



Gladish WRT 100 10834 FALL10

Revised Course Syllabus

9/18/09 15 pages

WRT 100

FALL 2009

INSTRUCTOR INFORMATION:

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Availability: **Available by appointment**

COURSE INFORMATION:

Course: **WRT 100**
Course Title: **Writing Fundamentals**
CRN: **10834**
Site/Room: **East Campus E1-101**
Date: **Aug 26 - Dec 20, 2009**
Class Days/Times: **M W 11:40 am - 12:55 pm**
Prerequisites: **WRT 070 or 075 with a C or better or required score on the Writing assessment test.**
Credit Hours: **3.00**

COURSE DESCRIPTION:

Review of sentence structure, mechanics and usage. Includes review of sentence patterns, designing and writing effective paragraphs, and developing short essays.

PERFORMANCE OBJECTIVES:

Upon completion of the course, the student will be able to do the following:

1. Express ideas in a variety of Standard Written English sentence patterns.
2. Organize, select, and outline ideas and develop them into coherent paragraphs.
3. Generate and organize ideas about topics for the purpose of writing well developed short essays.
4. Write 6,000 words total semester output.

COURSE OUTLINE:

- I. Review of Sentence Patterns
 - A. Effective and accurate sentences
 - B. Mechanics
 - C. Punctuation
- II. Designing and Writing Effective Paragraphs
 - A. Basic paragraph structure
 1. Topic sentence
 2. Specific details
 - B. Rhetorical patterns including:
 1. Description and narration
 2. Exposition
 3. Persuasion
 - C. Effective transitions
- III. Developing Short Essays
 - A. Prewriting
 - B. Drafting
 - C. Revising
- IV. 6,000 words total semester output

TEXTS:

Required Text:

We Are America, 6th Edition, by Anna Joy, Thomson Wadsworth, 2008, 2005.

Recommended Text:

Combination Dictionary/Thesaurus
Spiral Notebook or Journal Notepad
Portfolio folder to hold written and rewritten work

COURSE POLICIES:

Late Papers:

All work must be handed in on time.

I encourage you to learn from your mistakes.

Please indicate your ability to improve, to benefit from my editing, your self-editing, your Peer Editing. For example, Essay #4 should not have the same type of errors your Essay #1 had.

Attendance:

- Strive for perfect attendance. There are almost no good reasons to miss class.
- This is not a correspondence course. If you are absent, you are still responsible for completing all work and doing extra work for missing class.
- After the 6th absence, you may be dropped from the class.
- Roll is taken in the first ten (10) minutes of the class. If you are in, you get full credit: 20 points. If you are late, you only get half credit: 10 points.
- Tardiness is a disruption and discourteous to not only the teacher but the rest of the class.
- Inform me in advance if you must miss a class. If ill (unless seriously, or contagiously) come for twenty (20) minutes to begin with, to give and receive assignments.
- I can only withdraw a student up until the 45 day count.
- However, it is in your best interest to use the 45 days to establish yourself as a successful student: Pima Community College receives funding for your education precisely on the day of the 45 Day count. This way both the student and the College win.
- After that you must withdraw yourself before the deadline of November 12, 2009 to avoid receiving a failing grade.

Academic Integrity:

- Students are expected to abide by the Student Code of Conduct and the Scholastic Code of Conduct found in the Pima Community College Student Handbook.
- I assume my students are basically hardworking and honest, but occasionally one is not. Students who turn in someone else's work as their own will fail the assignment, receiving an automatic F grade.

Plagiarism is easy to catch. PCC has programs for it. It's not that hard to check on, so stick with the good talents you were born with. When borrowing words and ideas from research material, you must be careful to acknowledge and document your sources to avoid plagiarism. This form of plagiarism is more subtle and requires your attention to the details of proper documentation. The college's policy on plagiarism is covered in the "Scholastic Ethics Code" in the *Student Code of Conduct*.

