

COURSE OUTLINE

BRDG/ENGL 125— BASIC WRITING

Spring 2011

Instructors: Julie D. McAfoos

Email: jmcafoos@lc.ed

Phone: (618) 468-4152

Campus Extension: 4152

Office: 2411. Office hours by appointment.

A. COURSE DESCRIPTION

ENGL 125-BASIC WRITING

Reviews standard American English grammar and the use of main ideas and specific details in essay development. *Prerequisite: C or better in ENGL 120 or placement by exam and co-enrollment in READ 125.* (PCS 1.4, 3 credit hours: 3 hours lecture, 0 hours lab)

B. LEARNING OBJECTIVES

Upon successful completion of the course, a student should be able to:

- Demonstrate the ability to use a process approach to writing: pre-writing, drafting, revising, and editing.
- Plan and write unified, developed, coherent compositions.
- Demonstrate effectiveness in the use of standard grammar and punctuation in written work and quizzes.
- Show critical thinking in writing.

C. MATERIALS OF INSTRUCTION

Required student materials:

- Langan, John, *English Skills*, Ninth Ed. (2008), McGraw Hill Publishing
- Access to Lewis and Clark website and Blazernet.

- A jump drive (or thumb drive) to back-up all work -- don't rely on any one computer!

D. LEARNING RESOURCE CENTER SUPPORT MATERIALS

The Learning Resource Center may have supplemental materials that students can use to access additional information.

E. METHODS OF INSTRUCTION

Instructional methods in this course may include, among others, the following:

1. Discussion
2. Lecture
3. Classroom exercises
4. Individualized and collaborative learning activities to promote critical thinking
5. Modeling of expert student behaviors
6. Computer-based instruction
7. Individual conferences

F. EVALUATION OF STUDENT ACHIEVEMENT

Students must achieve a grade of C or higher in ENGL 125 in order to move on to ENGL 131. This course reviews the parts of speech, grammar, and the proper use of punctuation and requires the student to write several paragraphs and short essays, which are evaluated by the instructor.

Much in-class writing will be required, and samples of the student's work will be kept on file. MEAs (major essay assignments) account for much of the student's grade. A large portion of these essays *must* be written in class. Essays that have not been sufficiently worked on in class under the instructor's guidance will not be accepted. Further instructions concerning each MEA and its grading criteria will be handed out prior to each assignment's due date.

Methods of evaluation include the following: quizzes, class participation, homework, paragraph assignments, and at least three MEAs (major essay assignments).

G. ATTENDANCE POLICY

Due to the highly interactive nature of this course, regular attendance is expected. Students who miss more than five classes (whether the absences are excused or unexcused) may be asked to drop the course. Students who are asked to drop the course and do not do so, may not receive a passing grade for the class. If a student knows that he or she will miss class, he or she should contact me prior to missing the class and should consult one of his or her fellow classmates regarding what was missed in class.

H. COURSE CONTENT

The following topics are to be covered during the instructional process:

Elements and concepts of the writing process and composition:

- prewriting strategies
- drafting techniques
- revision strategies
- editing concepts
- organizational patterns
- rhetorical modes
- audience/voice/tone
- logical reasoning

I. LATE WORK POLICY

Late homework will not be accepted and make-up quizzes will not be given under any circumstances.

Other late assignments, such as a major essay assignments, will only be accepted under the most extreme circumstances and with proper and official documentation accounting for the student's absence. In any case, we reserve the right to not accept late work.

COURSE POLICIES

CAT (*due at the end of each class period*): On a piece of paper, each student will answer two questions. 1) What did you learn today? 2) What did you not understand about today's lesson?

Classroom Behavior: Any disruptive behavior or disrespect toward the instructor, including unsolicited talking, cell phone use, Facebooking, text messaging, or inappropriate speech, will not be tolerated and will result in the student being asked to leave the classroom. Students who are asked to leave the classroom will receive a zero for that day's participation grade. See the Code of Student Conduct for the disciplinary measures taken for repeated violations.

Preparation and Participation: Students should come to class with their USB flash drives and be prepared to work every class period. If a student comes ill-prepared to do his or her work or simply is not participating in class, he or she will be asked to leave the class and will not receive credit for that day's work.

USB Thumb-drive: Students must bring their thumb drives to each class period and all work must be saved to a flash drive. It is the full responsibility of the student to have back up copies of his or her essays. If for some reason I do not have your essay in my possession, even if you think you gave it to me, it is your job to produce the back up copy of that work when I call for it.

Cell Phone, Laptop Use and Text Messaging: Cell phone use and text messaging is strictly prohibited, as is laptop use without the instructor's permission.

Stapled Papers: All papers over one page in length must be stapled prior to turning them in for a grade. *Papers that are not stapled prior to the time they are asked for will not be accepted.*

Essay and Paragraph Format: All paragraphs and essays must be typed in MLA format. I do not accept handwritten essays. Computers will be used extensively in this class. If you do not have experience using a word processor or a computer, please let me know by the end of the first week of class and I will make arrangements for someone to help you.

Computer Use: Much of our work, especially work on our major essays, will include in-class work using the computers and the Internet. Use of the computer for activities not directly related to the content of the class, such as the use of Myspace or Facebook, is prohibited.

ACCOMMODATION STATEMENT

If an accommodation is needed based on the impact of a disability, please inform your instructor as soon as possible. An appointment will be arranged to discuss the course format, anticipate your needs and explore potential accommodations. The college relies on Mary Hough, the Special Learning Needs Counselor, for assistance in verifying the need for accommodation strategies. If you have not previously contacted her, I encourage you to do so at 468-4128.