

Basic Writing Skills I

ENG 098

Department of English and Mass Communications

Semester:

Sample Syllabus

Instructor:

Office:

Phone:

E-mail:

Office Hours:

Course Description (from the Student Bulletin)

English 098 includes the fundamentals of writing effectively as well as studies in grammar and syntax. Students will understand the basic requirements for composing college-level expository writing. Students will be required to read, understand, and discuss sections from assigned readings.

Required Books

Calabrese, Joseph, and Tchudi, Susan. *Diversity: Strength & Struggle*.

NY: Longman/Pearson. Latest Edition. Print.

Hacker, Diana. *A Pocket Style Manual*. Latest Edition. Bedford. Print.

Learner Outcomes

English 098 SLOs:

- Students will be able to define and identify standard academic English grammatical concepts.
- Students will be able to compose paragraphs that demonstrate organization and coherence to support a topic.

These objectives aim to develop the writing skills needed for success in college and in the world after college.

Learner Opportunities Designed to Meet the Outcomes:

Writing (40%): The writing will consist of formal and informal writing assignments.

Students will write a minimum of six graded compositions of varying length and at least three composed in class. A student will focus on the depth and content of ideas, the rhetorical organization of the writing assignment and the use of Standard Academic English.

Quizzes (10%): Students will be subjected to announced and unannounced quizzes throughout the semester.

Midterm / Final (10 % each): Students will be tested on knowledge and application of skills.

Final Writing Portfolio (10%): Students will produce a composition and show the writing process used.

Writing Lab (10%): All ENG 098 students must put in 14 hours at the Writing Lab in Dickey Hall. If a student scores 80% on the post test administered at midterm, that student has the option of attending the writing lab in the second half of the semester.

Writing Lab Grading: A= Take Diagnostic Test, Master at least 4 areas after Diagnostic Test including the one with the lowest score, take the post test, and meet attendance requirements.

Participation: 10%

Final Grade:

Writing Assignments	40 %
Midterm	10%
Final	10%
Final Portfolio	10%
Writing Lab	10 %
Participation	10 %
Quizzes	10%

Attendance Policy:

- The English Department adheres strictly to Lincoln University policy, which permits three (3) absences (“excused or otherwise”).
- After the three (3) absences, the final grade will be lowered by one-third for each absence over three..
- A student is late **IMMEDIATELY AFTER ROLL HAS BEEN TAKEN.**
- Three (3) late arrivals are equal to one (1) absence.
- Three (3) early exits will equal one absence.
- If a student knows that a class will be missed for any reason including suspension, please notify me immediately. This **does not excuse** the absence; it is nice and helps with record keeping and lesson design. Attendance begins on the day a student’s name appears on the roster.

PORTFOLIOS FOR ADVANCED STUDENTS

When the professor believes a student has been “misplaced” into English 098, the professor may inform the student of the option of submitting a portfolio containing a minimum of four graded compositions and a letter of recommendation from the professor. In order to be eligible, a student must maintain a grade of B+ at mid-term. Portfolio will be submitted to a special committee of English Department faculty. If the committee members concur with the recommendation, the student will be advanced.

This PORTFOLIO should not be confused with class portfolio which is required of all students.

From The Bulletin:

Class Attendance

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

For the control of absences, the faculty adopted the following regulations:

1. Four absences may result in an automatic failure in the course.
 2. Three tardy arrivals may be counted as one absence.
 3. Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping courses.
 4. In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all work missed during those absences.
 5. Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs and Enrollment Management a class attendance policy in keeping with the above.
 6. Students representing the University in athletic events or other University sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. The Registrar will issue the excused format to the faculty member in charge of the off- or on-campus activity for delivery by the student(s) to their instructors.
- <http://www.lincoln.edu/registrar/catalog/LUcatalog0306.pdf>

FACULTY STATEMENT ON ACADEMIC INTEGRITY

Approved by the Faculty of Lincoln University

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

1. Acts of Academic Dishonesty (Cheating)

Specific violations of this responsibility include, but are not limited to, the following:

- ◆ Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).
- ◆ The fabrication or falsification of data, results, or sources for papers or reports.
- ◆ The use of unauthorized materials and/or persons during testing.
- ◆ The unauthorized possession of tests or examinations.
- ◆ The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- ◆ Any action which destroys or alters the work of another student.

