Brookhaven College
Communications Division
Developmental Writing Spring 2012 Syllabus

DWRI 0093-2207
Class times: TR 7:30 – 8:50AM   Classroom: J119  
(3 credit hours)
Eight Week Hybrid Course: (01/17/12—03/08/12)  
This is a fast-track class.

Instructor: Brian Roffino  
Voice Mail: (972) 860-7444 ext. 9961   Communications Office Phone: (972) 860-4555  
E-mail Address: broffino@dccc.edu   Communications Office: L-367

INSTRUCTOR AVAILABILITY:
My main goal is for you to be successful, and I am genuinely here to assist you in any way that I can. Although I am not on campus full time nor do I have an office on campus, I am generally available before or after class. I can be reached by voicemail and email, but email is the best way to contact me.

WELCOME FROM INSTRUCTOR ROFFINO
Dear Student,

Very few people come to college excited about taking writing courses. Being forced to write papers is, to some, one of the most dreaded forms of torture, and the threat of essay-writing has been rumored to have convinced many a terrorist to confess their secrets in Guantanamo. Unfortunately for you, college requires writing.

Fortunately, writing is not actually difficult. It is simply a series of individual skills that work together to allow you to convey exactly what it is you are trying to say. Though many don’t realize it, writing also allows us to make sense of the jumbles of thoughts in our heads. Writing helps us to understand what we are thinking and what we know to be true.

Unfortunately, writing is always work. It takes time to consider a question or a problem. It takes time to write down all we know and can say about something and then organize those thoughts. It takes even more time to craft good sentences with the right words and put them in the right order. In college, if you want to be successful, you have to do these things. College is a place that teaches you how to think, and carefully writing essays is one of the best ways to practice this directly.

Fortunately, this class is designed to help you speed up the writing process. There are no shortcuts to an excellent essay, but if you learn and practice the right skills, they become much easier and take less time. We will practice these skills in class, and if you challenge yourself, I can guarantee you will improve as a writer and will feel more confident about writing in the future. You are in charge of your own progress, and I look forward to working with each of you.

Welcome and Good Luck,

Mr. Roffino

DWRI 0093 CATALOG DESCRIPTION: This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph essays.

DWRI 0093 COURSE PREREQUISITES: Successful completion of DWRI 0091 (grade A, B, or C) or testing placement.

STUDENT LEARNING OUTCOMES: In this course, successful students will

• Apply the writing process to produce multi-paragraph writing assignments with a focus on persuasion for a variety of audiences.
• Identify and create simple, compound, and complex sentences and sentences with parallel structure.
• Employ the editing process to produce written work that is largely free of major errors in Standard English use.
• Practice basic principles of critical thinking in reading and through verbal and written responses.
REQUIRED BOOKS AND SOFTWARE:
Do not wait to purchase these. You are in a fast-track class, and you need to be prepared to work from the opening
minutes.

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<td>Writing for Life (book)</td>
<td>Choice 2. Buy the book used, and then buy the software separately, either from the bookstore or online.</td>
<td><a href="http://www.mywritinglab.com/first-time-students.html">http://www.mywritinglab.com/first-time-students.html</a></td>
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There are two books and two kinds of software. *My Writing Lab* and *Criterion* are not the same thing!

OTHER REQUIRED MATERIALS: Bring materials to class every day. **You must have them by the second class meeting** to be able to participate in class.

- **Course Calendar:** To help improve time management skills, students will be required to bring the Calendar portion of this syllabus to class every day. It itemizes all major assignments, due dates, and exam dates (though the instructor reserves the right to make changes, which will always appear on eCampus).

- **Internet Access:** The best option, by far, is to ensure you have the internet at home since those who do are generally more successful at meeting important deadlines. If you do not have internet access at home, you can use the J-Lab (J122) computers, or local library computers, but then you are subject to their hours of operation.

GRADING SCALE FOR ASSIGNMENTS:
A: 90-100
B: 80-89
C: 70-79
F: 0-69

MINIMUM REQUIREMENTS: All essays must be submitted in MLA format or they will not be accepted. MLA formatting and other minimum requirements for each essay will be discussed in class and posted on eCampus. Essays that do not meet minimum requirements will be returned for revision (R) or editing (E) and must be turned in for consideration by the beginning of the next class meeting. These essays count as late work and **can earn only a C (70—acceptable) or an F (0—unacceptable)**. Essays not returned revised and/or edited within one class period will receive an F.

