

ENGL 100 - Writing Skills

Course Description: A basic writing course which teaches elements of the essay and prepares students for Engl 110- College Composition.

Course Objectives:

Students will learn to assimilate techniques for beginning an essay, organizing paragraphs and writing sentences that will enable students to write clearly and economically in writing situations likely to be encountered in college level writing.

Students will learn to understand and practice revision techniques to recognize and correct non-Standard English that might work against a student achieving success in workplace or academic communication situations.

Instructor: Joy Smith

Office: Allen Memorial Library 215/VCSU Campus

Office Hours:

Monday: 1pm-4pm

Tuesday: 9:30am – 11am / 1pm – 4pm

Wednesday: 1pm-4pm

Thursday: 9am – 11am / 1pm – 4pm

Friday: By Appointment

Phone: 701-845-7490

Email: joy.smith@vcsu.edu

Lecture/Lab Schedule: 10-10:50 or 11-11:50 Monday, Wednesday and Friday

Textbook(s): *College Writing Skills with Readings* (8th Edition)
John Langan, McGraw Hill Publishing
**The textbook is required for the course.*

Course Requirements:

Students will read weekly assignments in the textbook, will take quizzes on reading assignments and lectures and will write paragraphs and essays on assigned topics. The point total for the class is 1000. If you miss 4 classes, you will lose 1 letter grade; miss 6 classes, lose 2 letter grades; miss 7 or more classes, you will fail the class. You **cannot** make up missed assignments, unless the absence was excused.

A student's final grade is based on total points received from the following:

- Weekly Paragraphs
- Two Essays
- In Class Assignments & Quizzes
- Final Technology Project
- Exams

Assignment Point Values:

Weekly Paragraphs – 250 points (25 points each)

Essay 1 – 200

Essay 2 – 200

In Class Work/Quizzes – 150

Final 200

Grade Scale: 90-100%-A, 80-89%-B, 70-79%-C, 60-69%-D, Below 60%-F

Tentative Course Outline: Below is the course outline and various subjects/assignments that will be discussed in class.

Weeks 1-4: (August 24th – September 16th) Grammar & Vocabulary

Syllabus Overview
Grammar Review Test
Paragraphs 1-2
Library Tour

Week 5-8: (September 19th – October 14th) Special Writing Skills

Paragraphs 3-5
Essay Exam
Writing a Summary
Writing a Resume & Cover Letter
Library Research Project
Essay #1

Week 9-12: (October 17th – November 11th) Essay Writing

Paragraphs 6-8
Writing Process
First & Second Steps in Essay Writing
The Third Step in Essay Writing
The Fourth Step in Essay Writing

Week 13-16: (November 14th – December 9th) Patterns of Essay Development

Paragraphs 9-10
Compare & Contrast
Definition
Cause and Effect
Description
Narration
Essay #2

Week of December 12th – 16th is FINALS WEEK!

10am MWF – Final is Thursday, December 15th from 8am – 10am

11am MWF – Final is Monday, December 12th from 1pm – 3pm

**** YOUR FINAL IS MANDATORY AND CAN NOT BE TAKEN IN ADVANCE. DO NOT MAKE TRAVEL ARRANGEMENTS FOR WINTER BREAK AND EXPECT TO TAKE YOUR FINAL EARLY. ****

VCSU Learning Center: Students are encouraged to use the Learning Center, located in the lower level of the library. Students are allowed to re-submit their assigned paragraphs and essays when it is accompanied with a learning center session. Resubmissions must be turned in within one week and include a Learning Center Form and the original work. Students can earn back up to ½ of the lost points.

General Education Goals/Objectives:

Goal 4: Demonstrates effective communication

VCSU Ability and Skill Level: This course meets the following ability and skill level: Communication Ability (Writing Skill Levels 1 and 2).

Relationship to Campus Theme: Students will participate in writing assignments that relate to the campus theme: *Nature, Technology and Beyond*

Classroom Policies:

Please refrain from doing anything that might be disruptive and disturb other students or the instructor. This academic environment is an open and harassment free zone. Participation within the classroom is highly encouraged and is an integral part of the higher education experience. Ask questions-comment on discussions, etc. Offensive language is **NOT** tolerated. You will be asked to leave the classroom and receive zeros for that day. If it happens too often, you may be asked to withdraw from the class.

Academic Integrity:

The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Plagiarism](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact Jan Drake, jan.drake@vcsu.edu