Course Syllabus
ENC 0025

**COURSE TITLE**  
Developmental Writing II

**COURSE NUMBER**  
11414 (Fall)

**PREREQUISITES**  
Score on placement test

**CREDIT HOURS**  
3

**CONTACT HOURS**  

**CLASS MEETING TIMES**  
Wednesday – (4 pm – 5:15 pm), Upper Keys Center. A student may access the online portion of the course: [http://online.fkcc.edu](http://online.fkcc.edu). If the student has difficulty in logging in to the course or the student does not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail to D2lhelp@fkcc.edu for assistance.

**INSTRUCTOR**  
Catherine Bosworth
E-mail: catherine.bosworth@fkcc.edu

**OFFICE HOURS**  
Adjunct Faculty Office, by appointment

**COURSE DESCRIPTION**  
This course imparts writing skills necessary to succeed at the college and university level. Students learn to support arguments and demonstrate command of standard written English. Students must pass ENC 0025 with a “C” or higher in order to receive credit. Upon successful completion, students may enroll in ENC 1101.
**COURSE OBJECTIVES**

Upon completion of the course, the student will be able to demonstrate knowledge of the following topics by successfully answering questions on an objective examination:

- The writing process including topic selection, pre-writing, the thesis statement, beginnings and endings, and drafting and revising
- Effective sentences
- Avoiding errors in verbs, adverbs, and adjectives
- Avoiding errors in modifying phrases and punctuation
- Word logic
- Argumentation and Exposition
- Writing a paper using research
- Writing response essays
- Writing about literature, visual arts, and film
- Writing in the world of work

**REQUIRED MATERIALS:**

**PUBLISHER**

Cengage; Textbook Title: Steps to Writing Well (8th Edition)

**AUTHORS**

Jean Wyrick

**ISBN**

978-1-133-30923-9
Proposed Course Schedule

Be sure to check the announcements part of D2L each week for the latest schedule information.

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.

Week 1

- The writing process, narrowing your topic, pre-writing, discovering your audience, understanding the paragraph, and the thesis statement
- Chapters 1-3
- In class writing, in class assignment, collaborative work

Homework:
- Send an email to the instructor from your FKCC email
- Read Chapters 4, 5, and 9

Week 2

- Beginnings and endings
- Drafting and revising
- Exposition: To explain and inform

Homework:
- Read Chapters 6
- Writing assignment
- Reading supplement

Week 3

- Effective sentences
- Errors in sentences
- Errors with verbs

Homework:
- Writing assignment
- Read chapter 7

Week 4

- Word logic
- Errors with adjectives and adverbs

Homework:
- Read chapters 10 and 21
- Writing assignment

Week 5

- Argumentation
- Errors in modifying phrases and punctuation

Homework:
- Read chapters 13 and 22
- Writing assignment
Week 6

- Writing essays with multiple strategies
- Mechanics
  Homework:
  ✓ Read chapter 14
  ✓ Writing assignment

Week 7

- Writing a paper using research

Homework:
  ✓ Read chapter 15
  ✓ Writing assignment

Week 8

- Writing in-class exams and response essays

Homework:
  ✓ Read chapters 16 and 17
  ✓ Writing assignment

Week 9

- Writing about literature and visual arts

Homework:
  ✓ Read chapters 18 and 19
  ✓ Writing assignment

Week 10

- Writing about film
- Writing in the world of work
- Final essay
### Student Evaluation and Course Policies

<table>
<thead>
<tr>
<th>Student Grade Determination</th>
<th>FKCC Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% Essays</td>
<td>90% or above</td>
</tr>
<tr>
<td>20% Quizzes</td>
<td>80%-89%</td>
</tr>
<tr>
<td>10% Homework</td>
<td>70%-79%</td>
</tr>
<tr>
<td>10% Participation</td>
<td>60%-69%</td>
</tr>
<tr>
<td>100% Total</td>
<td>Below 60%</td>
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</tbody>
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#### Quiz Policy
- Quizzes will be given at the beginning of class and cover the assigned chapter(s)
- All quizzes will be closed book/notes
- Make-up quizzes may be offered to students with emergencies

#### Writing Assignments and Homework
- To succeed in this class, a student should do all the assigned textbook reading
- Do not wait until the due date to start a writing assignment
- Submission of late work will result in a 20% decrease in 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.

#### Class Participation
Class participation is a combination of class discussions and class attendance.
Copyright Notice

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

Students are expected to familiarize themselves with FKCC Policies, which can be found in the current Student Handbook.

Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, 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 submitted via the dropbox by the date published in the course calendar and assessment measures.

By signing my name I acknowledge the above.

Print Name: _________________________________ Date: ______________

Signature: _________________________________