



Developmental Writing II

Course Syllabus

COURSE TITLE	Developmental Writing II
COURSE NUMBER	ENC 0025
PREREQUISITES	Score on placement test
CREDIT HOURS	3 Institutional Credits
CONTACT HOURS	45
CLASS MEETING TIMES	T/R from 11:00 am -12:15 pm
CLASS METHOD	Lecture/Lab
INSTRUCTOR	Melissa Nicholas Office C-207 Phone 809.3224 E-mail melissa.nicholas@fkcc.edu
OFFICE HOURS	TBA
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.
REQUIRED TEXTBOOK	Writing for Life: Paragraphs and Essays. 2 nd Edition (*with <i>MyWriting Lab</i> Component) You must purchase the access code to MyWritingLab if you do not receive one with your book purchase www.mywritinglab.com
PUBLISHER	Pearson
AUTHOR	D.J. Henry
ISBN	ISBN-13: 978-0-205-66871-7; ISBN-10: 0-205-66871-2
<u>OTHER MATERIALS:</u>	Black and White Composition Book

PROPOSED COURSE SCHEDULE

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. Writing Lab assignments will be assigned throughout the semester and are worth 40 points each. Lab assignments must be completed either in the ISLE lab or at home. Book Work- 20 points each- pages will be assigned every day at the end of class**

Module	Textbook Chapters--Topics	Assignments/Quizzes/Tests
1	The Writing Process and Understanding the Paragraph (Chapters 2 & 3)	My Writing Lab, journal writing, in-class writing
2	The Descriptive Paragraph; Subjects, Verbs, and Simple Sentences; Misplaced and Dangling Modifiers. (chs 4,16,23)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
3	The Narrative Paragraph; Sentence Clarity: Person, Point of View, Number, Tense; The Past Tense of Verbs (chs 5, 19, 25)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
4	The Process Paragraph; Run-ons: Comma Splices and Fused Sentences; Subject-Verb Agreement; (chs 6, 21, 24)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
5	Understanding the Essay; Using Patterns of Organization to Develop Essays: The Descriptive Essay; Revising for Effective Expression (chs 13, 15, 34)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
6	The Example Paragraph; Using Patterns of Organization to Develop Essays: The Example Essay; The Comma (chs 7, 15, 29)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
7	The Classification Paragraph; Comma Splices and Fused Sentences; Sentence Variety (chs 8, 18, 21)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
8	The Comparison and Contrast Paragraph; Using Patterns of Organization to Develop Essays: The Comparison and Contrast Essay; The Comma (chs 9, 15, 29)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
9	The Definition Paragraph; The Comma; Compound and Complex Sentences (chs 10, 17, 29)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
10	The Cause and Effect Paragraph; Using Patterns of Organization to Develop Essays: The Cause and Effect Essay; Fragments (chs 11, 15, 22)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
11	The Persuasive Paragraph; Using Patterns of Organization to Develop Essays: The Persuasive Essay; Parallelism (chs 12, 15, 20)	MyWriting Lab, Journal writing, in-class writing, out of class writing, Reading supplement, quiz
12	Final	

STUDENT EVALUATION AND COURSE POLICIES

STUDENT GRADE DETERMINATION	
20%	Journals
10%	Quizzes
20 %	Homework (MyWritingLab and book assignments)

FKCC GRADING SCALE	
90-100%	A
80-89%	B

15%	Participation, which is defined as attending all classes, completing all assignments in class, and participating in class discussions.
35%	Essays
100%	Total

70-79%	C
60-69%	D
Below 60%	F

Quiz Policy

- Quizzes will be given at the beginning of class and cover the assigned chapter
- 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 15 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.

Participation

- Students earn points for each class they attend and participate in. Arriving late, leaving early, cell phone and non-class computer usage, as well as any other disruption of class will result in loss of points.
- 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.

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 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: _____