English 0311

Text and Supplies:
2. USB FLASHDRIVE
3. Notebook paper
4. Pens (blue/black)
5. #2 pencil
6. Package of dividers
7. Package of scantrons
8. Highlighters
9. 1” or 2” three ring binder

Description:
This class is designed to assist students scoring 0-180 on the writing section of the TASP/THEA test. The purpose of 0311 is to help students master the essential rules of grammar, mechanics, punctuation, and usage needed for clear and concise writing. The student will be given practice in planning, organizing, proofreading, and editing various types of paragraphs. This course does not count toward Associate in Arts or Science degrees; however, the course is necessary to enter college level English and writing courses. A grade of a “C” or better is needed for admittance to English 0312.

Course Objectives:
1. To introduce students to the principles of the writing process.
2. To explain the essential rules of grammar, mechanics, punctuation and usage.
3. To introduce different types of paragraph writing and various modes of expression.

Method of Instruction:
A combination of lecture, class discussion, and collaborative work will be implemented in the daily class. The student’s willingness and ability to participate in class will greatly enhance his or her overall writing advancement. Students are required to attend scheduled class and lab meetings. Lab hours will be used for completing PLATO assignments and any other assignments that will enhance the student’s ability to master the coursework objectives.

Student Learner Objectives:
At the successful completion of this course you will be able to demonstrate satisfactory knowledge of basic grammar, English usage, and English mechanics. You will also be able to apply the principles of writing as a process (prewriting, planning, and writing, revising, editing, and proofreading). Your writing skills will enable you to write well-developed, grammatically correct paragraphs that reflect various modes of expression (classification, descriptive, cause/effect, compare/contrast, and argument).
**Requirements:**

1. Class attendance and participation will be carefully noted.
2. Students will be required to take a pre- and post-test consisting of 50 multiple-choice questions and a timed essay prompt.
3. Weekly quizzes will be given at the instructor’s discretion.
4. There will be five paragraphs completed for the semester. These paragraphs will undergo several drafts. All pre-writing and working drafts will be turned in with the final draft. All paragraphs will be typed and double spaced, font size - Arial 12.MLA format.
5. Journals will be typed and turned in at the instructor’s discretion.
6. Occasional homework handouts/assignments should be turned in on time.
7. Students will be required to take a comprehensive final exam to demonstrate their mastery of English 0311.
8. Textbooks are required every class day.

**Additional Resources:**

Students will be expected to utilize:

1. *Plato Pathways* program (lab hours)
2. www.bedfordstmartins.com/writingfirst (practice exercises)
3. webct

**Evaluation:**

The grades for English 0311 classes are calculated as follows:

1. Paragraphs: 30%
2. Journals: 10%
3. Exercises/Daily Activities/Quizzes: 10%
4. Lab: 20%
5. Final Exam: 30%

Pre- and Post-Tests are administered and calculated but do not affect the student’s grade in the course. (The student is required to write an essay for both the pre- and post-tests along with a 50 multiple-choice exam)

The final grade is determined as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 60 and below

**Attendance Policy**

Students need to be successful in this course, and attendance is essential to earn a passing grade. If an emergency comes up and you have to miss class, please contact me ahead of time. I will not consider an absence as excused if you call me the day after your absence! No Exceptions! I can be reached via e-mail or phone. You will be expected to show proper documentation for your absence. If a student accumulates four or more unexcused absences, an excessive absence report will be filed, and he or she may be dropped from the course.
**Case Management:**
Students enrolled in College Preparatory courses will have access to a case manager. Students are encouraged to visit with the case manager on their campus when they are experiencing attendance issues. The case managers serve as an additional resource for students. They provide academic advising, registration with correct placement, workshops, and referrals to tutoring.

**Course Specifics:**

1. If a student must miss a quiz or test due to an excused absence, he or she may make up the exam on a scheduled date. **There will be no make-up exams for unexcused absences!**
2. I do not take late assignments. NO EXCEPTIONS!! If you know you will be absent on the day an assignment is due, the assignment should be turned in before your absence. If you are absent on a day an assignment is assigned it is your responsibility to turn in the assignment on time. You will have a calendar to depict assignments, tests, etc. and due dates.
3. All paragraphs will be a minimum of 150-200 words, typed, and double-spaced. Proof of the writing process should be stapled to the back of the final draft. Please use font Arial 12. You will be given instruction on the format for the typed paper.(MLA)

**General Statements:**

**Special Needs:** Students with disabilities, including learning disabilities, who wish to request accommodations in this class, should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor. For more information, please go by the Counseling Office, or contact: Beeville Counselor, EddieRojas, edrojas@coastalbend.edu (361) 354-2731 or 2720

**Rules of Conduct:** Cellular phones, pagers, and other electronic equipment should be turned off during class and lab times out of respect to your fellow classmates and instructor. If you need or want to record the lecture, please let me know ahead of time.

**Academic Dishonesty:** Students will be held accountable for the following infractions:
1. Cheating: deception in which a student misrepresents that he or she has mastered information on an academic exercise the he or she has not truly mastered; giving or receiving aid unauthorized by the instructor during assignments or examinations.
2. Misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Collusion: having someone else do your assignments for you.
4. Plagiarism: unacknowledged quotation and/or paraphrasing of someone else’s words, ideas, or data and passing it off as your own work submitted for credit. If you are caught plagiarizing, you will be awarded an F for this course.

**Copying from Internet sources is still considered plagiarism.**

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.