

COURSE DESCRIPTION: This course includes a study of basic composition techniques which are explored in conjunction with appropriate literary selections. Students will be given frequent essay assignments in order to reinforce effective writing. A review of standard grammar and the basic techniques of research are also presented.

PREREQUISITE: Acceptable placement scores or successful completion of English 100 and or Reading 100.

TEXT: McQuen, Jo Ray, and Anthony C. Winkler. From Idea to Essay 11th ed.

COLLEGE-WIDE STUDENT COMPETENCIES state that graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

LEARNING OUTCOMES: Upon completion of this course, a student should be able to:

1. demonstrate a range and quality of writing.
2. express ideas in essay form and orally with minimal errors in grammar, sentence construction, punctuation, mechanics, and usage.
3. demonstrate various types of writing strategies: process, comparison/contrast, causal analysis, argumentation, persuasion, research.
4. access the Internet/WWW and research information using various techniques.
5. conduct library research and properly document information.
6. present an organized and well-developed oral presentation.

COURSE REQUIREMENTS: *The student must...*

1. Compose a variety of essays, using specific strategies and guidelines.
2. Come prepared for daily classroom discussions.
3. Word-process all out-of-class essays. For in-class essays, use blue or black ink.
4. Submit all assignments-essays, compositions, research papers, presentations- when due; **assignments will be considered late thereafter.**
5. **Late essays will be penalized.**

Student picture IDs are required to be worn on campus. Please wear IDs in an easily observable area above the waist. Failure to wear your ID will result in your being asked to leave the class, and the absence will count against you.

EVALUATION: Your grade in this course will be derived from:

Test.....	10%
Journals.....	25%
Compositions.....	35%
Research Project.....	20%
Oral Presentation.....	10%

GRADING SCALE

100 = A+	95 = A	90 = A-
89 = B+	85 = B	80 = B-
79 = C+	75 = C	70 = C-
69 = D+	65 = D	60 = D-
Below 60 = F		
Incomplete or Uncompleted Work = Zero “0”		

ACADEMIC DISHONESTY:

1. All forms of academic dishonesty, including, but not limited to cheating on test, plagiarism, collusion and falsification of information, will call for discipline.
 - a. Cheating on tests includes:
 1. Copying from another person’s paper
 2. Using unauthorized materials during a test
 3. Collaborating with others during a test
 4. Knowingly obtaining, using, buying or selling, transporting, or soliciting in whole or in part the contents of a test
 5. Bribing or harassing another person to obtain test or test information
 6. Substituting of allowing substitution for oneself for a test
 - b. Plagiarism is the use of another’s work or unacknowledged use of that work in one’s work for credit.
 - c. Collusion is defined as unauthorized collaboration with any other person in preparing work offered for credit.
 - d. Falsification of information is forgery, alteration of misuse of documents.
2. The punishment for such acts will be a “0” (zero) for that paper, project or test. Repeat Offenses will result in additional penalties.
 - a. Each instructor will report in writing the situation to the Dean of Students.
 - b. The student will be informed of the reason for the grade as well as referred to the Student Code and Grievance Procedures.

STUDENTS WITH DISABILITIES:

Students with disabilities are encouraged to contact the Vice-President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice-President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs (See NETC Catalog, Page 14).

ATTENDANCE AND MAKE-UP POLICIES

Students are expected to attend class regularly. College policy states that no more than **six classes or any combination of time to equal 7.5 hours total** may be missed. If the absence limit is exceeded, students will be dropped with an F.

Any student who wishes to make-up a missed test must present a verifiable excuse. **If an announced test is missed, you are required to notify me in advance in order for make-up work to be considered.** If you are absent on a day when work is submitted, it is your responsibility to ensure I receive the work on time. **PLEASE BE AWARE OF YOUR RESPONSIBILITIES.**

WHEN YOU HAVE QUESTIONS OR NEED HELP: My office is located in The 500 Building (521). My office hours will be posted on my door. Also, you may reach me during my office hours by calling 921-6961 or 800-921-7399 (ext 961). However, the most consistent way to reach me is by e-mail: **kalford@netc.edu**

TENTATIVE COURSE OUTLINE

Week 1	Course Overview In-class writing assignment
Weeks 2-3	The Writing Process: The Paragraph Elements of the Essay Planning and Organizing the Essay Drafting, Revising, and Style Chapters: 1, 3, 5, 6, and 7
Weeks 3-4	Test on the Writing Process Process Writing: Chapter 13
Weeks 5-6	Process Essay Due Comparison and Contrast: Chapter 12
Weeks 6-7	Comp/Cont Essay Due Causal Analysis: Chapter 15

Weeks 8-9	Causal Analysis Essays Due Introduce Research Projects
Weeks 10-11	Continue discussing research process. Journals Due
Weeks 12-13	Documenting the research paper, continue research Annotated Bibliography Due.
Week 14	Research Project Due
Week 15	Discuss Oral Presentations
Week 16	Exam Period: Oral Presentations Due

"Writers create worlds with words."

Anonymous