TURN IN YOUR ESSAYS STAPLED IN THIS ORDER:  
– (TOP) Final Draft  
– (Just Below That) Draft 2 (extra credit)  
– (Below That) Draft 1 (Print from Criterion)  
– (BOTTOM) Prewriting

Minimum Length:
Essay 1: 600 words (about 2 full pages)  
Essay 2: 750 words (about 2½ pages)  
Essay 3: 900 words (about 3 full pages)

MLA Formatting:
12 point Times New Roman font  
1 inch margins on top, bottom, left and right  
Double-spaced  
Indent all paragraphs with the Tab key  
Main heading at top left of first page, last name and page number at top right of every page.
LATE WORK/MAKE-UP POLICY: To be considered on time, an essay is due at the beginning of a class period. Late essays will be accepted up to ONE class meeting after the due date and must be turned in at the beginning of class. Late essays will earn either a C (70--acceptable) or an F (0--unacceptable). Late work is not eligible to be returned for revision (R) or editing (E).

Do not leave online work until the last minute. As we all know, computers sometimes have problems, so you should plan ahead and make sure you have time to complete your work. Factor in the possibility of server downtime or internet access issues.

PLAGIARISM: All writing turned in should be your own. Plagiarism includes (but is not limited to) copying phrases, sentences, paragraphs, essays, and ideas from another person, from a website, or from a book without giving proper credit to the author. For questions on this, always feel free to ask me. Essays which contain plagiarism will receive an F (0—unacceptable). Essays which contain plagiarism are not eligible to be returned for revision (R) or editing (E).

ATTENDANCE POLICY: Students are expected to attend every class, to arrive on time, to be prepared, and to actively participate. Attendance makes up 10% of your grade in this class. For each class meeting, on-time arrival = 100%, late arrival = 50%, and absence = 0%.

Note: There is no such thing as an “excused” absence in college. All absences are recorded in the same manner. Students who will be absent from class for a scheduled BHC athletic event in which they are participating must notify the instructor at least one week in advance. Arrangements for completing assignments must also be made in advance.

CLASSROOM ETIQUETTE: Prepare for class. Have all your materials ready, and arrive on time. Treat your instructor and fellow students with courtesy and respect. If you are unavoidably absent, email your instructor and take responsibility for catching up on the work you missed.

ELEMENTS OF COURSE GRADE:

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<th>Attendance</th>
<th>10%</th>
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<tr>
<td><strong>Participation</strong></td>
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<td>Homework, Quizzes, and Class work</td>
<td>10%</td>
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<td><strong>Timed Essay Tests (3)</strong></td>
<td>10%</td>
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<td><strong>Multi-Draft Essays (3)</strong></td>
<td>30%</td>
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<td><strong>Grammar Final</strong></td>
<td>20%</td>
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<td>(Students must complete all My Writing Lab assignments with an 80 to be eligible to take the Grammar Final.)</td>
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<td><strong>Writing Final</strong></td>
<td>20%</td>
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<td>(Students must pass the Grammar Final to be eligible to take the Writing Final.)</td>
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<td><strong>TOTAL</strong></td>
<td>100%</td>
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To pass DWRI 0093, a student must earn an overall grade of at least 70% and pass the exit (Grammar and Writing Finals).

A = overall grade of 90-100% and exit pass  
B = overall grade of 80-89% and exit pass  
C = overall grade of 70-79% and exit pass  
E = overall grade below 70% with strong participation in the class (completion of all assignments on time), or  
E = overall grade of 70% or higher without exit pass  
F = overall grade below 70% without strong participation

There is no D grade offered in DWRI 0093.

A grade of E does not affect a student’s grade point average (GPA). In order to qualify for the grade of E, a student must, in the estimation of the instructor, have attempted all of the work in the course satisfactorily.

