Catalog Course Description:

This course prepares non-native speakers to develop basic writing skills for college level writing tasks. Students are introduced to multi-paragraph compositions, summary writing, documentation methods, and research paper formats.

Entry Level Standards:

ASSET placement, ACT score 15 - 18

Prerequisites:

May be taken with ESLW0700

Textbook(s) and Other Course Materials:


Each student should have the following supplies for the course:

- loose-leaf, college ruled, 10.5” x 8” white notebook paper
- black or blue pens
- #2 pencils
- red pen
- PSTCC composition folder

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Writing Process (Prewriting, Organizing, Drafting, Revising, Proofreading)</td>
</tr>
<tr>
<td>2</td>
<td>Paragraph Structure/Essay Structure (Thesis Statement, Topic Sentences)</td>
</tr>
<tr>
<td>3</td>
<td>Introductions and Conclusions/Subjects and Verbs/Compound Sentences</td>
</tr>
<tr>
<td>4</td>
<td>Introductions and Conclusions/Subjects and Verbs/Compound Sentences</td>
</tr>
<tr>
<td>5</td>
<td>Large Scale essay Revision/Fragments, Comma Splices, Fused Sentences</td>
</tr>
<tr>
<td>6</td>
<td>Writing under Pressure/Subordination and Coordination</td>
</tr>
<tr>
<td>7</td>
<td>Essay Writing/Corrections/Commas, Semicolons, and Colons</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Use effective strategies for writing a variety of multi-paragraph compositions and reports. I

B. Employ standard mechanical and grammatical conventions in written composition at the essay level. I.5

C. Proofread carefully and accurately. I.4

D. Use logic in developing topics for written composition. I.2

E. Demonstrate effective oral communication skills in both formal and informal situations. I.3, I.5

F. Understand principles of the development and use of the English language. I.5

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

III. Instructional Processes*:

Students will:

1. Read assigned essays and participate in class discussion. Communication Outcome, Transitional Strategy, Active Learning Strategy

2. Write organized analytical and expository essays using word processing software. Communication Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy

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

4. 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. Develop research skills using traditional library sources, literary databases, the Internet to find information pertinent to writing topics. Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy
7. Develop skills in quoting, paraphrasing, and documenting source material responsibly and effectively in analytical and expository writing. Communication Outcome, Transitional Strategy, Active Learning Strategy

8. View films, conduct interview, and/or listen to guest speakers when possible to discover the importance of effective written and oral communication in the professional world. Communication 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. Conceive ideas about a topic for the purpose of writing.  A

2. Organize, select, and relate ideas to develop them into coherent paragraphs.  A

3. Vary writing style, including vocabulary and sentence structure, for different readers and purposes.  A

4. Gather information from primary and secondary sources and to write a report using this research and to summarize accurately; and to cite sources properly.  A

5. Recognize that writing is a process involving a number of elements, including collecting information and formulating ideas, determining their relationships, drafting, arranging paragraphs in an appropriate order and building transitions between them, and revising what has been written.  A

6. Write as way of discovering and clarifying ideas.  A

7. Write appropriately for different occasions, audiences, and purposes (persuading, explaining, describing, telling a story.  A

8. Write standard English sentences with correct sentence structure; verb forms; punctuation, capitalization, possessives, plural forms, and other matters of mechanics, word choice, and spelling.  B

9. Improve one’s own writing by restructuring, correcting errors, and rewriting.  C

10. Demonstrate skill and assurance in using the conventions of standard written English.  B

11. Organize, select, and relate ideas and to outline and develop them in coherent paragraphs.  D

12. Identify and formulate problems, as well as propose and evaluate ways to solve them.  D

13. Comprehend, develop, and use concepts and generalizations.  D

14. Vary one’s use of spoken language to suit different situations.  E

15. Engage in discussion as both speaker and listener—interpreting, analyzing, and summarizing.  E
16. Contribute to classroom discussions in a way that is readily understood by listeners—that is, succinct and to the point. E

17. Present an opinion persuasively. E

18. Recognize the intention of a speaker and to be aware of the techniques a speaker is using to affect an audience. E

19. Recognize and take notes on important points in lectures and discussions. E

20. Question inconsistency in logic and to separate fact from opinion. E

21. Recognize the fact that English, like every other language, operates according to grammatical systems and patterns of usage. F

22. Recognize the fact that English is influenced by other languages, both ancient and modern. F

23. Recognize the fact that English has several levels of usage, and consequently, the language appropriate in some situations may not be appropriate in others. F

24. Recognize the fact that English words, like those of other languages, gather meaning from their context and carry connotation. F

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

V. Evaluation:

Grades for this course are A (excellent), B (above average), C (average), and F (failure). Evaluations for compositions are made considering the following criteria: content, organization, vocabulary, language use, and mechanics.

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:

- 5 day/week classes=10 points per absence deducted from the final grade
- 4 day/week classes=12.5 points per absence deducted from the final grade
- 2 day/week classes=25 points per absence deducted from the final grade

Students attending linked ESLW 0700-0800 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: See PSTCC Website for details.

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. 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.

C. Accommodations for disabilities: See PSTCC Website for details.

If you need accommodations 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. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other Policies:

Withdrawal: Students placed and enrolled in a DSP course are not permitted to withdraw except for serious circumstances. Students wishing to withdraw should discuss this matter first with their instructor and then must confer with a student development counselor. The counselor will notify the student of the decision to allow him/her to withdraw.

Tardies: 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.

Cell phones: Cellular telephones and paging devices are to be turned off or put on vibration mode while in class. Instructor has discretion as to penalty.

Grades for this course are A (excellent), B (above average), C (average), and F (failure). Evaluations for compositions are made considering the following criteria: content, organization, vocabulary, language use, and mechanics.