Developmental Writing I

Course Syllabus

**COURSE TITLE**  Developmental Writing I
**COURSE NUMBER**  ENC 0015
**PREREQUISITES**  Score on placement test
**CREDIT HOURS**  3 Institutional Credits
**CONTACT HOURS**  45

**CLASS MEETING TIMES**  M-R  11:00 am -12:20 pm
**CLASS METHOD**  Lecture/Lab This is a technology-enhanced course that meets face-to-face as a traditional course but uses an online setting to enhance instruction. Logon to D2L to access the class. .. You may access the online portion of the course: [http://online.fkcc.edu](http://online.fkcc.edu). If you have difficulty in logging in to the course or do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail to [D2lhelp@fkcc.edu](mailto:D2lhelp@fkcc.edu) for assistance.

**INSTRUCTOR**  Melissa Nicholas
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E-mail [melissa.nicholas@fkcc.edu](mailto:melissa.nicholas@fkcc.edu)

**OFFICE HOURS**  TBA

**COURSE DESCRIPTION**  This course builds writing skills and the command of standard written English, including grammar, usage, and mechanics. Students must pass ENC 0015 with a “C” or higher. Upon successful completion, students may enroll in ENC 0025.

**REQUIRED TEXTBOOK**  Evergreen: Workbook Practice Exercises

**PUBLISHER**  Wadsworth Cengage
**AUTHOR**  Susan Fawcett

**OTHER MATERIALS:**  Black and White Composition Book
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<tr>
<th>Proposed Course Schedule</th>
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Please note: The course schedule is subject to change to meet the needs of the course and its students. If you miss a class, it is YOUR responsibility to stay current. Assignments and Quizzes may be added throughout the semester. Book Work- 20 points each- pages will be assigned every day at the end of class.
| 1 | • Intro to course, syllabus  
  - Ch. 1 Exploring the writing process, Subject, audience, and purpose  
  - Ch. 2 Pre-writing  
  - Ch. 25 The Simple Sentence | • journal writing,  
  • quiz |
| 2 | • ch. 28 Present tense agreement  
  • ch. 31 Nouns  
  • ch. 3 The Writing Process of Paragraphs | • Journal writing, in-class writing,  
  • quiz |
| 3 | • ch. 4 Achieving coherence  
  • ch. 7 the Descriptive paragraph/ sample paragraphs  
  • ch. 32 pronouns | • Journal writing,  
  • quiz |
| 4 | • lecture on Topic Sentence and paragraph format  
  • in-class work on description | • Journal writing |
| 5 | • Ch. 26 Coordination and Subordination  
  • Ch. 33 Prepositions | • Journal writing,  
  • turn in descriptive paragraph typed, double-spaced to D2L  
  • quiz |
| 6 | • Return, discuss, revise descriptive paragraphs  
  • Ch. 36 the Comma  
  • Ch. 34 Adjectives and Adverbs | • Journal writing,  
  • Revise descriptive paragraph  
  • quiz |
| 7 | • Ch. 5 Illustration/ sample paragraphs  
  • In-class work on illustration  
  • Ch. 35 The apostrophe | • Journal writing,  
  • Turn in revised descriptive paragraph for a grade, with drafts attached D2L  
  • quiz |
| 8 | • Ch. 8 The Process paragraph / sample paragraphs  
  • Ch. 39 Spelling | • Journal writing,  
  • Turn in illustration paragraph typed, double-spaced D2L  
  • quiz |
| 9 | • Ch. 14 The Process of Writing the Essay  
  • Return, discuss, revise illustration paragraphs  
  • Ch. 27 Avoiding Sentence errors: Comma Splices and Run-ons | • Journal writing,  
  • Turn in revised illustration paragraph for a grade, with drafts attached D2L  
  • quiz |
| 10 | • Ch. 15 Introductions, conclusions, and titles  
  • Ch. 16 Types of essays: The illustration, Description, Process, Definition Essays  
  • In-class writing: The definition essay  
  • Thesis Statement lecture/ practice | • Journal writing,  
  • Turn in process paragraph typed, double-spaced D2L  
  • quiz |
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Participation, which is defined as attending all classes, completing all assignments in class, and participating in class discussions.</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>50% Essays</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Total</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>10% Quizzes</td>
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**Quiz Policy**
- Quizzes will be given at the beginning of class or online and cover the assigned chapter or readings.
- Each quiz may take up forty-five minutes of a class meeting. All quizzes will be closed book/notes. The use of electronic devices is strictly prohibited during quizzes.
• Students may not leave during a quiz or an exam
• Students may not take or make up an exam or quiz if tardy (after 10 minutes when class meets)
• Makeup exams may be offered to students with emergencies, but only if they can provide acceptable documentation of the emergency (e.g., hospital admit slip, etc.). The instructor reserves the right to change the format of any makeup exams (e.g., to essay questions).

**Writing Assignments and Homework**
• To succeed in this course, you should do all assigned textbook readings and review class notes frequently.
• Do not wait until the due date to start any writing assignment.
• Homework or essays are due within the first 10 minutes of the start of class on the due date. Students who must miss class on a due date must show the instructor the work the next day after class for full credit.
• Submission of late work will result in a 20% decrease in the total point value.

**EMAIL**
The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class. This e-mail uses the student’s FKCC e-mail account.

**What can the student expect from your instructor?**
• The instructor will log into D2L and check for messages at least once per day, including weekends and holidays. If the student has an urgent message for the instructor, do not post the same message both on a Discussion Forum and in an email. Doing both will waste the students time and will not result in the instructor getting the message any faster. If the instructor expects to be out of contact for more than a couple of days, they will inform the class via the Announcement section.

• Important Note: If the instructor has not responded to a student email or voicemail message by the end of the day after the student left the message, the student should assume that the instructor did not receive it and leave another message.

**Logging Off From D2L**
• In order to better serve our faculty and students, all D2L users should click the “Logout” link when completing online course work. By logging off instead of just closing the internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student’s time logged into the online course.

**Participation**
• Students earn points for each class they attend and participate in. Arriving late, leaving early, sleeping, cell phone and non-class computer usage, as well as any other disruption of class will result in loss of points.
• No text-messaging— you will be asked to leave the room and be counted as absent for the day.
• Unexcused absences will result in a loss of participation points; excused absences (i.e., those with acceptable documentation of an emergency) will not result in point loss.
• Please note that the instructor may withdraw a student from a course for excessive absences (see FKCC Policies below). For our purposes, “excessive absences” is defined as 3 or more unexcused absences.
• A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion is expected and disruptive behaviour will not be tolerated.
• Any student who is dismissed from class because of disruptive behavior is counted absent for the day and receives a zero (0) grade on the day’s work. Recurring incidences may result in course failure.

Students are expected to familiarize themselves with FKCC Policies, which can be found in the current Student Handbook.
The Class Contract assignment is the FKCC method of ensuring that each student and instructor understands what is expected for the successful completion of a course. By returning the Class Contract to the instructor you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.

b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.

c. Understand that you will be held accountable to the standards published in this document.

d. The Class Contract must be physically signed and submitted during the first week of classes.

By signing my name I acknowledge the above.

Print Name: ___________________________ Date: _______________

Signature: ___________________________