

## English 0307 Developmental Writing II: Fall 2009 (TTh)

Professor Chris Partida

Where assignments will be posted: <http://www.cpartida.com>

### How can you contact the instructor?

Voice mail: 281-618-5538

E-mail: [john.c.partida@lonestar.edu](mailto:john.c.partida@lonestar.edu)

Mailbox: Academic Building, Room 162

### Where is my office? What are my office hours this semester?

Academic Building, Room 160E

Monday: 10:30-11:30 AM

Tuesday: 11:30 AM-12:30 PM

Wednesday: 10:30-11:30 AM

Thursday: 11:30 AM-12:30 PM

Friday: 10:30-11:30 AM

### What is the prerequisite for this class?

The appropriate scores on a placement exam (such as Compass or THEA) or a grade of "C" or higher in English 0306.

### How many credit hours is this class?

Three. This course carries institutional credit but does not transfer to four-year institutions, nor will it apply to Lone Star College degrees unless specifically designated.

### What are the required materials for this class?

- ***The Writer's Response: A Reading-Based Approach to College Writing*, 4th edition** (loose-leaf version), by Stephen McDonald and William Salomone. (Cost? \$66.25.)
- **Computer disks or a USB drive** ("Flash drive," "Thumb drive," etc.).
- **A computer** that has **Microsoft Word** and that can access **the Internet**. (We have computers that you can use for free in **room 200 of the Academic Building**. Also, free word processing software is now available. **See page 10.**)
- **A paperback college dictionary**. (Cost? About \$10—maybe less.)
- **Notebook paper** (for notes, in-class essays, and in-class exercises).
- **A Blue Book** for the final exam. (Cost? About 50¢.)

### Why do you need to take this class?

If you want to be a success in any field (business, medicine, retail management, teaching, etc.), you must be able to **analyze information** and **communicate information** in a clear way. This class will help you develop both of those skills.

### What can you expect from this class?

- ❖ There will be **a lot of assignments** both in and outside of class.
- ❖ The assignments will ask you to **read** and **write**.
  - Some reading assignments will be longer than others.
  - Some of the lab assignments will only ask you to write sentences.
  - **All** of the essay assignments will expect you to write a number of paragraphs, not just one paragraph.

Reading and writing takes time. **You need to have at least two hours set aside each day for just this class!** Why? Because, in order to improve your reading and writing skills, you need a lot of practice.

Don't have two hours a day? Then you should consider withdrawing from this class.

**~ Some Basic Information About This Course ~**

**How does The Lone Star College System define this course?**

English 0307 is a developmental writing course designed to refine your writing fluency so that it conforms to academic standards associated with college-level writing.

This course introduces you to a writing process that you can adjust to fit your individual needs. You will practice a process approach to writing that involves using prewriting strategies, drafting and redrafting, editing, and proofreading. Varied writings provide practice in clarity, coherence, conciseness, usage, and mechanics. Lab assignments will be given according to your needs.

**What does the college expect you to do in this course this semester?**

Over the course of the semester you will be expected to:

1. Create a focused topic appropriate to the audience, purpose, situation and length of assignment.
2. Use appropriate organizing principles to govern the structure of the essay and of individual paragraphs, such as logical, chronological, spatial, and emphatic.
3. Begin an essay with a paragraph that functions to introduce the main idea and end the essay with a paragraph that creates a sense of closure.
4. Write thesis statements which advance the writer's purpose.
5. Provide adequate support for statements.
6. Acknowledge borrowed ideas if external sources are used.
7. Edit irrelevant material from sentences, paragraphs, and essays.
8. Use appropriate devices to achieve coherence throughout the essay, such as transitions or repetition of key words.
9. Write sentences using varied sentence structures.
10. Edit to avoid major errors in sentence structure: fragment, comma splice, run-on.
11. Recognize and edit for mechanical errors such as subject-verb agreement; pronoun reference; illogical shifts in person, point-of-view, and tense; and punctuation errors such as commas and apostrophes.
12. Use a variety of tools to recognize and edit for the correct spelling of common words and commonly confused words.

