

**Dakota College at Bottineau**  
**Course Syllabus**  
**Fall 2014**

**Course Prefix/Number/Title:** ASC 087 – College Writing Prep

**Number of credits:** 3 credits

**Course Description:** In this course students will learn to write error-free sentences, solid paragraphs and organized essays so that they are prepared for coursework in English 110 and other college level courses.

**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

**Instructor:** Stephanie Blumhagen

**Phone:** 701-228-5677

**Email:** stephanie.blumhagen@dakotacollege.edu

**Office Hours:** Office hours will be held Thursdays, 11:00am – 12:00pm in the commons area of the English/Humanities department, and by arrangement

**Lecture/Lab Schedule:** MWF 11:00am –12:00am, Nelson Science Center Room 124

**Textbook(s):**

Axelrod, Rise B. and Charles R. Cooper. *The St. Martin's Guide to Writing*. Boston: Bedford/St. Martin's, 2010. Print

Strong, William. *Sentence-Combining: A Composing Book*. New York: McGraw Hill Inc., 1994. Print

Egan, Timothy. *The Big Burn: Teddy Roosevelt and the Fire that Saved America*, New York: Mariner Books, 2009, Print

Students should bring a ruled notebook and pen to every class.

**Course Requirements:** In order to be successful in this class, students will attend all classes and arrive on time. Students are expected to complete all assignments and turn them in on time. Late assignments will automatically be docked one letter grade. The purpose of this class is to prepare students to write at a college level. Therefore, students will spend a portion of every class period

writing and will have assignments including readings, writing assignments and exercises from their textbook. One essay will be assigned as well.

Final letter grades are assigned based on the following criteria:

A = 89.5 – 100% of the total points

B = 79.5 - <89.5% of the total points

C = 69.5 - <79.5% of the total points

D = 59.5 - <69.6% of the total points

F = <59.5% of the total points

### **Tentative Course Outline:**

Weeks 1-4:

- review of sentence structure
- summarizing ideas
- sentence combining

Weeks 5-8:

- building paragraphs
- finding, using and citing source material,
- midterm

Weeks 9-12:

- editing, revising and proofreading,
- structure of an essay

Weeks 13-16:

- essay writing and revisions
- final exam

**General Education Goals/Objectives:** The goal of this course is to help students communicate their ideas effectively through coherent well-organized writing. Effective writing skills are crucial to student success and will be used in nearly every course students take in subsequent semesters.

**Relationship to Campus Theme:** Students will read essays and write responses relevant to the campus theme of “Nature, Technology and Beyond” as well as on a variety of other topics.

**Classroom Policies:** Students are expected to attend all classes. We will use the full allotted class time, so students are expected to arrive a few minutes early and be prepared to begin promptly at 11:00am. Students are expected to complete all writing assignments, and take all quizzes and tests.

**Missed classes:** If a student must miss class they are expected to e-mail me within 24 hours of the class date. The student is still responsible for that day’s in-class writing assignments and homework. Late assignments will lose ten points for every day past the due date.

**Missed exams:** If you miss an exam you must contact me within 24 hours of the missed exam to arrange for a time to make up the exam. Exams must be made up within 72 hours of the original exam time. If you do not contact me within 24 hours a grade of 0 will be entered for the exam

that was missed. Students are only allowed to make up ONE exam per course. The exam grade will be docked 10% per day for late points.

Electronic devices: Students will turn cell-phones and similar devices to silent while in the classroom. Texting in class is distracting and not allowed. If it is truly an emergency, please leave the classroom to deal with it. Reasonable laptop-size computers may be used in the classroom for taking notes and doing in-class assignments.

Respect: This classroom is a safe space where minds are open to new ideas, all ideas are welcomed and students are encouraged to engage in classroom discussion and share thoughts and opinions. Students are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions if necessary and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date.

**Academic Integrity:** All students are expected to adhere to the highest standards of academic integrity. Dishonesty in the classroom and with assignments, quizzes and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. Plagiarism (deliberately using another person's writing, language or ideas and claiming them as your own) will not be tolerated and plagiarized work will be failed. The topic of plagiarism and how to avoid it will be covered by week four. Students are expected to avoid plagiarism by learning to effectively summarize and by giving credit to the original author by properly citing sources.

**Disabilities and Special Needs:** If you have a disability for which you need accommodations, you are encouraged to contact your instructor and Jan Nahinurk in the Learning Center (228-5497) to request disability support services as early as possible during the beginning of the semester.