This is a fast-track class which meets for eight weeks instead of the usual 16. A regular fast-track meets for six hours each week. Your class meets for just three hours in-person because it is a hybrid: three of the class hours are taken online and three on campus. This online time is in addition to homework. To be successful, students in a hybrid fast-track should be working at least 9 hours a week outside of class—3 online hours and 6 homework hours. This is only HALF the homework expected of typical college classes. For every college credit hour, a student is expected to spend two hours working outside of class. See Cliff Notes online: “Here's a guideline to what freshman can expect throughout their college years: Each unit of credit requires 2 to 3 hours of outside classwork per week. So, a student carrying 15 credit hours should plan to spend 30 to 45 hours each week studying beyond the classroom.” [Link](http://www.cliffsnotes.com/Section/How-much-outside-class-study-time-is-recommended-for-every-hour-of-class-time-for-college-freshmen- id-305397/articleId-7601.html)
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<tr>
<th>WK</th>
<th>CLASS</th>
<th>DWRI 0093 Class Topics</th>
<th>In-</th>
<th>Homework/Online – To Be Done Before Next Class (Check eCampus for additional details/assignments) (9 hours per week)</th>
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<td>Class Work (3 hours per week)</td>
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<td>i) Complete the syllabus quiz.</td>
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<td>ii) Discussion Board #1: Introductions- Write a little about yourself AND respond to two other student posts (Before next Monday).</td>
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<td>Week 1</td>
<td>Tues., Jan. 17</td>
<td>Orientation (including syllabus and eCampus) Writing Focus: The Essay’s Place in Literature</td>
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<td>iii) A limited number of copies of the textbook are available in the J-lab (J-122) and in the library, but you MUST purchase Criterion and My Writing Lab before week #2.</td>
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<td>Thurs., Jan. 19</td>
<td>My Writing Lab &amp; Criterion Registration Notes/Outline Expectations Writing Focus: The essay, thesis statements, and topic sentences. Close Reading is Not for the Faint of Heart: Conversations with the Text</td>
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<td>iv) Outline from WFL, pp.623-626: “What’s the Point of Reading to Write?” to “Reading Like a Writer.” Pay particular attention to “Annotation Techniques” on pp.624-625.</td>
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<td>2b) Outline Chapter 15, WFL: “Understanding the Essay”</td>
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<td>• Practice exercises from textbook as assigned.</td>
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<td>v) My Writing Lab: diagnostic pretests and all topics in The Basic Sentence (5-4 hours).</td>
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<td>Week 2</td>
<td>Tues., Jan. 24</td>
<td>TIMED ESSAY A (60 MIN) IN CRITERION. Explanation of Pearson Tutor Services Submit to MWL tutor service before leaving class.</td>
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<td>1) Reading to Write:</td>
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<td>1. Read “Let’s Tell the Story of All America’s Cultures.” pp. 674-676.</td>
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<td>2. Photocopy the pages or print out from the eText.</td>
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<td>3. Annotate the essay using the Close Reading techniques from the book.</td>
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<td>3) My Writing Lab: all topics in Recognizing and Avoiding Errors (5-8 hours).</td>
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<td>Week 3</td>
<td>Tues., Jan. 31</td>
<td>ESSAY 1 FINAL DRAFT DUE (in MLA format). Writing focus 1: Exploring the Secret but Powerful Technique of the Reverse Outline Writing focus 2: Writing in Five Steps</td>
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<td>1) Outline Ch 29, WFL: “The Comma”</td>
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<td>Grammar focus 1: Fragments, run-ons, comma splices, and fused sentences Writing focus 3: Using effective transitions and signal words for linking ideas</td>
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<td>a) Practice exercises from textbook as assigned.</td>
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<td>b) Outline Ch 22, WFL: “Fragments.”</td>
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<td>c) Outline Chapter 14, WFL: “Titles, Introductions, and Conclusions”</td>
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<td>• Practice exercises from textbook as assigned.</td>
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<td>Thurs., Feb. 2</td>
<td>TIMED ESSAY B (60 MIN) IN CRITERION. Submit to MWL tutor service before leaving class. How to Make Tens of Thousands with Your Writing: Hooks, Anecdotes, Final Thoughts, etc.</td>
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<td>2) Activity 1 in eCampus (on Prewriting and Organizing)</td>
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<td>3) Discussion Board #3: The Last Lecture. Read TLL, pp. 1-54.</td>
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<td>Tues., Feb. 7</td>
<td>Grammar focus 1: Restrictive and nonrestrictive clauses, appositives, parenthetical expressions Grammar focus 2: Misplaced and dangling modifiers Grammar focus 3: Sentence Clarity: Person, Point of View, Number, and Tense Writing focus 1: Parallelism Writing focus 2: Audience</td>
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<td>1) Outline Ch 21, WFL: “Run-ons: Comma Splices and Fused Sentences.”</td>
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<td>a) Practice exercises from textbook as assigned.</td>
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<td>b) Outline Ch 22, WFL: “Fragments.”</td>
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<td>• Practice exercises from textbook as assigned.</td>
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<td>2) My Writing Lab: all topics in Punctuation and Mechanics, Writing Clear Sentences, and Using Patterns of Organization to Develop Paragraphs (5-8 hours).</td>
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<td>Thurs., Feb. 9</td>
<td>Review for those who did not pass Grammar Final #1. You must be present for the review in order to take the test!</td>
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<td>1) Outline Ch 23, WFL: “Misplaced and Dangling Modifiers.”</td>
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<td>a) Practice exercises from textbook as assigned.</td>
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<td>b) Outline Ch 20, WFL: “Parallelism.”</td>
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<td>• Practice exercises from textbook as assigned.</td>
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<td>2) Finish My Writing Lab: all topics in How to Write an Essay and Additional Topics (5-8 hours).</td>
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<td>Students must have an 80 or above for every concept to be eligible for Grammar Final.</td>
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<td>Week 4</td>
<td>Tues., Feb. 14</td>
<td>Grammar Final #1 Taken in the classroom. (Students must have an 80 or above for every My Writing Lab concept to be eligible to take the Grammar Final.)</td>
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<td>1) Outline Ch 18, WFL: “Sentence Variety.”</td>
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<td>a) Practice exercises from textbook as assigned.</td>
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<td>b) Outline Ch 19, WFL: “Apostrophes.”</td>
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<td>• Practice exercises from textbook as assigned.</td>
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<td>2) Activity 2 in eCampus (on Five Steps)</td>
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### WEEK 6

