

Dakota College at Bottineau Course Syllabus
ASC 87: College Writing Prep

Time: MWF 9:00-9:50 AM

Room: TH 2212

Instructor: Katie Rages

Office: NSC 107

Office Hours: I work 7:30-4:00 daily. I am usually in my office, but I am happy to arrange a time to meet with you if you can't catch me.

Phone: (701) 228-5470

Email: katie.rages@dakotacollege.edu

Textbook: Langan, John. College Writing Skills with Readings. New York: McGraw-Hill, 2011. 7th or 8th edition.

Also Required:

- A **journal**, for THIS CLASS ONLY. I recommend an inexpensive spiral notebook, available at the Wanigan bookstore. You will be completing many assignments in this journal, and I may request you turn it in at any time, so it needs to be for THIS CLASS ONLY.
- You will be required to activate and use your **DCB/campus email** address. This is the only email address I will use to communicate with you. It's free and easy to use. You should get in the habit of checking it daily- you never know what I might send out!
- I will post class notes and assignments on our course Moodle site, so you should familiarize yourself with it. We will go over this in class.

This course is designed to prepare you for ENGL 110 by teaching elements of the college essay. We will cover sentence skills, organization, and formatting.

Course Objectives: (From VCSU's syllabus)

1. Express ideas through effective writing
 - a. **Use the stages of the writing process to develop, organizes, and present ideas in writing.**
 - b. Analyze the demands and possible strategies of a writing task, based on topic, purpose, context, and audience, and then accomplish that task with clarity.
 - c. Demonstrate competent college level writing through finished writing that includes a **clear, original thesis or claim**, appropriate evidence and support, a logical structure, and a style of language that serves the writer's purpose and audience.
 - d. Use Edited Standard Written English in spelling, grammar, punctuation, and syntax, and **present written work in a style and format consistent with the demands of an academic setting.**
2. Read at a level that allows students to participate in collegiate studies and chosen careers.
 - a. Anticipate and understand the structure and organization of written work.
 - b. **Recognize an author's thesis and forms of support.**

Course Requirements:

1. Come to class. Attendance will be taken daily. Assignments will be given in class, and most will be due in class. **You will not be allowed to make up missed in-class assignments unless you were absent for an excused reason and/or made arrangements prior to missing class.** Class begins promptly at 9:00 AM. If you are not in the room by 9:05 you will be considered absent for the purposes of attendance points.

2. Do the work. Even small assignments add up over time. Quizzes WILL be given following each reading assignment, and cannot be made up unless you make arrangements prior to being late/absent. **Homework assignments will be penalized 10% for each day they are late unless otherwise stated.**

Grading: Your base grade will be based purely on in-class and homework (writing) assignments. Each assignment will be assigned a point value. Daily assignments are usually worth 20-40 points. Homework/writing assignments are usually worth 50-100 points. The midterm and final writing projects will be worth 100-200 points.

- Quizzes will be given at my discretion, usually at the very beginning of the hour. These will be part of your attendance/participation grade.
- Quizzes will be given after reading assignments.
- Quizzes may cover topics discussed in previous classes, topics discussed in assigned reading (homework), or current/DCB events.
- Quizzes may NOT be made up without PRIOR arrangement or extenuating circumstances.

Your attendance and participation grade will be used to raise your grade by up to 7.5% at the end of the semester.

Example: Student A and Student B both end the semester with a 75% assignment average. Student A has only missed two classes and hasn't missed any major assignments, resulting in a 95% attendance grade. Student B missed seven classes, two homework assignments, and rarely participates in class, resulting in a 70% attendance grade. Student A's grade would be rounded up to 82%, while Student B's grade would remain at 75%.

Final grade percentages will earn the following grades:

89.5-100% = A
79.5-89.49% = B
69.5-79.49% = C
59.5-69.49% = D
<59.49 = F

You may call or come by my office to check your grade at any time. I encourage you to do this periodically, not just after a big assignment!

Your participation grade will be based on a variety of things. However, if you come to class consistently and on time, ask and answer questions, and complete in-class assignments you will be fine. Please let me know *in advance* if you will be absent.

Make-up Work and Rewrites: I am happy to offer you the opportunity to revise and resubmit ANY written homework assignment (excluding worksheets and group work). However, it is UP TO YOU to request a rewrite.

- A due date will be assigned when you arrange your rewrite.
- Penalties for late submission will still apply to make-up assignments.

Academic Honesty: From the DCB Student Handbook (<http://www.dakotacollege.edu/pdf/studenthandbook.pdf>):

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

I take plagiarism very seriously, and it will not be tolerated. There are a multitude of resources available to assist you with this class if you feel you are struggling. If you resort to cheating you will not only fail the assignment, you will, depending on the severity of the infraction, most likely fail the course as well.

First instance of plagiarism: 0% on the assignment with a mandatory rewrite for 50% credit

Second instance of plagiarism: 0% on the assignment with no rewrite

Third instance: Automatic F in the class (recommendation to drop)

Examples of plagiarism include, but are not limited to:

- Copying an essay from the internet (this includes any sentences or paragraphs from work written by someone else)
- Working with another student on an assignment without informing me (you are always welcome to brainstorm ideas together or edit one another's work, but each student needs to turn in work that is uniquely his or her own)
- Turning in an essay written by a friend, classmate, or any person other than yourself

People know you for what you've done, not for what you plan to do. ~Author Unknown