

**Valencia Community College, West Campus
College Prep English II: ENC 0012, Summer B, 2006**

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ENC 0012 CRN: 30310 Prep Eng. II M/T/W/R 11:30-1:05 am

Contact Information: Outside of class, students are encouraged to reach me through Atlas. All students must have Atlas accounts set up and accessible, as this is the primary mode of class communication. All E-mails sent to me will be answered within 24-48 hours. If you receive no answer, assume your message was not received. *Do not submit assignments via E-mail without my prior approval!*

Course Description & Prerequisites:

ENC0012

College Prep English II

Prerequisite: Minimum grade of C in ENC 0010 and ENC 0010L or appropriate score on CPT or other approved assessment. Corequisite: ENC 0012L. Referral also on basis of diagnostic writing sample. Prepares students to plan and write grammatically correct paragraphs and short essays. Minimum grade of C required for successful completion. Upon successful completion, student has met the writing requirement for entry into ENC 1101. ENC 0012 credit does not apply toward any associate degree. (Special Fee: \$35.00)
(VCC's Online Course Catalog, <<http://valenciac.edu/catalog>>)

Required Texts & Materials:

Resources for Writers, by Elizabeth Cloninger Long (shrink-wrapped with *Thinking Through the Test* and your access code to the online *My Skills Lab*)

- ◆ A 1" 3-Ring binder with dividers to create an organized writing portfolio
- ◆ Blue Books for in-class essays and final exam (approximately 6)
- ◆ Loose leaf, college-ruled paper for in-class/homework/journal assignments
- ◆ Blue or black pens (no pencil; no other colored ink) for in-class writing
- ◆ A college-level dictionary (you may also benefit from a thesaurus)
- ◆ White Out
- ◆ A floppy disk or a USB memory device for saving work in the computer labs
- ◆ A copy card for printing in the library

Disclaimer:

Anything in this syllabus may be changed by the instructor. Any changes will be made in class and/or via Atlas. Students enrolled in this class after the drop/refund deadline AUTOMATICALLY accept and agree to abide by this syllabus.

VCC Core Competencies: Valencia has identified four competencies as goals within a learning-centered college. Below I describe how these goals fit in with our composition classes:

Think: Critical thinking is an essential skill in many disciplines. Students will gain practice in analysis (breaking a whole into smaller, meaningful parts) and synthesis (connecting old and new information in different ways to achieve new insight and demonstrate interrelatedness and significance) through speaking, listening, reading and writing.

Value: By opening our minds to the thoughts, opinions and beliefs of others, our scope of what seems valuable usually increases. Students will question the information available to them to allow for judgment and evaluation—or *reevaluation*—of personal opinions based on facts, inferences, emotions and experiences. In the process, students will have the opportunity to discover the meaning, significance and relevance of others' ideas as they relate to their own lives.

Communicate: By definition, communication *requires* a two-way exchange. Just as listening and speaking work together for verbal communication, which we will utilize in class discussions, writing and reading must also work in tandem. Students will read both professional and student essays and respond to them in both verbal and written form. Similarly, students will *write* essays to be read and analyzed by small and large groups as well as the instructor. Feedback is a crucial tool of communication, and student writing will gain feedback from the instructor as well as peers, as students practice their roles of *listener/reader* and *speaker/writer*.

Act: Communication requires *action*. Participation is the key to gaining the most from the classroom experience. Students are expected to come to class prepared—with assignments complete—in order to contribute thoughts, questions, agreements, disagreements and opinions. Students will work both collaboratively and individually in all steps of the writing process, which will then lead to peer responses, rebuttals, revisions and rethinking.

CLAST Competencies according to the VCC Catalog include:

“Reading Skills: Literal comprehension, critical comprehension, essay skills
English Language Skills: Word choice skills, sentence structure skills, grammar, spelling, capitalization and punctuation skills” (15).

Withdrawal:

The withdrawal deadline to receive a full refund is June 1, 2007.

The withdrawal deadline to receive a “W” is June 17, 2007.

If you withdraw or are withdrawn by the professor on or before the withdrawal deadline you will receive a “W.” If you are withdrawn or withdraw after the withdrawal deadline, your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance. A “WP” indicates that you were passing the course, and a “WF” indicates that you were failing the course. If you fail to take the final exam the professor will assign you a “WF,” based upon college policy. A “W” or a “WP” will not receive credit and will not be calculated into your GPA. A “WF” will not receive credit, but will be calculated into your GPA.

Attendance and Tardiness:

Every student is expected to attend every class. A seating chart will be made so that attendance can be taken with minimal interruption of class time, so choose where you want to be by the second class. Students **arriving late** or **leaving early** will be documented; two tardies/self-dismissals will result in an absence. After **two** absences, you will be notified via Atlas that you are more than halfway to a withdrawal. **Three absences mean I can withdraw you from the course; frequently missing class instruction greatly reduces your chances of being successful.**

Other class protocol:

- ✂ Please do not get up in the middle of class to use the restroom, make/answer a call etc., unless you have a medical condition documented in writing by the OSD.
- ✂ Please turn off or silence all cell phones BEFORE you get to class.
- ✂ Falling asleep = absence. See above policy.
- ✂ VCC's policy is no food or drinks in the classroom. Please observe.
- ✂ Students with disabilities/special needs should contact me with OSD forms for appropriate adjustments and/or accommodations in class.

