

ASC 087  
College Writing Preparation  
3 credits  
Fall 2012  
M-W-F 10:00 a.m. to 10:50 a.m.  
Tu-Th 1:00 p.m. to 2:15 p.m.

Instructor: Margaret Bail  
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Office: MiSU Campus Memorial Bldg Rm 416  
Office Hours: Monday thru Friday 11:00 a.m. to Noon

### **Required Texts**

*Everyday Writing* by Gregory Glau and Chitralkha de Duttgupta  
Pearson *MyWritingLab* access code card

### **Course Description:**

This course will give students confidence in writing for other college courses and for the workplace. Emphasis is placed on writing that is clearly and simply stated. Students will learn to use correct grammar to write error-free sentences, solid paragraphs, and well-organized essays.

### **Course Objectives:**

Students will:

- Demonstrate an understanding of the rules of grammar, punctuation, mechanics, and usage.
- Write clear, error-free sentences.
- Write topic sentences for paragraphs, and use details and examples to support topic sentences in order to create solid paragraphs.
- Organize paragraphs into coherent short essays.
- Learn and practice revision techniques.

### **Grading**

Course requirements will consist of: written revised essays, in-class writing, class discussion, word of the day, completion of MyWritingLab assignments, and a final exam. Grading will be based on a combination of written work, class activities and participation, MyWritingLab, and final test. Students must have a grade average of 60% and satisfactorily complete the three formal essays to receive a passing grade.

### **Course Policies**

#### Attendance and Participation

Attendance and class participation are mandatory. You can't expect to learn what you need to when you miss class. If missing class is unavoidable, please let me know ahead of time, otherwise it will be considered unexcused.

Participation is important! Many days will be spent in discussion of different elements of writing, and in group work, so come to class prepared and ready to talk to each other. For all reading assignments you will be responsible for preparing at least one discussion question which will be used to prompt discussion among the class.

#### Late Work

I will not accept late work. If you will not be able to attend class on a day when something is due, please let me know ahead of time. I will only accept work submitted via e-mail in special circumstances. Otherwise, everything is due in class on the due date.

#### Devices Policy

It is your responsibility to **turn off** all cell phones and other electronic devices (this includes music) while in class (this does not mean put them on silent or vibrate and therefore enable them to distract you or others in class). Texting under the desk fools no one, and **texting during class is not allowed**. If you are texting during class I will confiscate your electronic devices and return them to you after class.

#### Essay Format

Make sure your assignments (except in-class writing and tests) are typed, double spaced, Times New Roman 12, 1-inch margins all around. They should have titles (when applicable), the pages should be numbered (when more than one page) and have at least your last name on each page, and they should be **stapled**.

***Do not change font size, character spacing, or margins to make your assignments seem longer.*** If you do this, I will automatically reduce your grade.

All materials taken from outside sources must be acknowledged using MLA format.

#### 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.
- ***Do not ever copy and paste text from any source (specifically internet sources) and claim it as your own.*** If you do this, I will fail the paper. If you do it again I will fail you in the class. No exceptions. I do not like cheaters. It is lazy and unnecessary.

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

If you have additional questions or are not certain about what constitute plagiarism, please feel free to ask.

### Disabilities and Special Needs

Any student with disabilities or special needs should inform me as soon as possible and I will make accommodations to help meet their educational goals.

### Non-Discrimination Language Policy

It is my policy that we avoid discriminatory or hateful language in my classroom. When participating in classroom discussions everyone is expected to make every effort to be respectful of each other and the subject matter at hand.

### Student Resources

The **Minot State Writing Center** is staffed with tutors who are qualified to help you at any stage of the writing process. A word of caution: The Writing Center is not an editing service.

You can meet with a tutor in person or correspond with one over the internet. Visit their website for more complete information, including hours of operation, available appointments, and how to submit a paper online – <http://www.minotstateu.edu/writing center>.

Another extremely useful writing resource is the OWL (Online Writing Lab) at Purdue site: <http://owl.english.purdue.edu/>.

### Office Hours and Other Forms of Support

I will have office hours Monday – Friday 11:00 a.m. to noon, or by appointment. But please don't hesitate to send me an e-mail! My role as an instructor is to work with you and help you with your writing. Your role as a student is to be actively engaged in class discussions and to collaborate with your peers.

Please note: You are entirely responsible for your learning experience and for the grades that you earn in this class. If you are frustrated or overwhelmed, you must let me know. **ASK QUESTIONS!**

## TENTATIVE SCHEDULE

### Unit One

- Focus: Words, Parts of Speech, Sentences

Week 1: Introduction, Learn about MyWritingLab

Week 2: Critical Reading, The Writing Process, Nouns and Pronouns

Week 3: Verbs, Adverbs, Adjectives, Prepositions, Conjunctions, Interjections

Week 4: Sentence Elements, Types of Sentences

## Unit Two

- Essay: Memoir – Writing about what you know
- Focus: Prewriting

Week 5: Discuss different kinds of paragraphs/essays

Week 6: Paragraph Structure – topic sentences, support

Week 7: Practice with paragraphs - coherence

Week 8: Writing with style/Brainstorming

## Unit Three

- Essay: Review – Writing about what you've read or seen
- Focus: Drafting

Week 9: Writing to evaluate – criteria and purpose

Week 10: Organization, thesis statements, introductions

Week 11: Outlining, constructing first drafts

Week 12: Drafting tips: fragments/run-ons, improving sentences, transitions

## Unit Four

- Essay: Analysis –
- Focus: Revision/Editing

Week 13: Define and practice analysis.

Week 14: What is revision? Why is it important?

Week 15: Punctuation!

Week 16: More punctuation and tips for taking timed essay exams.