In order to complete the course you will be expected to:

1. Do all assigned reading and related writings.
2. Participate in classroom activities and complete any lab assignments made to enhance class work.
3. Perform at "C" level or better on writing assignments.
4. Keep all written work in a folder you bring to class and conferences.
5. Hold all papers until the final grade is received.
6. Compositions must meet the criteria for each specific assignment

**What if you need special accommodations for this class?**

In order to receive special accommodations (such as test-taking accommodations or note takers) for this class, you must have a copy of an **accommodations form**. **! cannot allow any special accommodations without this form.** For more information on accommodations, go to the Counseling Center (Room 104 in the Academic Building).

~ The Course Rules ~

**What is the Attendance Policy for this course?**

- ❖ The college requires that I keep an attendance record throughout the semester.
- ❖ If you decide that you cannot attend class on a regular basis, you must go to the Admissions Office and fill out a withdrawal form for this class. **If you quit coming to class but do not process the withdrawal form, you will receive a failing grade for the course at the end of the semester.**

\*Note: Even though my attendance policy is lenient, you should keep in mind that college students who are regularly absent almost always fail. Plan on attending class every time that it meets!

**What if you are absent and want to get the notes and homework assignments?**

- ❖ **I will not hand out missed assignments and notes (either over the phone, through e-mail, or in person) to any student who has been absent!** Instead, I will post extra copies of assignments on the class web site at: <http://www.cpartida.com>
- ❖ **If you are absent, you should obtain any missed notes (lessons, practice exercises, my explanations) from another student in the class.**

**What if you can not turn in an assignment on time?**

- ❖ You must turn in the late assignment by the next class meeting. **(You may leave it in my mailbox in Academic 162 or hand it to me during that next class meeting.)**
- ❖ You must make up missed major in-class assignments as soon as possible! (Speak with me so that I know to have the make-up assignment set up in the Assessment Center in room 200 of the Academic Building.)
- ❖ Deadlines will be provided in class, on the class web site, and/or on the assignment instructions.

**What happens if you Plagiarize or Steal someone else's words or ideas?**

If you use someone else's writing, research, or ideas in an essay without giving the author credit, you are committing plagiarism.

- ❖ **If you commit plagiarism in any one of your essays, I will ask you to rewrite the parts of the essay that are plagiarized and turn it in again to be re-graded.**
- ❖ **If the essay continues to have plagiarism issues after the rewrite, the grade for it will be recorded as an "F" with no opportunity to rewrite it again.**
- ❖ **After that, if future essays contain plagiarism issues, you will receive an "F" for the course.**

☛ The college now provides professors with an online computer program called “Turnitin.com,” which is designed to compare an essay to any writing that has ever been published online or any student essay that has been checked for plagiarism in the past. Any or all of the essays you write this semester may be checked for plagiarism with this software.

**What happens if you cheat on an assignment?**

If you cheat on a major in-class assignment, you will receive a “0” for that assignment.

**What happens if a student displays improper or disruptive conduct?**

Any action that is offensive to others in the classroom or that disrupts class activities is considered disruptive conduct. If a student displays disruptive conduct, I will ask him or her to leave the classroom. If the student continues to display disruptive conduct, the college will decide the appropriate punishment, which may include being expelled.

~ Grading ~

**How will I calculate your semester average?**

**Average of the Lab Assignments (the 1 lowest will be dropped)**

Most of these assignments will only be available on the class web site:  
<http://www.cpartida.com>.

**Average of the Grammar Tests (the 1 lowest will be dropped)**

Each will be a 50-question, multiple-choice test.

**Average of the Major Typed Essays (the 1 lowest will be dropped)**

There is a revision option for each of these essays—see page 8.

**Average of the Major In-class Essays (the 1 lowest will be dropped)**

You will write each of these essays in class under a time limit.

**District Common Final Exam (\*This exam cannot be made up if you miss it!)**

+ This will be a timed essay.

Total of averages: \_\_\_\_\_ ÷ 5 = Your semester average

90-100 = A

80-89 = B

70-79 = C

0-69 = IP (In Progress)

\* Note: You will be able to see your grades throughout the semester at:  
<http://www.engage.com> (see page 10 for details).