If you miss a class, it is YOUR responsibility to make up the work. If you miss:

- ✓ An in-class, impromptu essay: bring a blue book, blue or black pen, and White-Out to the Student Support Center (5-155). Ask an instructor to set you up for a timed writing; a prompt will be on the computer for you to write your essay. You will have the same amount of time as if you were in class, 50 minutes. **YOU MAY NOT TYPE THE IMPROMPTU ESSAY.**
- ✓ Notes and discussion: get highlights from a classmate
- ✓ In-class activities: Only students who are PRESENT on the days we take quizzes or do in-class activities may participate and get credit.
- ✓ Handouts: Check with me
- ✓ Turning in an essay or other assignment: All assignments **must** be submitted in person **and at the start of class** on the day they are due. Any assignment turned in after this time—even on the same day--will lose points. If you know you will miss one of these days, **turn it in early in class, turn it in to Communications, 5-231, to have it time/date stamped and put in my mailbox, or turn it in to me in my office, 3-143. PLEASE DO NOT SLIDE ANYTHING UNDER MY DOOR.** If these options are impossible, you must **get my permission, either in person or via Email, BEFORE THE DUE DATE to send me your assignment(s) via Atlas.**

All late work is subject to losing a letter grade per day, including weekends.

Course Requirements & Grades:

Successful completion of this course depends upon two factors:

1. Passing grades (70) in class work, activities, lab assignments and writing portfolio
2. Passing both parts of the state-mandated test. This test determines if the student demonstrates the minimum skills required to enter Composition I. Part One involves writing an impromptu essay from a given prompt. The essay will be evaluated by two DIFFERENT instructors, who will each assign it a grade from 1-6. Part Two is a multiple-choice test on the rules of Standard English, very similar to the test used for placement in the college-prep program. **BOTH PARTS MUST BE PASSED IN ORDER TO PASS THIS COURSE.**

The activities, assignments and essay writing are ALL designed to help students gain the skills and proficiency they need in order to be successful, both in this class as well as in Comp I. The writing and rewriting of essays in this class is ESSENTIAL in helping students develop and polish the skills necessary to pass the exit exam.

The Portfolio:

The writing portfolio is a system to organize essays/writing assignments while demonstrating progress. All drafts, revisions and final essays will highlight increased competencies and showcase achievements. Effective revision is the ONLY way to make an essay better; therefore, revision is the MOST IMPORTANT skill—learning to recognize problems within an essay and learning how to correct them. **ESSAYS MAY BE REVISED AND RESUBMITTED MULTIPLE TIMES.**

Once you pass the exit exam, your grade for the course will come from the following scores:

Out-of-class Essays (original and revised) written during weeks 1-6 **Keep ALL for portfolio!	50%
Impromptu Essays **Keep ALL for portfolio!	20%
HW, lab assignments, class activities **Keep ALL for portfolio!	15%
Quizzes **Keep ALL for portfolio!	15%

The Lab:

Our class work, text books, and online lab are supplemented by the Reading & writing Lab in 5-155. This lab is both a computer lab AND a writing center. Designed especially with EAP and Prep students in mind, all computers have multiple programs for skill-building in writing. Students can practice the specific skills needed, as identified through diagnostic tests and essay writing. The average amount of time spent in the lab is two hours per week; this varies, depending on students' individual progress in any given skill. Attendance is tracked through signing in and out of the lab. **LAB ATTENDANCE, WHEN REQUIRED, COUNTS TOWARD YOUR "LAB ASSIGNMENTS" GRADE.** There are no appointments for the lab; the computers are available on a first come, first serve basis.

Many of the punctuation and grammar skill-building activities and exercises are available from any Internet connection. Go to the SSC site at:

<http://valenciacc.edu/west/communications/lab>

Click on “links” to find many websites, including two our class will use often: the website for our textbook, ablongman.com/long and also Grammar Bytes, at chompchomp.com (both of these can also be accessed directly!).

The Writing Center is a place for students to get one-on-one help with essay writing. All consultants are instructors, who will be happy to read and discuss essays at any stage of the writing process. The instructors will not CORRECT papers or tell you what grade you will get; they will, instead, help you to become better at development and/or revision. Appointments are 30 minutes in length.

2007 Summer Hours:

Mon	8am-8pm
Tue	8am-8pm
Wed	8am-8pm
Thur	8am-8pm
Fri	8am-12pm
Sat	9am-1pm
Sun	CLOSED

NOTE: All students will be required to bring at least two essays to the Writing Center. Each visit will count as 50 points of a HW assignment (HW#1). You choose **WHEN** to go and **WHICH** essay to bring, but it would be a good idea to do this earlier in the semester so that your writing can improve from the experience. Make appointments up to a week in advance, or try your luck as a walk-in.

Academic Dishonesty:

Quite simply, all work that you turn in **MUST** be your own, original work. Any and all outside sources **MUST BE** documented, or you are committing plagiarism, an offense punishable by a failing grade on the assignment and/or a failing grade in the course. Ignorance of MLA citation is no defense; even inadvertent plagiarism subjects the writer to these consequences.

Format for assignments:

All essays written outside of class need to be word processed. The format will be MLA style, which we will cover in class. The LRC offers the MAC lab on the first floor, and you may also use the word processing programs in the SSC.

- ✓ ALWAYS save your essays on the hard drive AND a removable device, such as a floppy disk or USB device.
- ✓ ALWAYS have a copy card on-hand so that you may print from the library.
- ✓ ALWAYS plan ahead so that you have enough time for getting to SSC to type/print; traffic jams, malfunctioning computers/storage devices, or a closed lab are NOT excuses.