PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

WRITING II
ESOL 0932

Class Hours: 5.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 2014

Catalog Course Description:

A composition course that prepares non-native speakers for college-level writing. Students are introduced to sentence structure, paragraph structure, multi-paragraph compositions, summary writing, documentation methods, and research formats.

Entry Level Standards:

None

Prerequisites:

ESOL 0931 or a score greater than or equal to 7 on the ESOL Writing Placement Test

Co-requisites:

ESOL 0942

Textbook(s) and Other Course Materials:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Sentence Structure (Comma splices/Fragments/Fused Sentences)</td>
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<tr>
<td>2</td>
<td>Paragraph Structure (Topic Sentences and Development)</td>
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<td>3</td>
<td>Writing Paragraphs</td>
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<td>4</td>
<td>The Process of Writing (Brainstorming/Outline/Draft/Revision)</td>
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<td>5</td>
<td>The Essay (Thesis/Introduction/Conclusion)</td>
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<td>6</td>
<td>Essay Writing (Explanation)/Revision/Correction</td>
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<td>7</td>
<td>Essay Writing (Cause/Effect)/Revision/Correction</td>
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<tr>
<td>8</td>
<td>Essay Writing (Compare/Contrast)/Revision/Correction</td>
</tr>
<tr>
<td>9</td>
<td>Summary Writing/Documentation</td>
</tr>
<tr>
<td>10</td>
<td>Research Paper /Collecting/Reading/Organizing Research</td>
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II. Course Goals*:

The course will:

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

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

C. Provide instruction on how to proofread carefully and accurately. I.4

D. Present methods for developing topics for written composition. I.2

E. Review principles for the developing essays in written English. I.5

F. Show procedures for producing a full-length college-level research paper. I.3

*Roman numerals after course objectives reference general education goals.

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Set an appropriate purpose for writing. A, D

2. Write organized analytical and expository essays using word processing software. A, B, C, D, E

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. A, B,

4. Recognize the rules of English grammar and punctuation and apply them in both oral and written work. B

5. Research using traditional library sources, literary databases, the Internet to find information pertinent to writing topics. A, D, E, F

6. Quote, paraphrase, and document source material responsibly and effectively in analytical and expository writing. F

7. Identify the importance of effective written and oral communication in the professional world through viewing films, conducting interviews, and/or listening to guest speakers. A

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:
A. Testing Procedures:

Writing assignments – 70%
Tests and other assignments – 30%

B. Laboratory Expectations:

n/a

C. Field Work:

n/a

D. Other Evaluation Methods:

n/a

E. Grading Scale:

A = 94% - 100%
B = 87% - 93%
C = 80% - 86%
F = below 80%

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 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 Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his 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 sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Withdrawal:
Students placed and enrolled in a ESOL 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 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 unpunished 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.