ADA Policy:

Pima Community College strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you have a disability that requires special accommodations,

you are strongly urged to notify me and the Disabled Student Resource Office (206-7699) at the beginning of the term so that reasonable accommodations can be made in a timely manner.

Classroom Behavior:

- Because of insurance limitations, non-registered visitors are not allowed at class sessions or on field trips.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Eating, drinking, smoking and soliciting are not allowed in classrooms.
- Pets, telephones, pagers and other electronic devices that distract students are not allowed and not tolerated in classrooms.
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave. Please arrange your schedule to socialize on your own time.

Disruptive Behavior ranking by teachers:

- Tardiness.
- Chatting/whispering amongst classmates.
- Departing early.
- Cell Phone noise.
- Doing other unrelated work/reading.
- Inappropriate remarks.
- Speaking out of turn.
- Dominating discussion.

“W” Official Withdrawal:

The grade of “W” designates an official withdrawal. Students who wish to receive a “W” may withdraw themselves from the class by submitting a completed withdrawal request form through the registration and admissions office by November 12, 2009.

“I” Incomplete Policy:

The “I” grade is rarely given and only at the discretion of the faculty in extreme circumstances if students have completed 80% of the coursework.

Grading Policy:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = below 60

| | |
|---------------|-----|
| Essays | 60% |
| Participation | 20% |
| Journals | 10% |
| Quizzes | 10% |

Final course grade: An average of the writing assignments using the following scale:

A: 3.5--4.0

B: 3.0--3.4

C: 2.5--2.9

GRADING RUBRICS

Excellent: (A)

- cleverly organized and clear with subject developed at length
- fluid language and great word choices
- strong sentence structure and great transitions between paragraphs
- No technical mistakes of sentence, diction, grammar, punctuation.
- original ideas and creative execution: a strong narrative voice

Above Average: (B)

- good organization: simple and clear, subject nicely developed
- good word choices
- solid sentences and well-developed paragraphs
- very few technical mistakes of sentence, diction, grammar, punctuation
- the personality of the writer emerges

Average: (C)

- reasonably organized and generally clear; subject adequately developed
- okay use of words
- repetitive sentences and paragraphs that are not developed enough
- some technical problems of sentence, diction, grammar, punctuation
- not unique or thoughtful enough to move the reader

Below Average: (D or F)

- poor organization and a lack of clarity
- poor word choices
- poorly constructed sentences and underdeveloped paragraphs
- many technical errors of sentence, diction, grammar, punctuation
- no sense that the writer cares about or understands the subject

A note about format: All papers *must* be stapled, typed, double-spaced, and use twelve-point font with one-inch margins on all sides. Put your name on each page.

ATTENDANCE:

Begin with plus 300 points.

Sixty points (60) for a missed class

One third Off for Lateness/ Leaving Early (20 pts.)

See formula below:

Miss zero to two classes: plus 300 points. (Incentive)

Miss three classes: plus 100 points (Still some incentive)

Miss five classes: minus 300 points

Miss seven classes: minus 500 points: Drop One Letter Grade
Miss eight classes: You're off the Class roll.

PARTICIPATION: Begin with zero points.

Each class you actively participate in: earn 30 points, cumulative.
-----These two categories are separate-----

Each class you miss or aren't mentally there: minus 30 points, cumulative.

Each lateness or leaving early (one-third off) minus 10 points, cumulative
Minus 200 points: drop one letter grade

Positive 400 points: TBA (This will help you; won't say how until the end)

SMALL ASSIGNMENTS: As many as 64 points.

Miss 16 Small Assignments = Dropped (16 small = 4 major assignments)

LARGE ASSIGNMENTS: 8-Including Journal (Journal is 200 points)

REVISIONS:

I encourage you to do revisions for your own sake:

1. Your original grade will remain.
2. I enter the grade of your revision.
3. Then Your Final Essay Grade is actually a MIDWAY GRADE: MIDWAY BETWEEN THE
OTHER TWO GRADES.

