

McCall Developmental Writing 0301

TR 5-6:20 PM room 205

CLARENDON COLLEGE/ Pampa
Division of Business and Technology

Semester: Fall 2011

email: nancy.mccall@clarendoncollege.edu

Office Hours: Beginning/ending of class.

Required Instructional Materials:

Textbooks:

- Brandon, Lee. *At a Glance-Sentences, 4th Edition*. Also, *At a Glance-Paragraphs, 4th Ed.*
- *Grammar Worksheets/ Plato lab*
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Other Relevant Materials:

- **Dictionary Bring on vocab nites**
 - **Headphones** (Can be purchased in bookstore)
- College-ruled paper, pens, pencils

Student Requirements

- This is a demanding, hands-on writing class. Attendance is crucial to success. You will be involved in this class- working on the board, asking/answering questions, working with each other and alone to learn/ re-learn grammar and sentence construction.
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Methods of Instruction

- Instruction in this class will be comprised of a combination of lectures, working on the board, oral work, working alone and in groups.

Course Description

- A study of the basic elements of writing. Enrollment in this class will be based on placement test scores. This course will teach students the fundamentals of composition on a paragraph basis, building to composition of essays, moving from a personal study to the basic structure of argumentation.

Statement of Purpose:

- This is a developmental course. It does not meet elective or graduation requirements. Students are expected to gain a competent awareness of the use of language and composition skills. Each student should undergo an increased proficiency in reading skills, interpretation of texts, and basic analytical capability. In addition to responding to reading, students should learn the basics of composition, including sentence structure, correct grammar use, expanded language use, and an increasing awareness of paragraph structuring, essay objectives, rhetoric-based and argumentative skills. By using interactive texts and computer programs such as PLATO, the students should learn to express themselves in a variety of creative and cognitive ways, including personal interpretation, external evaluation, the analysis of problems or the investigation of social stimuli, and the fundamentals of argumentation. These skills should prepare the students

for the passing of the exit test, or Accuplacer, and should thereby in part satisfy the remedial terms of the State of Texas.

Course Objectives

All Communication (composition, speech, modern language) courses strive to meet the following Exemplary Educational Objectives as identified by the Texas Higher Education Coordinating Board:

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation;
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices;
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument; and
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

In addition, the following objectives that are specific to Developmental Writing 0301 classes are:

1. To master the basic elements of writing, including the mechanics of grammar and punctuation, sentence structure, and paragraph development;
2. To develop an awareness of the concept of audience in writing;
3. To develop an appreciation and understanding of the importance of adjusting written and oral communication to the audience;
4. To recognize various purposes for writing and to demonstrate an ability to write correctly using several different purposes;
5. To practice using a variety of pre-writing techniques;
6. To demonstrate understanding of the circular process of writing through revision;
7. To explore and employ a variety of invention techniques for paragraph and essay development;
8. To understand the personal nature of writing by using the personal perspective as the basis of essay writing;
9. To demonstrate correct and sufficient grammar skills through review and practice of sentence, paragraph, and essay writing; and
10. To develop the skills necessary to achieve a passing score on the reading and/or writing section of the exit test, or Accuplacer.

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

Grading Policies

Major Assignment	% of Final Grade
Essays (Including Process work)	50%
Vocabulary hw/Quizzes	25%

Decorum	5%
Final Exam	20%
Total =	100%

The final semester grades will be figured as set in the current catalog:

86 to 100 = A 70 to 85 = B S = Making Progress N=Failing

NOTE: If a student shows **continual progress throughout the semester**, he or she may be elevated to a **higher final grade bracket**. A student may only pass a developmental course with an A or B. An S indicates that progress is being made, but the student is not yet ready for the next level or to exit remediation. A student who receives an S in a developmental course is advised to re-enroll in the same developmental course in the following semester.

A student's final grade will be made available through Campus Connect at Clarendon College's website.

Academic Integrity and Dishonest Behavior.

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687- 9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Attendance

ALL students MUST ATTEND class REGULARLY. In accordance with Clarendon College's "Early Alert" Absenteeism policies for Developmental Classes, any student who misses more than ONE CLASS will be reported to an administrator or division director. After the first unexcused absence, the Instructor will warn the student of future possible action. A student missing three or more classes may expect to fail or be permanently dismissed from Developmental reading and writing. In general, **DO NOT miss developmental classes!** Each class is vital to the continuation of your progress and your chances of ultimately passing!

NOTE: Those attending evening classes must know that two absences are the equivalent of three absences in a MWF class. Therefore, the student will be dropped from the class with one absence.

Lab Attendance

All students MUST ATTEND his or her scheduled lab REGULARLY as well. Students will be allowed to miss only one lab. The lab is a vital part of the student's success in the Developmental program. The instructor will assign Plato modules to each student based on his or her individual need, to be completed during lab time. This time may also be used for working on class homework and for getting personal help on Developmental reading and writing assignments.

Essay Submissions

All assignments must be handed in on time. In general, assignments will be due at the beginning of a specified class period. Students must provide a valid note from a reputable medical source if they want an extension. For the most part, extensions are rarely granted. Make sure you submit your material when it is needed! Late assignments will automatically receive a reduced grade, even if they are submitted the same day. Excuses for late assignments, including computer malfunctions etc., will not normally be considered. If in doubt, always keep a copy of your assignments on disk or other backup means.

Lateness

Students are expected to arrive in the classroom and be ready for instruction before class starts. It shows a lack of courtesy to your instructor and classmates to walk in late. All students who arrive fifteen minutes or more late for class, or who leave early from class without the Instructor's prior permission, will be marked as absent for that class. Late arrival will only be considered if a valid note and explanation is provided, e.g. severe weather or severe personal circumstances. Always be punctual!

No Distractions

Students are expected to bring relevant materials to each class, including writing paper, pens or pencils, and ALL relevant textbooks and handouts for that specific class. Any students who repeatedly fail to bring the correct materials may face an absent mark, immediate evacuation from class, or a grade deduction. Students are not expected to talk to each other when the

Instructor is lecturing, or when the class begins. Any idle conversation may result in an absent mark, an immediate evacuation from class, or a possible grade deduction. All cell phones MUST be turned off before entering the classroom. Students should NOT possess any CD players, mp3 players, or similar music equipment. No food or drinks should be brought into the classroom. Students should never sleep during class time: this may again result in instant dismissal, absentee mark, or grade deduction. All students are expected to be courteous and involved in their course at all times.

Sign the following and turn it in to Mrs. McCall

**I have read, and we have read and gone over the directions for Mrs. McCall's
Developmental Writing 0301 class.**