- ◆ Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- ◆ The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

2. Plagiarism

- ◆ If a student represents “another person's ideas or scholarship as his/her own,” that student is committing an act of plagiarism
- ◆ The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work, and representing these ideas as their own by neglecting to acknowledge the sources of such materials.
- ◆ Students are expected to cite all sources used in the preparation of written work, including examinations.

3. Sanctions:

- A. Warning: A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar and, if there is no other example of misconduct, is removed at the time of graduation.
- B. Failure for project (exam, paper, experiment)
- C. Failure of course—for serious and repeat offenses, the University reserves the right to suspend or expel.

Imposition of Sanctions

First Offense – A and/or B

Second and Subsequent Offenses – B or C

Expectations and sanctions will be explained in every syllabus. Students failing a course because of an instance of academic dishonesty may not drop the course. The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. The appeal will be heard by an Academic Hearing Board (AHB) consisting of the chairs of each division of study and the President of the SGA (or their designees). Files violations of this academic integrity code will be kept in the Office of the Registrar.

ENG 098 Fall 2011 Course Schedule

Week One: 8/24 – 8/26

Week Two: 8/29-9/2

Writing Lab – Orientation

Week Three: 9/5 – 9/9

Mon. 9/5 No Class: Labor Day

Writing Lab – Pretest

Week Four: - 9/12 – 9/16

Writing Lab – Thesis Statement & Topic Sentence

Week Five: 9/19 – 9/23

Writing Lab – Parts of Speech

Week Six: 9/26 –9/30

Writing Lab – Identifying Subject & Verbs, Fragments

Week Seven: 10/3 – 10/7

Writing Lab – Run-ons, comma Splices, Semi-colons

Week Eight: 10/10 – 10/14

Mid-Term Exams (During Normal Class Times)

Writing Lab –Subject/Verb Agreement

Week Nine: 10/17 – 10/21

Writing Lab – Verb tenses, Regular and Irregular Verbs

Week Ten: 10/24 – 10/28

Writing Lab – Consistent Verb Tense

Week Eleven: 10/31 – 11/4

Writing Lab – POV – Avoiding Indefinite Second Person (You)

Week Twelve: 11/7 – 11/11

Writing Lab – Punctuation – Commas and Apostrophes

Week Thirteen: 11/14 – 11/18

Writing Lab – Pronoun-antecedent Agreement

Week Fourteen: 11/21 – 11/25

11/23 – 11/27 No Class: Thanksgiving Recess

Week Fifteen: 11/28 – 12/02

Writing Lab – Post Test

12/5 – 12/9

Mon. 12/5

Reading Day (All Students)

FINAL EXAMS – DATE AND TIME TO BE ANNOUNCED

English 098 Consent Form

Must be signed and returned by everyone

(Please print, sign and return to instructor.)

I understand the attendance policy. Writing Lab hours will count as class attendance with a scale of one hour equaling one class. I must schedule and complete 14 hours in the Lab by the end of the semester. I know that any absences more than three will cause my final course grade to fall by one third of a grade. I further realize that absences in excess of eight will probably cause course failure.

I understand that attendance will be taken each class with a written roster. Failure to get my name on the roster is my fault and constitutes an absence.

I understand that I may be late up to ten minutes without a lateness (however I may miss a class activity, which cannot be made up, and suffer the consequence of that); however, after ten minutes, I will be late (and three late arrivals equal one absence). I will not enter class after fifteen minutes late. If the instructor is not in class by fifteen minutes after the start of class, I may leave without penalty.

I understand that I must do all the work or that I will fail the course.

I understand that cell phones should be turned off prior to the start of class, and that while they may ring during the class, they are never to be answered. If I answer a cell phone, I understand that I have just received an absence.

I understand that my behavior must conform to the standards as articulated in the University Code of Conduct. Any disruptions, disrespect, or obscenity will cause an absence and may require a written explanation for my actions submitted to my instructor, Dr. Button (Department of English Chair), and Dr. Willis (Dean of School of Humanities) before I may return to class.

I understand how the grades will be calculated for all my assignments and I understand how my final grade will be computed.

I understand and will abide by the syllabus.

Signature and date: _____