PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

BASIC WRITING
DSPW 0700

Class Hours: 3.0
Credit Hours: 3.0
Laboratory Hours: 0.0
Revised: Spring 05

Catalog Course Description:
Writing skills basic to all tasks are taught: discovering and developing a topic, organizing ideas, revising written work, and proofreading. Standard English, spelling, and usage patterns are discussed and reinforced in the individual student’s work.

Entry Level Standards:
ACT score of 14 or less

Prerequisites:
None

Textbook(s) and Other Course Materials:

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Writing Process/Paragraph Overview/Revising/Proofreading</td>
</tr>
<tr>
<td>2</td>
<td>Correction Instruction/Finding Topics/Paragraph 1/Wicked Words</td>
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<tr>
<td>3</td>
<td>Correction/Wicked Words/Paragraph 1 Revisions</td>
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<tr>
<td>4</td>
<td>Paragraph 2/Verbs/ Paragraph 2 Revisions</td>
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<tr>
<td>5</td>
<td>Paragraph 3/Verbs/Subjects/Paragraph 3 Revisions</td>
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<tr>
<td>6</td>
<td>Paragraph 4/Subjects/Paragraph 4 Revisions</td>
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<tr>
<td>7</td>
<td>Paragraph 5/Subject &amp; Verb Agreement/</td>
</tr>
<tr>
<td>8</td>
<td>Paragraph 5 Revisions/Pronouns/Paragraph 6</td>
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<tr>
<td>9</td>
<td>Paragraph 6 Revisions/Paragraph 7/Adjectives &amp; Adverbs</td>
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<tr>
<td>10</td>
<td>Paragraph 7 Revisions/Paragraph 8/ Compound Sentences</td>
</tr>
<tr>
<td>11</td>
<td>Paragraph 8 Revisions/Adverb Clauses/Paragraph 9/The Essay</td>
</tr>
<tr>
<td>12</td>
<td>Paragraph 9 Revisions/Relative Clauses/The Essay</td>
</tr>
<tr>
<td>13</td>
<td>Fragments, Comma Splices, Fused Sentences/Progress Evaluations/Essay Revisions</td>
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<tr>
<td>14</td>
<td>Commas/Essay Revisions/Review/Progress Evaluations</td>
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II. Course Objectives*:

A. Use standard English spellings in written composition at the paragraph level. I

B. Use standard mechanical conventions in written composition at the paragraph level. I

C. Use standard grammatical conventions in written composition at the paragraph level. I

D. Proofread carefully and accurately. I

E. Employ formats used in written correspondence. I, VII

F. Write paragraphs correctly and effectively. I

G. Demonstrate effective oral communication skills in both formal and informal situations. I, III, VII

*Roman numerals after course objectives reference goals of the university parallel program.

III. Instructional Processes*:

Students will:

1. Read assigned paragraphs and participate in class discussion. Communication Outcome, Humanities and/or Fine Arts Outcome, Social/Behavioral Sciences Outcome, Active Learning Strategy

2. Write organized analytical and expository paragraphs. Communication Outcome, Humanities and/or Fine Arts Outcome, Social/Behavioral Sciences Outcome, Active Learning Strategy

3. Collaborate in teams for peer review of drafts to analyze audience and message, to develop and organize ideas, and to evaluate drafts as to effectiveness and clarity. Communication Outcome, Transitional Strategy, Active Learning Strategy

5. Develop skills in recognizing the rules of English grammar and punctuation and applying them in both oral and written work. Communication Outcome, Transitional Strategy, Active Learning Strategy

6. Use mathematical skills to track progress in the course. Communication Outcome, Mathematics Outcome, Transitional Strategy, Active Learning Strategy

7. Internalize the work ethic by regularly attending class, being punctual, being dependable, cooperating with the teacher and other classmates, contributing to class discussion and projects, and acting in a professional manner while in class. Communication Outcome, Social/Behavioral Sciences Outcome, Transitional Strategy, Active Learning Strategy

*Strategies and outcomes listed after instructional processes reference TBR’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Spell without phonetic substitution. The student will spell correctly words that are commonly misspelled because of phonetic substitution. A

2. Spell without missing or extra letters. The student will spell correctly words that are commonly misspelled by either the addition or omission of a letter. A
3. Capitalize properly. The student will capitalize appropriate words in a sentence and in parts of friendly and business letters. B

4. Use commas in dates, addresses, and series. The student will demonstrate an ability to use commas correctly in addresses, in dates, and in words and phrases in a series. B

5. Use ending punctuation of sentences. The student will demonstrate an ability to use appropriate punctuation to end sentences. B

6. Use contractions. The student will demonstrate an ability to form contractions correctly. B

7. Form plurals of nouns. The student will choose the correct plural forms of regular and irregular nouns. B

8. Use possessive forms of nouns and pronouns. The student will demonstrate an ability to use correct possessive forms of nouns and pronouns. B

9. Recognize case usage of pronouns. The student will correctly choose the nominative and objective cases of personal pronouns in simple and compound structures. C

10. Recognize principal parts of verbs. The student will correctly choose the principal parts of verbs. C

11. Recognize complete sentences and sentence fragments. The student will demonstrate an ability to distinguish between a complete sentence and a sentence fragment. D

12. Recognize parts of speech. The student will identify the part of speech of a designated word in a sentence. C

13. Identify simple subjects and predicates. The student will identify the simple subject and predicate of a given sentence. C

14. Demonstrate subject-predicate agreement. The student will identify the verb form that agrees with the subject of a given sentence. C

15. Develop the ability to improve one’s own writing by restructuring, correcting errors, and rewriting. A, B, C, D, F

16. Demonstrate the ability to conceive ideas about a topic for the purpose of writing. F

17. Demonstrate the ability to organize, select, and relate ideas and to outline and develop them in coherent paragraphs. F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

75% = Composition Assignments
25% = Grammar Assignments

(Grades on all assignments are cumulative.)

B. Laboratory Expectations:

None

C. Field Work:

None

D. Other Evaluation Methods:
E. Grading Scale:

A = 940-1000
B = 870-939
C = 800-869
F = below 800

VI. Policies:

A. Attendance Policy:

Students whose cumulative absences, regardless of the reason, total more than ten percent of the regular class meetings will be penalized for each absence above ten percent as follows:

3 day/week classes  15 points per absence deducted from the final grade
2 day/week classes  25 points per absence deducted from the final grade
1 day/week classes  50 points per absence deducted from the final grade

Students attending linked DSPW0700-0800 courses will follow attendance requirements based on the above cumulative absence design but customized to the linked course format by their individual linked-course professor.

Additionally, the PSTCC Catalog indicates that students must be present for at least seventy-five percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent. Absences are counted from the first day of class, not the day a student enters class.

B. Academic Dishonesty:

Any student found engaged in an act of academic dishonesty will be promptly dismissed from the course with a grade of F. According to the PSTCC 2004-2006 Catalogue & Handbook, prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance-learning environment. (62-63)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

Students in all classes will be permitted three unpenalized tardies. However, beginning with the
fourth tardy, five points will be deducted from the final grade for each time the student is late to class. Students who leave class early will also be counted tardy.