**~ Semester Average Worksheet ~**

**Keep every assignment until the end of the semester so that, if you find the grades in my grade book are inaccurate, you will have the evidence to prove it!**

**Lab Assignments (The lowest 1 will be dropped.)**

Lab #1: \_\_\_\_\_ Lab #2: \_\_\_\_\_ Lab #3: \_\_\_\_\_ Lab #4: \_\_\_\_\_ Lab #5: \_\_\_\_\_

Lab #6: \_\_\_\_\_ Lab #7: \_\_\_\_\_ Lab #8: \_\_\_\_\_ Lab #9: \_\_\_\_\_ Lab #10: \_\_\_\_\_

Lab #11: \_\_\_\_\_ Lab #12: \_\_\_\_\_ Lab #13: \_\_\_\_\_ Lab #14: \_\_\_\_\_

Lab Average (add together, then divide by 13): \_\_\_\_\_

**Grammar Tests (The lowest 1 will be dropped)**

Test #1: \_\_\_\_\_ Test #2: \_\_\_\_\_ Test #3: \_\_\_\_\_ Test #4: \_\_\_\_\_

Grammar Test Average (add, then divide by 3): \_\_\_\_\_

**Major Typed Essays (The lowest 1 will be dropped.)**

Essay #1: \_\_\_\_\_ Essay #2: \_\_\_\_\_ Essay #3: \_\_\_\_\_ Essay #4: \_\_\_\_\_

Major Typed Essay Average (add, then divide by 3): \_\_\_\_\_

**Major In-class Essays (The lowest 1 will be dropped.)**

In-class Essay #1: \_\_\_\_\_ In-class Essay #2: \_\_\_\_\_ In-class Essay #3: \_\_\_\_\_

In-class Essay #4: \_\_\_\_\_ In-class Essay #5: \_\_\_\_\_

Major In-class Essay Average (add, then divide by 4): \_\_\_\_\_

**\* Essay Grading System \***

A+ = 95	B+ = 88	C+ = 78	D = 69	No grade change = Original grade stays (for typed essays that have been revised)
A = 92	B = 85	C = 75	F = 50	
A- = 90	B- = 80	C- = 70		

**Lone Star College Common Writing Final**

Final Exam Grade: \_\_\_\_\_

**Add all five averages together:** \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_

Total = \_\_\_\_\_ ÷ 5 = Your Semester Average: \_\_\_\_\_

**You will be able to access your grades at: <http://www.engage.com> (see page 10).**

**~ Some More Details About The Assignments ~**

**What are the Lab Assignments?**

Instructions for most of these assignments will only be available on the class web site (<http://www.cpartida.com>), so you will need to use a computer that can access the Internet and that has Microsoft Word.

(Don't have the Internet at home? We have free computers for you to use in **The Learning Center, room 200 in the Academic Building**. Don't have Microsoft Word? See page 10 for free options).

**What are the Grammar Tests?**

These fifty-question, multiple-choice tests will cover the various grammar lessons that will be assigned this semester. Four grammar tests will be given this semester.

**What are the Major Typed Essays?**

These essays must be typed. (See page 10 for details on how to get free word processing software. Also, computers are available in room 200 of the Academic Building if you do not own a computer at home.)

- ❖ **Each typed essay assignment will first require you to read one or more section in the textbook.**
- ❖ **After a Typed Essay has been graded, you will be allowed to revise it for a higher grade.** (See "Will you be able to revise essays after they have been graded?" on page 8 for more details.)

You will be given more specific instructions for each Typed Essay assignment.

**What are the Major In-class Essays?**

These essays will be written in class within a time limit.

**You will not be allowed to revise a Major In-class Essay after it is graded.** (See the revision policy on the next page.)

