NORTH LAKE COLLEGE
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Course Syllabus: Developmental Writing 0091 (Spring 2013)

Liberal Arts Division Office: A-310
Phone: (972) 273-3480
Call the office for hours of operation.

This course syllabus is intended as a set of guidelines for Developmental Writing 0091. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Professor Information

Professor’s Name: Dr. Mary Rutledge   Email: _mrutledge@dcccd.edu_

Office Location/Hours: _TBA_   Office Phone: 972.978.3973

Course Information

Course Title/Credit Hours: Developmental Writing 0091 (3 cr.)

Course Number-Section: Developmental Writing 0091-73002

Class Meeting Time: 9:30 AM  MW

Course description: This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.) Course prerequisites: None.
**Required Textbooks and Materials**


**Course-Level Student Learning Outcomes** (See Addenda, also)

1. All students at the course level will demonstrate MLA rules for page formatting at 90% proficiency as measured by English MLA Page Formatting Rubric. CCIC’s—4.
2. All students at the course level will write coherent, well developed, and mechanically correct essays at 85% proficiency as measured by the English Writing Rubric. CCICs 1, 2 5 and EEOs 2, 3, 5.
3. All students at the course level will demonstrate the Writing Process (Inventing, Drafting, Revising, Editing, and Proofreading) at 90% proficiency as measured by the DWRI Writing Process Rubric. EEO’s—1, 2 and CCIC’s—2.

**Entry Competencies**

As a DWRI 0091 student, you should

1. Demonstrate a basic awareness of everyday English usage.
2. Communicate your thoughts through a series of sentences that demonstrate a basic awareness of everyday English usage.
3. Express yourself well enough verbally to be understood by classmates and the instructor.
4. Understand your instructor's lectures and spoken classroom directions.
5. Read and understand written English (textbooks, handouts, and tests).
6. Produce legible work.
7. Learn and use word processing.

**Developmental Writing 0091 Course Objectives**

1. The student will examine a variety of professional and student writings. (This objective satisfies CCIC 1-3 and EE0 4-5). To demonstrate this ability students will
   - recognize authors’ organizational strategies, biases, and purposes,
   - examine authors’ use of language, and
   - identify strengths/weaknesses of each writing.

2. The student will understand how to use word processing to facilitate the writing process. (This objective satisfies CCIC 1-4 and EEO 4-5.) At a minimum, students will know how to

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• create documents,
• save documents,
• cut and paste within documents,
• computer edit documents, and
• print documents.

3. The student will practice a process for writing multi-paragraph essays: inventing, revising, editing, and proofreading. (This objective satisfies EEOs 1 and 5 and CCIC 2.)

4. The student will improve paragraph writing skills. (This objective satisfies EEOs 1 and 5 and CCIC 2.)

5. The student will identify and address a variety of audiences, purposes, and occasions. (This objective satisfies EEO 2 and CCIC 3.)

6. The student will write well-developed and well-organized essays that support effective thesis statements. (This objective satisfies EEOs 1 and 5 and CCIC 2.)

7. The student will apply the writing process to develop essays that follow a variety of modes for essay development. (This objective satisfies EEOs 1 and 3-5 and CCICs 2 and 4.)

8. The student will edit writing for sentence structure, verb tense, and agreement. (This objective satisfies EEO 1 and CCICs 2 and 4.)

9. The student will critique the writing of his/her peers. (This objective satisfies EEOs 4-5 and CCICs 1-2.)

10. The student will develop comfort and confidence with writing. (This objective satisfies EEOs 4-5 and CCICs 1-2.)

11. The student will revise essays for content and organization. (This objective satisfies EEO 2 and CCIC 3.)

**Exams and Assignments**

The student will write five papers (approximately 400+ words) for a specific purpose (expressive, informative, and/or persuasive) and for a specific audience, using patterns of organization based on rhetorical techniques learned during the semester. In addition, two essays, the mid-term essay and the final exam essay will each be written in class on an unannounced topic and will be evaluated by the instructor. The following table lists the major assignments, a description of each, required readings, and due date for each assignment:

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay One</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Essay Two</td>
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<td></td>
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</tbody>
</table>

SEE COURSE OUTLINE AT END OF SYLLABUS

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Essay Three  
Mid-Term Essay  In-class, Unannounced topic  
Essay Four  
Essay Five  
Final Essay  In-class, Unannounced topic  

Grading Scale

Attendance and Participation---------- 10%  
(Class activities – online sections)  
Assigned essays (five)------------------ 50%  
Mid-term Exam (Essay)------------------- 20%  
Final Exam (Essay)----------------------- 20%  
Total---------------- 100%

A= 90%--100%  
B= 80%--89%  
C= 70%--79%  
E= below 70% but student has made substantial effort during the course. Student must repeat the course, but an E does not affect the GPA.  
F=below 70% but student has not made substantial effort during the course.  