**Thurs., Feb. 16**

**Grammar Final #2**

Taken in the classroom.

(Students must have attempted and failed Grammar Final #1 in order to be eligible to take Grammar Final #2.)

1) **Discussion Board #5:** The Last Lecture. Read TLL, pp. 129-206.

2) **Timed Essay C ONLINE (90 Min) in Criterion.** Time yourself! Points will be deducted for those who go over time. After submitting to Criterion, submit timed essay to My Writing Lab tutor service.

3) **Drop/Withdrawal Policy:** Withdrawing from a course is a formal procedure which **YOU** must initiate; the instructor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of —F—. Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the

**Class Review and How to Ace the Writeplacer!**

At end of class period, students receive slips to take Writeplacer #1.

You must be present for the review in order to earn a slip to take the test!

1) **Review Essay 3** (formerly Timed Essay C) according to Roffino, Criterion, and Pearson feedback. Additional one-on-one tutoring available in J-lab (J-112).

**Writeplacer #1**

Taken in the Test Center.

(Students must have passed the Grammar Final in order to be eligible to take the Writeplacer.)

1) **Class Review**

2) **Reading to write:**

   1. Read and annotate “What is Poverty?” (pp. 661-663) using Close Reading techniques.
   2. Answer the question “What’s the Point?”
   3. Re-Visioning: What else could the author have said about poverty? (You might answer this by asking what you yourself could say about poverty.)
   4. Write in 1-2 paragraphs how you might change (revise) this essay to match your revised vision.
   5. Post your responses from 2-4 on Discussion Board #6: What is Poverty?

**Week 7**

**Tues., Feb. 21**

**Essay 3 final draft due** (in MLA format).

Review for those who did not pass Writeplacer #1.

At end of class, students receive slips to take Writeplacer #2. You must be present for the review in order to earn a slip to take the test again!

1) **Reading to write:**

   2. Photocopy the pages or print out from the eText.
   3. Annotate the essay using your Close Reading techniques.

2) **Discussion Board #7: The Last Lecture.**

**Thurs., Mar. 1**

NO CLASS

**Week 8**

**Tues., Feb. 28**

**Writeplacer #2**

Taken in the Test Center.

(Students must have attempted and failed Writeplacer #1 in order to be eligible to take Writeplacer #2)

1) **Discussion Board #8; Takeaways and class feedback.**

**Tues., Mar. 6**

**Writeplacer #2**

Taken in the Test Center.

(Students must have attempted and failed Writeplacer #1 in order to be eligible to take Writeplacer #2)

1) **Discussion Board #8; Takeaways and class feedback.**

**Thurs., Mar. 8**

Students receive class results.
allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a —W/. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/6drop

FINANCIAL AID STATEMENT: Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

RELIGIOUS HOLY DAYS: A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA STATEMENT: If you feel you may need special assistance or accommodation (such as help with taking notes, extra time on tests, etc.) because of any type of physical disability or learning difference, please contact the Special Services office in Room S124 or at 972-860-4847.

ACADEMIC INTEGRITY: The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. The Student Code of Conduct can be found in the Brookhaven College Student Handbook or online at https://www1.dcccd.edu/cat0708/ss/code.cfm.

REPEATING THIS COURSE: The Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

GRADE REPORTS: Final grade reports are not mailed to students. You may obtain your final grades online at econnect.dcccd.edu or by calling (972) 613-1818.

IMPORTANT DATES—DWRI 0093—SPRING 2012
CLASSES BEGIN Tuesday, January 17
Last day to drop course without a "W" (Certification Date) Monday, January 23
Deadline to apply for graduation Friday, January 27
Last Day to drop course with a "W" Wednesday, February 22
Employee Development Day (NO CLASSES) Thursday, March 1
Day of Service (NO DAY CLASSES—EVENING CLASSES WILL MEET) Friday, March 2
CLASSES END Thursday, March 8 Spring Break (NO CLASSES) March 12 – 16
SUMMER 2012 REGISTRATION begins for continuing students Tuesday, April 17

Syllabus is subject to instructor review. Any changes will be posted on eCampus.