-served” basis during the regular hours of the Reading and Writing Center, so do not wait until the last minute to seek writing assistance. Come prepared with your original assignment and a printed copy of your
written work. Center hours for the summer are: Tuesdays & Thursdays 9:30 AM - 1:00 PM; Wednesdays 9:30 AM - 12:30 PM. The center is open from May 17-July 27.

**Tutoring Service:** Tutoring for all general education courses, including English 101, is available in AHB 205 and 305. All sessions are drop-in only.

**Services for Students with Disabilities:** Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic's Services for Students with Disabilities web page.

**Quizzes, In-Class Assignments, Attendance, and Participation:** Expect to take quizzes and complete other graded classwork assignments every class session. Any work completed in class is not available for make-up. Your instructor may also collect and grade work you complete during class. Additionally, you will receive points for attending class and actively participating in activities. (CO 1, 2, 3, 4)

**Homework:** Homework may include extra reading assignments (which may be distributed during the class prior to their discussion), informal writing assignments, on-line activities, and bookwork. You will have at least one assignment per week on Blackboard.

**Examinations:** There will be two graded exams: a midterm exam (10%) and a cumulative course final (10%). Additionally, students will retake the Compass exam. Though this is not graded, it is used as a method of identifying student improvement. The exit Compass test also provides students with the chance to test out of the next developmental writing course (English 096) if they achieve a score of 70 or better. The course exams will include questions about the writing process, sentence level punctuation, and grammar issues from both the textbook and instruction. They will also require you to identify effective characteristics of paragraph and essay length compositions. (CO 1, 2, 3, 4)

**POLICIES**

**Absences:** No distinction is made between excused or unexcused absences. In either event, you are missing critical information. You should make arrangements with a classmate to get notes or handouts. Failure to attend class is not an excuse for failure to complete assignments due for following classes.

**Late Arrivals or Early Departures:** Your registering for this class means that you have made a commitment for these three hours. Avoid scheduling appointments or making other plans during this time slot.
- Every class will begin with a warm-up activity. Students who arrive late will not receive credit for these activities.
- Quizzes are always at the end of class. Students leaving will not be permitted to take the quiz.

**Homework Policies:**
- If you are going to be absent, make sure you submit your homework to me in advance to avoid lateness.
- As a general rule, I DO NOT take LATE homework. If you feel you have circumstances that I should consider, see me in my office to discuss the matter privately.
- All major written assignments and homework assignments must be word-processed.
- If you have a planned absence when an assignment is due, you should make arrangements with me in advance in order to be able to submit the assignment.
- Many assignments will be given through Blackboard, an online course supplement. These are expected to be complete BEFORE THE START of class. I will close them as soon as class starts. If you are working on them during this time, they will be closed and you will lose the points for the Assignments!
- Formal writings will be accepted late; however, there is a 10-point deduction for each class they are not received.
- If you have circumstances that are impeding your success, you are encouraged to share these with your instructor. Keep in mind, though, that any discussions that are personal and/or irrelevant to the entire class as a whole should take place privately after class or during office hours. During class or just prior to class is NOT the time to discuss personal circumstances about grades, late work, or missed classes.
• If you miss class when a formal writing assignment has been introduced, it is in your best interest to see me during office or lab hours to get a solid understanding of the assignment requirements.

Classroom Decorum: A positive learning environment is essential in the classroom. To help maintain this type of environment, you should
  o Arrive on time and remain in class for the entire session.
  o Use your cell phone for instructional activities ONLY. As the college catalog states, “Electronic devices can be used only for emergency situations or instructor-directed educational purposes in the classroom.” If you are using your phone inappropriately (i.e. texting, tweeting, or surfing the web in class), you will be asked to leave the classroom.
  o Remove headphones and ear buds during class.
  o Remain quiet and give respectful attention during class discussions.
  o Use courteous, respectful language when speaking to the class. . . Cussing belongs at happy hour, not in an academic environment!
  o Keep comments and questions relevant to the topic being discussed.
  o You may bring food and/or beverages to class as long as these do not cause a disruption AND you clean up after yourself!

This is a college environment. You are expected to behave accordingly!
Disruptive behavior will result in your being asked to leave the class for the day; if disruptive behavior continues, you may be referred to the Student Disciplinary Committee for sanctions.

Readings: The reading assignments are to be completed by the class in which they will be discussed. In other words, there will probably be a quiz or informal writing on the corresponding readings during the session for which they are listed.