Note: Students must pass the final exam (essay) and must receive C or better for the class in order to advance to the next course.

Department of English Policies for Student Success

Attendance Policy

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix E for your professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course.

Policy on Late Papers

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix E for your professor’s policy on accepting late papers.

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**Student Responsibilities**

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (A-332) or meet with your professor when you need help or when you are directed to do so by your professor.

**Classroom Etiquette**

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

**Institutional Policies for Student Success**

**Academic Dishonesty**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty," includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

Check Appendix E for your professor’s policy re: academic dishonesty.

**Notification of Absence because of Religious Holy Days**

If you will be absent from class for the observance of a religious holiday, you must notify your professor in advance. You are required to complete any assignments or take any examinations you miss as a result of your absence within the time frame specified by your professor. Please refer to the Student Obligations section of the DCCCD catalog for more explanation.

**Requirements of the Americans with Disabilities Act**

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for
accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. [http://www.northlakecollege.edu/resources/disability.html]

Stop before You Drop

If you enrolled in college-level courses for the first time in the fall of 2007, the Texas Education Code 51.907 allows you to drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. The Counseling/Advising Center will give you more information about allowable exceptions.

Once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, you need to exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. More information is available at https://www1.dcccd.edu/6drop.

Drop Policy

If you are unable to complete this course, you must officially withdraw by Thursday, April 18, 2013. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

Financial Aid Statement

If you receive any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could require you to repay the financial aid for this semester. If you fail to attend or participate after the drop date, you are also subject to this policy.

Counseling Services

If you are a currently enrolled student, you are eligible for free counseling services. You may schedule an appointment by calling 972-273-3333 or going to A-311.

The Academic Skills Center (ASC, Room A-332)

The ASC is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or “fixing” papers, tutors focus on helping students develop and improve their writing skills.

The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

Exemplary Educational Objectives

The following Exemplary Educational Objectives have been identified by the Texas Higher Education Coordinating Board and the DCCCD as important objectives to be developed and enhanced by specific learning activities in English composition courses:

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.

Core Curriculum Intellectual Competencies

The following Intellectual Competencies have been identified by the Texas Higher Education Coordinating Board and the DCCCD as important competencies to be developed and enhanced by specific learning activities in English composition courses:

1. **READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents.
2. **WRITING:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.
3. **CRITICAL THINKING:** Critical thinking embraces methods of applying both
qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.

4. **COMPUTER LITERACY**: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information

*The departmental rubrics begin on the next page.*
<table>
<thead>
<tr>
<th>APPENDIX A</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWRI Writing Rubric</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td><strong>Paragraph development</strong></td>
</tr>
<tr>
<td><strong>Sentence variety and construction</strong></td>
</tr>
<tr>
<td><strong>Language choices</strong></td>
</tr>
<tr>
<td><strong>Mechanics/ Grammar</strong></td>
</tr>
</tbody>
</table>

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APPENDIX B

DWRI MLA Page Formatting Rubric

<table>
<thead>
<tr>
<th>Categories</th>
<th>Unacceptable = 0 points</th>
<th>Needs Improvement = 7</th>
<th>Acceptable = 14 points</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>No header or header is manually inserted.</td>
<td>Header is lacking one or more components (i.e. author’s last name or accurate page number)</td>
<td>Has actual header with author’s last name, space, and page number automatically inserted.</td>
<td></td>
</tr>
<tr>
<td>Heading</td>
<td>Missing heading</td>
<td>Missing one or more line of essential information (student’s name, instructor’s name, class, and date) or arranged incorrectly.</td>
<td>Has four-line, double-spaced heading with required information in correct order (if paper has no title page).</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>No title</td>
<td>Title is bolded, underlined, italicized, and/or supersized.</td>
<td>Title is properly sized and formatted.</td>
<td></td>
</tr>
<tr>
<td>Margins</td>
<td>Has not set margins correctly.</td>
<td>Margins not set consistently throughout the document.</td>
<td>Has correct margin for every side of the page.</td>
<td></td>
</tr>
<tr>
<td>Font and Size</td>
<td>Does not follow instructor’s rules for font choice and size.</td>
<td>Font choice and size changes throughout the document. Font formatting is not consistent.</td>
<td>Follows instructor’s rules for font choice and size.</td>
<td></td>
</tr>
<tr>
<td>Paragraph Spacing</td>
<td>Paragraphs are single-spaced or too much spacing.</td>
<td>Paragraph spacing is inconsistent throughout the paper.</td>
<td>Paragraphs are double-spaced.</td>
<td></td>
</tr>
<tr>
<td>Paragraph Indentation (must be one-tab, cannot be done using spacebar)</td>
<td>One or more paragraphs are not indented.</td>
<td>Paragraph indentation is not consistent with every paragraph.</td>
<td>Every paragraph is indented .5, using one-tab stroke.</td>
<td></td>
</tr>
</tbody>
</table>

