English 0312

Prerequisite:

Satisfactory completion of English 0311 or placement based on test scores.

Text and Supplies:

1. Henry, D.J.

2. 3 1/2 Floppy disk or USB (bring this everyday)

3. notebook paper

4. A journal binder

5. pens (blue/black)

6. #2 pencil

7. package of scantrons (1 package will last entire semester)

8. package of dividers

Description:

The purpose of 0312 is to help students to master the essential rules of grammar, mechanics, punctuation, and usage needed for clear, understandable writing. The student will be given practice in planning, organizing, proofreading, and editing various types of essays. This course is nontransferable and does not count toward Associate in Arts or Science degrees, but is, however, necessary to enter into college level English and writing courses.

Note: To accurately meet TSI (Texas Success Initiative) requirements, which are mandated by the state of Texas, all students averaging between a 70 and 79 must pass the departmental post-test and/or departmental final exam with a 68 or better to pass English 0312. Students must earn a "C" or better before admittance into English 1301 is granted.

Method of Instruction:

I will incorporate a combination of lecture, class discussion, and collaborative work. 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. Two lab hours per week are required. Lab hours will be used for completing My Writing Lab assignments and for working on writing assignments (at instructor’s discretion).

Course Objectives:

1. To enhance the student's use of the writing process.

2. To explain the essential rules of grammar, mechanics, punctuation, and usage.
3. To introduce different modes of writing (types of essays).

**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, writing, revising, editing, and proofreading). This is the portion of the class that I will stress the most. Your writing skills will enable you to write well-developed, grammatically correct essays that reflect various modes of expression (classification, descriptive, cause/effect, compare/contrast, and argument). I hope by the end of the semester, you will understand that there is no "right" way to write and that you all have a strong and valid "voice". What I want to help show you is how to communicate as clearly as possible. Writing is a form of communication.

**Method of Assessment of Learner Outcomes & Methods of Evaluation:**

1. Class attendance and demonstration of preparedness will be carefully noted and appreciated accordingly.

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 essays turned in. These essays will undergo several drafts, all of which will be expected to be turned in with the final draft. All essays will be typed and double spaced.

5. Weekly 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 0312.

**Grades:**

The grades for my English 0312 classes are calculated as follows:

1. Journals: 5%

2. Reading Assignments: 5%

3. Exercises/Daily Activities/Quizzes: 5%

4. Essays: 30%

5. Portfolio: 5%

6. Lab: 20%

7. Final: 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:

I want for each of you to be successful in this course. I cannot help you succeed however, if you do not attend class. Your attendance in this course is essential to accomplishing your goal. If an emergency comes up and you have to miss class, please contact me ahead of time. I can be reached via e-mail or phone. I give you numerous ways to contact me. You will be expected to show proper documentation of your absence as well (such as a doctor’s excuse etc). If a student accumulates four or more unexcused absences (2 for evening and/or summer courses), an excessive absence report may 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 find out what was assigned in your absence. The assignment will still be due.

3. All essays will be a minimum of 500 words, typed, and double-spaced with a title page attached to the front of the essay. Proof of the writing process should be stapled behind the final draft.

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, Eddie Rojas, edrojas@coastalbend.edu (361) 354-2731 or 2720

If you need services or special accommodations, please let the instructor know.

Rules of Conduct

Cellular phones, pagers, and other electronic equipment should be turned off during class 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:

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall the result of their thought, work, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework. Students will be held accountable for the following codes of conduct:

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.