**How will I grade your essays?**

The major essays will be graded using a letter system. The equivalent numerical grades are as follows:

A+ = 95	B+ = 88	C+ = 78	D = 69
A = 92	B = 85	C = 75	F = 50
A- = 90	B- = 80	C- = 70	

- ❖ When I grade an essay, this is what I look at:
  - **The Organization** (Are your main points clear? Is the essay organized into clear Introduction, Body, and Concluding paragraphs? Does the order of your ideas make sense?)
  - **The Supporting Details** (Are there enough Body paragraphs? Does each

body paragraph have enough examples? Are all of your ideas and examples completely explained?)

- **The Grammar and Sentence Clarity** (Are there very few to no punctuation errors? Are there very few to no spelling errors? Are the sentences written in a clear way? Are the words written in the correct format? Do the words mean what you intend to say?)
- **Other Requirements** (Is the essay typed according to the MLA format rules shown on page 471 in the textbook? Is the essay on topic? Does it follow all of the other requirements listed on the assignment sheet?)

Since I look at many aspects of an essay when I grade, it is difficult to specify what exactly makes an “A” essay, a “B” essay, etc.

**Here are some basic descriptions, however, to give you a sense of how I grade:**

To get an **“A” (90-95)**, an essay needs to be almost perfect.

- All of the ideas and details are organized in a clear and logical way.
- There are plenty of supporting details. (Every point that you make is explained, and at least one example is provided in each body paragraph.)
- There are few wording and grammar errors (no more than one major error per page).
- The essay is typed and formatted according to the MLA rules (for the major typed essays only).

A **“B” (80-89)** essay will have some problems, but it is still a good essay.

- All of the ideas and details are organized in a clear and logical way.
- Supporting details are provided, but a little more explanation is needed in a place or two.
- Some wording and/or grammar errors exist, but not very many (no more than three major errors per page).
- The essay is typed and follows the MLA format rules.

A **“C” (70-79)** essay will have problems, but the basic essay structure is working, and the sentence errors do not completely mess up what you want to say.

- All of the ideas and details are organized in a clear way. The thesis statement may not be clear, or it may be off topic.
- More explanations are needed in places. There also may not be enough examples.
- There are wording and/or grammar errors. As a result, some of the sentences are confusing, but most of your sentences make sense. (There are no more than four major errors per page.)
- Some formatting problems may exist, but overall the essay follows the MLA format rules.

A **failing essay (0-69)** will either have too many grammar errors, too many organization problems, not enough supporting details, format problems that do not follow the MLA rules, or a combination of all of the above.

**Will you be able to revise essays after they have been graded?**

**You will be allowed to revise for a higher grade each of the Typed Essays one (1) time.**

In order to get a higher grade, a revised essay **must show significant improvement, not just a little improvement.**

**A revision is due one (1) week after the typed essay has been returned to you with a grade.**

- ❖ I will not accept revisions for any in-class essays.
- ❖ I will not accept revisions for any of the lab assignments.

**What is the Final Exam, and how will it work?**

At the end of the semester, the college will offer the Lone Star College System Common Writing Final Exam for developmental writing. It is a timed, 55-minute essay designed to measure the writing skills that you have learned this semester.

**Two professors from the department will read and determine the grade for your final exam essay. The exam is worth 20% of your semester average. Like the Major In-class Essays, you will not be allowed to revise it.**

**Do you need more writing help? Visit The Writing Center (on-campus tutoring).**  
**Academic Building, Room 200**  
**To schedule a 30-minute tutoring appointment, call: 281-618-5445**

The tutors are there to help you learn how to become a better writer; the tutors are not editors. **Tutors will provide feedback on where you are and where you are going in the writing process, but they will not correct or write any part of your paper. Instead, they can show you how to proofread for yourself.**

Just because you see a tutor does not guarantee that the grade on your paper will improve.

