

ENC0012 College Prep English II

Fall 2007

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Office Hours: Mon. & Wed. – 10:00 - 11:00am, 1:00 - 2:00pm;

Tues. & Thurs. 7:30 - 8:30am, 11:30am – 12:30pm; Fri. -- 8:00 - 10:00am

Course Objectives

ENC0012 is designed to provide students with the opportunity to develop the skills necessary to succeed in college-level writing courses. These skills will include choosing suitable topics for essays; gathering and organizing ideas; and composing, revising, and editing essays which conform to the rules of standard written English.

Core Competencies

The specific competencies that students are expected to develop in this course are directly related to Valencia's core competencies. Refer to the Valencia Community College catalog for a complete explanation of the core competencies, which are Think, Value, Communicate, and Act.

Required Textbooks

Resources for Writers by Elizabeth Cloninger Long (shrink-wrapped with Thinking through the Test and an access code to MyWritingLab)

A college-level dictionary

Required Materials

A 1" three-ring binder to be used for preparing a writing portfolio

Blue examination booklets for essay tests

Standard loose-leaf paper for all assignments not prepared on a word processor

Blue or black ink for all in-class writing

Reliable electronic storage for all writing assignments – a USB drive is required for saving documents word-processed in our labs

Course Requirements and Grades

Successful completion of this course will be determined in part by state-mandated college-wide testing of your writing skills. The testing will be done in two formats. You will be asked to write an impromptu essay, which will be read and evaluated by two instructors in the English Department other than your regular

instructor. From that writing sample, the evaluators will make a judgment as to whether you have acquired the minimum writing competency required for entry into Freshman Composition I. You must also demonstrate your knowledge of the rules of standard written English through an objective (multiple-choice) test similar to the test which was used for placement into the college-prep program. **YOU MUST PASS BOTH PARTS OF THIS STATE-MANDATED COMPETENCY TEST IN ORDER TO PASS THE COURSE.**

Considerable practice in writing and rewriting essays is absolutely necessary in order for any student to be ready to pass this exit exam. All assignments are designed to prepare students to meet the standards by which the exit essays will be judged. The state exit test is only one of the requirements for this course.

Each student will be required to maintain a portfolio of all writing assignments. The portfolio will allow us to assess your progress. A portfolio system allows the instructor to use exit standards to evaluate work in progress, but the final grade on your writing portfolio can be based on the level of competence which you have achieved at the end of the course. Revision is the key to success and good grades with this system.

If you pass the exit exam, then your course grade will be averaged as follows:

Working Portfolio (essays written during weeks 3-13)	30%
Display Portfolio ("best work" -- revised essays)	30%
Lab assignments, short quizzes on homework and class activities	20%
Final Exam	20%

In ENC0012, classroom instruction is supplemented with a lab which offers individualized instruction and opportunities for intensive skill-building practice. This lab (the Communications Center in 5-155) is both a computer lab and a writing center. In this Communications Center, students may work on their writing assignments, drill particular problem areas of English grammar, and get assistance from composition instructors and professional tutors.

The lab is open Monday through Thursday from 8:00am until 8:00pm, on Friday from 8 until 2, and on Saturday from 9 until 3. It is an open lab, so students can have great flexibility in scheduling their lab time according to their individual needs and around changes in their non-academic schedules (on a seat-available basis, of course).

The amount of time which a student spends in the lab will vary, depending primarily on individual progress in demonstrating competence with the rules of standard written English and on individual needs for the services and computers available in the lab. Generally speaking, the lab is the best place for students to complete most of their out-of-class work.

Attendance Policy

Regular, on-time attendance is required of all students at Valencia Community College; therefore, students who are not able to attend class or to be on time may be officially withdrawn from the course. An excessive absence notification, the first step in the withdrawal process, will be filed for students who have missed three classes. Students who have difficulty attending class because of conflicts with their jobs or

personal lives must resolve those conflicts. Students who come to class late or leave early not only jeopardize their own education but also disrupt the educational process for their colleagues; this kind of disruption is among the distractions that cannot be permitted in this learning environment.

Classroom Protocol

A classroom is a space in which the distracting behaviors of one or two students can have a negative impact on the entire learning environment; therefore, distractions cannot be permitted.

TURN OFF THE CELLPHONES AND BEEPERS BEFORE CLASS BEGINS.

Format of Writing Assignments

Essays written out of class must be prepared on a word processor. Computers are available for all students in the MAC lab on the first floor of the library, and the computers in the Communications Center are programmed for word processing. You will be given a format to follow for all essay assignments. It is a standard form which is required in most college-level writing courses.

