

ASC 87 – College Writing Prep

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 (Mrs. Joy or Mrs. Smith)

Office: Allen Memorial Library 215/VCSU Campus

Office Hours:

Monday: 1pm-4pm

Tuesday: 9:30am – 11am

Wednesday: 1pm-4pm

Thursday: 9am – 12pm

Friday: 8am – 10am

Phone: 701-845-7490

Email: joy.smith@vcsu.edu

Lecture/Lab Schedule: 10:00am – 10:50am / 11:00am – 11:50am Monday, Wednesday, and Fridays.

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 from in the textbook and other materials, will complete assignments on readings, and will write/revise paragraphs and essays on assigned topics. The point total for the class will be around 1000. If you miss 6 classes, you will lose 1 letter grade; miss 9 classes, lose 2 letter grades; miss 10 or more classes, you will fail the class. This is not because I am a mean teacher. If you are not in class and not participating, you will not be earning points. The lack of points from a lack of attendance will lower your grade.

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

- Four Essays
- In Class Assignments & Quizzes
- Exams

Late Work: Students in college are required to hand in assignments when they are due-no exceptions. However, in this class, I believe that if you do not complete your assignments, you will not learn. If you do not hand in your assignment when it is due, the world will not come to an end. If you come to class unprepared, you will not be able to participate in the activity that day; which means, you will **not be** earning points. With that being said, students will have a Second Chance day, during the middle of the semester and again towards the end of the semester. Students have the ability to hand in their unfinished work to earn 50% of the points and 100% of the learning.

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

Writing Portfolio: All students in this class are required to create a writing portfolio. In this portfolio, they will keep specific assignments, rough drafts of essays, final/graded essays. This portfolio will be used for the students to assess their work at the end of the semester. **Portfolios are due on FRIDAY, DECEMBER 12th.**

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

Weeks 1-4: Grammar, Mechanics & Vocabulary

Syllabus Overview
Grammar Review Test
Paragraph Writing
MLA Style
Chapters 23-36
Spelling
Synonyms
Fragments
Run-On Sentences
Cutting out the Fat
Capitalization
PRACTICE ESSAY DUE

Week 5-6: Introduction to Writing an Essay

Choosing a topic
Narrowing down a topic
Structure of an Essay
Pre-Writing
Writing a First Draft
Revising
Editing
Narration
Peer Review
Chapters 1-6
FIRST ESSAY DUE

Week 7-10: Essay Writing

Description
Process
Peer Review
SECOND ESSAY DUE

Week 11-14: Essay Writing

Compare & Contrast
Definition
Cause and Effect
THIRD ESSAY DUE

FINALS ARE SCHEDULED during the week of May 12th – May 17th, 2014

10am MWF – Final is TUESDAY, December 16th at 1:00pm – 2:50pm

11am MWF – Final is WEDNESDAY, December 17 at 1:00pm – 2:50pm

**** 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