Remember, you are expected to write 7,000 words in one semester's work:

Revisions, revisions, revisions, and brainstorming, pre-writing, and outlines help to fill that huge requirement.

NOTE: If you do not have access to a computer or typewriter, Pima College has a Multidiscipline Computer Center free to students. **Late papers** will be **lowered** one grade for each day they are late, unless there is an extreme, extenuating circumstance. Keep in mind that what sounds extreme to you may not sound extreme to me.

IMPORTANT DATES:

| | |
|--------------------------------------|----------------------|
| First Day of Class: | August 26, 2009 |
| Add Deadline: | September 1, 2009 |
| Drop/Refund/Audit Deadline: | September 8, 2009 |
| Student Withdrawal Deadline: | November 12, 2009 |
| 45th Day of Class: | October 9, 2009 |
| No Class (College Closed): | |
| Labor Day: | September 7, 2009 |
| Veteran's Day: | November 11, 2009 |
| Thanksgiving: | November 26-29, 2009 |

Last Day of Class:
Final Grades In:

December 20, 2009
December 24, 2009

WEEKLY CLASS SCHEDULE

WILL EVOLVE WEEKLY

NEW BOOK, NEW MATERIAL, NEW CLASS

Week 1:

Wed Aug 26 1st Class:

Introduction, course overview of Textbook and Teacher, discussing Syllabus.

Assign Chap 1 and 2 in Part I of text: Overview of Writing Process in ***We Are America***

Week 2:

Mon Aug 31

- Discuss Chap 1 and 2 of Part I Writing Overview
- Assign Chap 3
- Assign Chap 6 on Narration Essay

Wed Sep 2

- Discuss Chap 3 The Writing Process 28-43
- Discuss Chap 6 on Narration Essay #1 107-115
- Assign Narration Essay #1 119-123

- Assign Chap 6 on Describing Essay 123-136

Week 3:

Mon Sep 7 **Labor Day Holiday. No Class**

Wed Sep 9

- **Narration Essay #1 Due**
- Peer Edit and Revision
- Discuss Chap 6 on Describing Essay
- Assign Chap 5 Revising Essay 80-103
- Review Chap 6 Describing 123-136
- *Take Final Checklist, p 56*
- Bring Revised Essay #1 to class Monday.

Week 4

Mon Sep 14

- Take Final Checklist, p 56, do Peer Edit of Revised Essay #1
- Peer Revision on Describing Essay #2
- Final Draft Essay #1 due Wed Sep 16.
- Assign Chap 6 on Defining Essay 137-148

Wed Sep 16

- **Final Draft Essay #1 due.**
- **In Class: Describing Paragraph: describe Monday's class.**
- **A) Include your point of view and relationship to the subject.**
- **B) Use details and specifics.**
- **C) Add a dominant impression or idea**
- Discuss Defining Essay 137-148
- Assign Defining Essay #2 1st draft:
- A) **Define the Culture in** which you grew up. Or
- B) **Define Who You Are:** the forces that shaped you and helped you develop into who you are.

****REMINDER: WEEKLY CLASS SCHEDULE**

WILL EVOLVE WEEKLY OR BI-WEEKLY

NEW BOOK, NEW MATERIAL, NEW CLASS

Week 5

Mon Sep 21

- **Definition Essay #2 First Draft is due.**
- Peer Revision
- Assign Chap 7 – **Making Connections**, the section on Causal Analysis
- Assign Chap 7 section on Comparison/Contrast
- Begin reading and exercises in **Part V: Editing Your Work**
- Assign Chap 18

Wed Sep 23

- **Definition Essay #2 Final Draft is due**
- Discuss Chap 17
- Discuss Chap 7 on Comparison/Contrast
-
- Assign Chap 18

Week 6

Mon Sep 28

- Assign Comparison/Contrast Essay #3
- Essay #3 1st Draft due.
- Discuss Chap 18
- Assign Chap 20

