

ASC 088
Composition Lab
1 credit
Fall 2012
M-W-F 12:00 p.m. to 12:50 p.m.
Weds 2:00 p.m. to 2:50 p.m.
Tues 3:00 p.m. to 3:50 p.m.

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

Prerequisites:

Required Texts

Pearson *MyWritingLab* access code card.

Course Description

This course provides supplemental and developmental instruction for students taking ENGL 110 (College Composition I) and is taken during the same semester as ENGL 110.

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.

Tentative Course Outline

Students will take an in-class skills pretest through MyWritingLab at the beginning of the semester, and then work steadily through the semester on the required competency units based on the results of the pretest. Students will then take a final test at the end of the semester.

Grading

Course requirements will consist of: attendance and satisfactory completion of MyWritingLab pretest, modules, and post-test.

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.

Devices Policy

It is your responsibility to **turn off** all cell phones and other electronic 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.

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!