Additionally, some chapters will be assigned as independent reading as a skills refresher; they will help give you background information prior to discussing a skill or topic. They may not be discussed in class; however, if you have any questions about your reading, please share these with the class or see me for clarification. **YOU ARE EXPECTED TO DO THIS READING EVEN IF A WRITTEN ASSIGNMENT IS NOT GIVEN!**

Learning Groups: At the beginning of the semester, you will be randomly grouped with several of your peers to help facilitate a positive peer influence. You will work together with this group throughout the semester in class and, ideally, outside of class. The goal is to help students connect with each other to increase communication, improve study habits, raise grades and provide peer encouragement.

Emergency Preparedness Statement: In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

**COLLEGE POLICIES**

**ACADEMIC HONESTY POLICY**
Academic honesty is expected of all students. Students should refer to the “Student Conduct” section of the college catalog for an explanation of the violations of academic values and the procedures that will be followed if a student is charged with one of these primary offenses, which include:

- Cheating
- Plagiarism
- Facilitating academic dishonesty
- Fabrication
- Other forms of academic dishonesty

**ACADEMIC INTEGRITY AND COMPUTER USAGE POLICY**
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals
- Sharing of account passwords with friends, family members, or any unauthorized individuals.

Violators are subject to college disciplinary procedures.
| Session 1 (9/7) | Intros  
Syllabus Review  
Peer grouping  
**Homework Due Next Class**  
1. Review the syllabus and the text book. Come to class with any questions you have!  
2. Read Chapter 29 and 7 |
|---|---|
| Session 2 (9/12) | Questions??  
Lab Orientation: Discuss the benefits of visiting the lab and log-in to Blackboard  
Writer’s Advantage Orientation  
Parts of Speech Sheet – Study the handouts!  
**Homework Due Next Class**  
1. Read Chapters 18 & 19, and page 442 |
| Session 3 (9/14) | Review informal writing guidelines/assignments: format, lateness, and content  
Show “Formatting an MLA Document in Word” video  
Subjects and verbs  
**Homework Due Next Class**  
1. Writing Sample – Read and summarize “Let’s Really Reform Schools” (619)  
2. Be sure to use assignment handout to avoid point loss  
3. Read Chapters 1 – 3 and complete the reading check/activities on Blackboard by start of class on Monday 9/23!  
4. Read Chapter 11  
5. Start working on the Blackboard – Writer’s Advantage – NOUNS AND PRONOUNS. |
| Session 4 (9/19) | Collect informal writing – You MUST HAVE THIS AT THE START of class because we will be reviewing the main ideas of the paper.  
Review model informal writing – This style/format will be used for each informal writing, so PAY ATTENTION and ask questions if you are confused!  
Objects  
Introduce Compare/Contrast  
**Homework Due Next Class**  
1. Prewriting for compare/contrast paragraph  
2. Read Chapters 20 and 21 |
| Session 5 (9/21) | Prepositions, phrases and clauses  
Review Prewriting  
**Homework Due Next Class**  
1. Rough draft due  
2. Read Chapter 4 and 5  
3. Blackboard – Writer’s Advantage – NOUNS AND PRONOUNS. |
| Session 6 (9/26) | Prepositions, phrases and clauses  
Guided revision activity  
**Homework Due Next Class**  
1. Final draft due – All pieces of the process MUST be submitted or your paper will not be accepted!! |
| Session 7 (9/28) | Joining sentences – Run-ons  
Types of joining words - handout  
**Homework Due Next Class**  
1. Informal writing - “Group Pressure” (658) - If you are absent, remember, it’s the same format as the first INFORMAL writing assignment, just a different story.  
2. Read Chapter 13 and 27  
3. Start working on the Blackboard – Writer’s Advantage – ADJECTIVES AND ADVERBS. |
| Session 8  
(10/3) | **Collect informal writing** – You can turn this in to me AFTER class or email it. I DO NOT want students to miss class because they are printing or finishing their paper. If you are absent, I will accept this as an email attachment as long as I receive it by the 7p.m.  
Fragments  
Introduce classification paragraph  
**Homework Due Next Class**  
1. Classification prewriting  