Wed Sep 30

- Comparison/Contrast Essay #3 1st Draft due
- Discuss Chap 20
- Assign Chap 23

Week 7

Mon Oct 5

- Comparison/Contrast Essay #3 Final Draft due
- Exercises from Chap 20 and Chap 23
- Further discussion on Chap 7
- Discuss Chap 23

Wed Oct 7

- Activities from Chap 7
- Activities from Chap 23
- Assign Chap 8 on Interpreting, focusing on Evaluation and Taking a Stand

Week 8

Mon Oct 12

- Assign Evaluation Essay #4
- Discussion of Chap 8 **Interpreting, focusing on Evaluation**
- **Begin Part III Reading Across Cultures**
- Assign Chap 10 Family
- Assign Chap 12 Men and Women

Wed Oct 14

- **Evaluation Essay #4 1st Draft is due**
- Activities in Chap 10 and Chap 12
- Assign Chap 13 Culture and Identity
- Assign Chap 14 Stereotypes

Week 9

Mon Oct 19

- **Evaluation Essay #4 Final Draft is due**
- Complete discussion of Chap 13 and Chap 14
- Discussion of Taking a Stand Essay #6

Wed Oct 21

- Assign Taking a Stand Essay #6

Week 10

Mon Oct 26

- **Taking a Stand Essay #5 1st Draft is due**
- Peer and Self Revision

Wed Oct 28

- **Journal Portfolio due:** first ten weeks
- Assign Chap 9 on Poetry

Week 11

Mon Nov 2

- **Essay #5 Taking a Stand Final Draft is due.**
- Discuss Chap 9 Poetry
- Activities from Chap 9
- In-class small essay on Poetry

Wed Nov 4

- **Assign Part IV Guidelines for Research**
- Chap 15 Research Paper

Week 12

Mon Nov 9

- Discuss Chap 15; select topic; plan small research project
- Assign Chap 16: Documentation for Research

Wed Nov 11 **No Class Veterans' Day Holiday**

Week 13

Mon Nov 16

- Discuss Chap 16
- **Assign Research Essay #6**

Wed Nov 18

- Activities on Research Essay #6

Week 14

Mon Nov 23

- **Phase I and II of Research Essay #6 due**

Wed Nov 25

- Assign Phase III and IV of Research Essay #6

Week 15

Mon Nov 30

- **Research Essay #6 all Four Phases due**
- Peer and Self Revision
- Assign Chap 11: Education in Part III Reading Across Cultures

Wed Dec 2

- Oral report on Essay #6
- Discuss Chap 11
- Review Part V Editing Your Work
- **Revise and Rewrite Essay #1 Narrative Essay For inclusion into Class Booklet.**

Week 16

Mon Dec 7

- Oral report on Essay #6
- Review Part V Editing Your Work
- **Revise and Rewrite Essay #5 Taking a Stand**
- **For inclusion in Class Booklet**
- Assign type up your journal: 2,000 words

Wed Dec 9

- Prepare your Final Work Portfolio
- **Final Typed Journal: 2,000 words (Essay #7) is due**

Week 17

Mon Dec 14

- One-on-One Conference: Bring Portfolios

Wed Dec 16

Last Chance Class
Final Exam: Posttests in Class
Final teacher conferences.
Last class.

EXTRA ASSIGNMENTS: If you miss a class, there are extra assignments.

- Wrt. Assign. 1: **Write one paragraph Time Order**
- Wrt. Assign 2: **Write one paragraph: Space Order**
- Wrt. Assign 3: **Write one paragraph: Order of Importance.**

Collect Time, Space, and Order of Importance Paragraphs

Assign Avoiding Sentence Errors

Part A: Avoiding Run-ons, Comma Splices:

Part B: Avoiding Fragments.

Extra Assignments:

The Introduction, the Conclusion, and the Title. (220-226)

Write two new Introductions

Write new Conclusion for Essay of your choice

The Essay Exam: Writing Under Pressure.