Essays written in class and all other assignments that are not typed must be written in a blue examination booklet or on lined notebook paper that can be returned to the course portfolio.

Deadlines

All assignments are due at the beginning of the class period on the specified date. Absence is not an excuse for late papers. Essays submitted late will be penalized up to one letter grade for each day past the due date.

Plagiarism

Academic honesty requires that all written work submitted by the student must actually be the student's own work. No credit (a zero, not an "F") will be given for any written assignment which is found to have been authored by anyone other than the student whose name appears at the top of the paper.

Course Outline

The course outline which accompanies this document is meant to give students the overall plan for course content and a basic schedule for out-of-class assignments. More specific directions for assignments will be part of the classroom instruction and getting that information is the student's responsibility. The daily class schedule will be published in three five-week segments to allow for more flexibility. Circumstances may require insignificant changes in this document.

Course Outline / Class Schedule Weeks One through Five

Note: On this outline/schedule, for each day that our class meets, the topic for that day is given first and then the assignment which must be completed before the following class. The assignment is a task which you should begin as soon as possible after the class for which it is listed. Often such assignments are referred to as homework, but most of your out-of-class work would most effectively be done on campus, using resources like the Communications Center.

8/28 Course Introduction

Assignment: Preview your textbook thoroughly. Notice not only what kind of instructional material it contains but also how its content is organized. Read Chapter One carefully to get a better idea of the format and instructional method of your text. Read "A Homemade Education" -- the essay by Malcolm X on pgs. 722-725.

8/30 Lab

Assignment: Read Chapter 2 carefully. Complete the exercises which direct you to write in the textbook (the exercises, not the writing practice). Read "The Most Important Day" by Helen Keller (handout). Be prepared to identify the central idea, organizational structure, and supporting details of this essay. Journal Writing (handout)

9/4 Overview of the Writing Process / Essay Structure / Qualities of Good Writing
Diagnostic Testing for Module One

Assignment: Reread, analyze, compare / contrast the model essays for Portfolio Essay #1.

9/6 Overview of the Writing Process / Essay Structure / Qualities of Good Writing
(more detail on the concepts discussed on Tuesday)

Assignment: Lab Assignment #1. Complete the exercises in Chapter 3.

9/11 The Writing Process: Focusing on Pre-drafting Strategies (Chapter 4)

Assignment: Complete the prewriting for Portfolio Essay #1.

9/13 Reviewing the Structure of an Essay / Organizational Pattern and Narrative
Details in an Autobiographical Essay

Assignment: Draft Portfolio Essay #1.

9/18 Reviewing the Qualities of Good Writing / Distinguishing Revision from Editing

Assignment: Revise and prepare a first final draft of Portfolio Essay #1

9/20 Focusing on Audience and Purpose (Chapter 3)
Distinguishing Ideas/Opinions from Supporting Details/Facts (Chapter 10)

Assignment: Brainstorm and draft Portfolio Essay #2.

9/25 Reviewing Basic Sentence Structure (Chapters 34 - 35)
Diagnostic Testing for Module 2

Assignment: Revise Portfolio Essay #2

9/27 Examining Sentence Patterns / Eliminating Major Sentence Structure Errors

Assignment: Prepare a first final draft of Portfolio Essay #2.
Complete lab activities for correcting run-on sentences as needed.

Summary of Weeks 6 through 16

During weeks 6 through 13, we will write four additional portfolio essays on a schedule similar to the one above. The portfolio work for weeks 14 and 15 will involve only revision work as you prepare revised essays for the Display Portfolio, a collection of your best work.

During the midterm portion of the course, we will begin a series of writing assessments in the format of the final exam. That test will ask you to demonstrate your writing skills in an essay written in class in 50 minutes from a short list of general topics. We will practice for the exit exam four times during the second half of the semester. These in-class essays will help you learn to adjust your writing process under time pressure.

The first opportunity for passing the State Competency Test will be during week 14. Students who do not pass the test at that time will have a second opportunity during final exam week.

Important Dates

October 4 – no classes on West Campus – College Night

October 23 – no classes college-wide – Learning Day

November 2 – Withdrawal Deadline (for “W” grade)

November 21 - 25 – college closed for Thanksgiving holiday

November 27 -- first round of exit tests (essay)

November 29 -- first round of exit tests (multiple-choice)

December 6– last class meeting

December 10 – 15 – Final Exam Week