2. Read Chapter 6 – The 4 Cs  
3. Read Chapters 25 and 26  
4. Blackboard – Writer’s Advantage – ADJECTIVES AND ADVERBS. |
| --- | --- |
| Session 9  
(10/5) | Eliminating wordiness/using strong support – Have a paper that you have submitted and had returned to you graded.  
Review classification prewriting  
**Homework Due Next Class**  
1. Rough draft due  
2. Read Chapters 23, 23 and 27  
3. Start working on the Blackboard – Writer’s Advantage – SUBJECTS. |
| Session 10  
(10/10) | **Verbs**  
Classification rough draft guided revision  
**Homework Due Next Class**  
1. Final classification paragraph due  
2. Read Chapter 34 and 37 |
| Session 11  
(10/12) | Subject/verb agreement continued  
Commas  
**Homework Due Next Class**  
1. Informal writing - “What Good Families Do Right” (569)  
2. Read chapter 24 & 25  
3. COMPLETE the Blackboard – Writer’s Advantage – SUBJECTS mastery test. |
| Session 12  
(10/17) | Collect informal writing  
Pronouns types  
Review “What Good Families Do Right” to complete chart. Focus on the difference between quoted material and paraphrased material  
**Homework Due Next Class**  
1. Read chapter 35  
2. Review the 4 “Basics of Citation” video PowerPoints  
3. Start working on the Blackboard – Writer’s Advantage – VERBS. |
| Session 13  
(10/19) | Continue pronoun types  
Review “What Good Families Do Right” to complete chart  
**Homework Due Next Class**  
1. Review the 4 “Basics of Citation” video PowerPoints  
2. Study for mid-term: Review notes and the PowerPoint Review  
3. YOU WILL need a pencil; this is on Scantron!! |
| Session 14  
(10/24) | Review “What Good Families Do Right” to complete chart  
**Mid-term exam- BRING A PENCIL!!**  
**Homework Due Next Class**  
1. Read Chapter 8 – Exemplification (A.K.A Illustration)  
2. Read Chapter 27  
3. COMPLETE the Blackboard – Writer’s Advantage – VERBS mastery quiz. |
| Session 15  
(10/26) | Discuss citation – in-text and work cited page  
Introduce Illustration paragraph  
**Homework Due Next Class**  
1. Prewriting due  
2. Read chapter 33  
| Session 16  (10/31) | Pronoun agreement  
Review prewriting  
*Homework Due Next Class*  
1. Rough Draft due |
|---|---|
| Session 17  (11/2) | Guided rough draft due revision  
*Homework Due Next Class*  
1. Final illustration paragraph due |
| Session 18  (11/7) | Discuss outside source integration  
*Homework Due Next Class*  
1. Informal writing – “Do it Better” (602)  
2. Read Chapter 10  
3. COMPLETE the Blackboard – Writer’s Advantage – PARTS OF VERBS mastery quiz. |
| Session 19  (11/9) | Collect informal writing  
Introduce cause/effect  
*Homework Due Next Class*  
1. Prewriting due  
2. Start working on the Blackboard – Writer’s Advantage - SUBJECT/VERB AGREEMENT mastery quiz |
| Session 20  (11/14) | Prewriting review  
Conference sign-ups – If you are absent this day, you need to make sure you email me to see when you are scheduled to meet with me.  
*Homework Due Next Class*  
1. Rough draft - You MUST BE SURE TO COME TO THE CONFERENCE WITH YOUR ROUGH DRAFT! |
| Session 21  (11/16) | • In lieu of regular classes, students will meet with your instructor to have a writing conference with their rough drafts.  
• **This is NOT time off.** Use the time you were scheduled for class to work on Blackboard activities.  
• **NOTE THAT THERE IS NO CLASS ON 11/23!** Enjoy your Thanksgiving break!! |
| Session 22  (11/21) |  |
| Session 23  (11/28) | Review chapter 35 – colon, dashes, hyphens and parentheses  
*Homework Due Next Class*  
1. Final cause/effect paragraph due  
2. To prepare for the in-class informal writing read The Scholarship Jacket (654) |
| Session 24  (11/30) | In-class informal writing - “How They Get You to Do That” (627)  
*Homework Due Next Class*  
1. Start studying all of your course notes, the texts and my comments on your papers to prepare for the final exam.  
2. COMPLETE the Blackboard – Writer’s Advantage - SUBJECT/VERB AGREEMENT mastery quiz |
| Session 25  (12/5) | Exam Review Game – This will also be available for you to continue studying on Blackboard. |
| Session 26 (12/7) | Course wrap-up
Exam Part 1 – Compass Post Test |
|-------------------|---------------------------------|
| 12 /12            | Course Final 4:30 – 6:30 p.m.
BRING a Pencil!! |