**Note: In order to get the most out of your time with the tutor, it is best to come prepared with one or two specific problems to focus on.**

**Important Dates and Deadlines**  
(Some of these dates may change during the semester.)

Tuesday, August 25	The first class meeting. Diagnostic Essay (written in class).
Tuesday, September 1	Prewriting for Typed Essay #1 (Lab #1) Due
<b>Tuesday, September 22</b>	<b>Typed Essay #1 Due</b>
<b>Tuesday, September 29</b>	<b>Grammar Test #1</b>
<b>Tuesday, October 6</b>	<b>In-class Essay #1</b>
<b>Tuesday, October 13</b>	<b>Typed Essay #2 Due</b>
Thursday, October 22	No class (I will be attending a professional conference.)
<b>Thursday, October 29</b>	<b>In-class Essay #2; Grammar Test #2</b>
<b>Tuesday, November 10</b>	<b>Typed Essay #3 Due; In-class Essay #3</b>
<b>Thursday, November 19</b>	<b>Grammar Test #3</b>
<b>Tuesday, November 24</b>	<b>Typed Essay #4 Due; In-class Essay #4</b>
Thursday, November 26	No class for the Thanksgiving Holiday
<b>Tuesday, December 1</b>	<b>Grammar Test #4; In-class Essay #5</b>
<b>Friday, December 4</b>	<b>The last day I will accept any make-up assignments and Typed Essay #4 revisions.</b>

**Important:**

\* Copies of lab and essay assignments will be available at my web site:  
<http://www.cpartida.com>.

\* You will be able to see your grades throughout the semester at:  
<http://www.engage.com> (see page 10 for more details).

The final exam will be given Wednesday, December 2—Saturday, December 5. You will have the opportunity to sign up for a day and time to take the final exam later during the semester.

## How will you know your grades?

### Engrade.com

<http://www.engage.com>

This semester, I will use an online grade book service, Engrade.com. It is a web site where you will be able to view your grades throughout the semester. The neat thing about this online grade book is that it will show you your current average. This is also the system I will use to determine your official semester average.

I will give you a unique access code early in the semester that will allow you to log into Engrade.com and view your grades. (Once you log in for the first time, you will be able to create your own username and password that will be easier to remember).

### MyRecords

<http://northharris.lonestar.edu>

At the end of the semester, official grades for all of your classes will be posted in MyRecords, the software that Lone Star College uses to report official semester grades (see below).

### **How do you access MyRecords (which will show your final semester grades)?**

1. From your Internet browser, go to <http://northharris.lonestar.edu>.
2. Click on the MyRecords link (located at the top of the page).
3. Click on the link labeled "Get ID and Password."
4. You are required to complete the form supplying your last name and Social Security number. Your login name/User ID will be immediately provided.
5. Click on the red link labeled "Log In." If this is your first time logging in your initial password is your birthday in the MMDDYY format (MM=month, DD=day, YY=year).
6. You will be required to immediately change your password by completing the **first 3** information boxes. The password hint is optional but strongly recommended. Click Submit. You will get a message stating 'Processing your request.'
7. From the Main menu area, select MyRecords for your appropriate role. The best instructions to follow are simply READ, POINT AND CLICK.

Are you having problems with MyRecords? **The Learning Center Help Desk (room 200 in the Academic Building)** can help! Also, you can contact the **System Office Service Help Desk: 832-813-6600**.

### **Where can you find free word processing software? (Yes, I said free!)**

### OpenOffice

<http://www.openoffice.org>

This software is very similar to Microsoft Office (it has a word processor, a spreadsheet program, and a "PowerPoint" presentation program), but it is free. If you have a fast

Internet connection at home, you can download it directly to your computer at no charge. (There is no CD-ROM copy of the software available.)

The organization that created OpenOffice also allows you to download the software to as many computers as you want.

### **Google docs**

<http://www.google.com>

Google has also created an office suite that is similar to Microsoft Office. The software does not look like Office, however, so it might take a little more time to learn how to use.

When you get to the Google web site, click the “More” link at the top of the page and choose “Documents”

Google requires that you set up an account before you can use the Documents software, but they make the process easy.

Once you have signed in, click on “New” to start typing a new document. Any document that you have saved in the past will appear on a list when you first enter Documents. The software lets you save your document to your computer or a USB drive.

\* Note: With either of these free software, it is important to **save whatever you type as either a “Word” or “Rich Text” document**. The computers on campus have Microsoft Word, and they will not be able to open your document if you have not saved it as a “Word” or “Rich Text” document!