Proficiency Percentage from Raw Score

<table>
<thead>
<tr>
<th>Raw Score</th>
<th>= to %</th>
<th>Raw Score</th>
<th>= to %</th>
</tr>
</thead>
<tbody>
<tr>
<td>98</td>
<td>100</td>
<td>42</td>
<td>43</td>
</tr>
<tr>
<td>84</td>
<td>86</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>70</td>
<td>71</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>56</td>
<td>57</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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### APPENDIX C

<table>
<thead>
<tr>
<th>Student demonstrates proficiency in using the Writing Process by:</th>
<th>Unacceptable 0-10 Pts. Each</th>
<th>Acceptable 11-20 Pts. Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-writing: choosing and limiting a topic, generating ideas, organizing ideas, developing a thesis statement and working outline</td>
<td></td>
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</tr>
<tr>
<td>Drafting: writing a minimum of three drafts of the essay</td>
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</tr>
<tr>
<td>Revising: thoroughly revising the first draft for thorough development of the introduction, conclusion and body paragraphs, essay organization, transition, unity, and focus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing: thoroughly editing the second draft for spelling, correct grammar and usage, and punctuation</td>
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<td></td>
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<tr>
<td>Proofreading: proofreading the final draft before submitting the essay, making any changes necessary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Score for this Paper |
### APPENDIX D

#### DWRI Mechanics Rubric

<table>
<thead>
<tr>
<th>Writing Conventions</th>
<th>Unacceptable 0-10</th>
<th>Acceptable 11-20</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sentence Structure</td>
<td>Run-on sentence, fragments, and comma splices interfere with meaning.</td>
<td>Sentences are complete and properly punctuated.</td>
<td></td>
</tr>
<tr>
<td>Run-on Sentences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fragments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commas Splices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sentence Variety</td>
<td>Sentences are choppy and/or unvaried. Sentences incorrectly combine clauses</td>
<td>Sentences vary in structure and length. Sentences use proper methods to combine independent and dependent clauses.</td>
<td></td>
</tr>
<tr>
<td>Coordinating Clauses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subordinating Clauses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verb Usage</td>
<td>Sentences contain distracting errors in verb form, tense, and/or subject-verb agreement.</td>
<td>Sentences consistently use correct verb forms, tense, and subject-verb agreement.</td>
<td></td>
</tr>
<tr>
<td>Verb Forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject-Verb Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuation, Spelling, and Capitalization</td>
<td>End punctuation is often missing, and internal punctuation is often used incorrectly, thereby creating confusion. Many misspelled words and capitalization errors.</td>
<td>End punctuation and internal punctuation are almost always used correctly. Few if any misspelled words are present, and proper nouns are capitalized correctly.</td>
<td></td>
</tr>
<tr>
<td>Pronoun Agreement, Case, and Viewpoint Shift</td>
<td>Pronouns case is often incorrect. Pronouns often do not agree in number and/or gender with antecedents. Pronoun reference to antecedents is often vague and confusing.</td>
<td>Pronouns are appropriately used for subjective and objective case. Pronouns and antecedents agree in number and gender, and pronoun-antecedent references are clear.</td>
<td></td>
</tr>
</tbody>
</table>

Total Score for this Paper
Appendix E: Professor’s Personal Policies

Attendance Policy
I expect you to be on time to class each day. Three tardies will result in a one letter grade deduction in your grade. Class starts at the assigned time, not when you feel like appearing. Please send a text or email if you are going to be tardy or absent. The attendance policy for this class follows:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>4</td>
<td>70</td>
</tr>
<tr>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>10 Points for each additional absence</td>
<td></td>
</tr>
</tbody>
</table>

Academic Dishonesty Policy

If you use a source, you must document it. Even if you have only used one phrase from an article, you must cite it. Otherwise you are plagiarizing. This is a serious academic offense which could result in your expulsion from the college. I do check your papers for plagiarism. If you plagiarize, you will receive a zero for your grade on the essay. If you have a zero, you will most likely fail for the semester. If you receive a zero, there is no recourse. You may not rewrite your paper. Do yourself a favor: use correct documentation in your paper the first time you write it. Do not borrow papers from friends. This is also plagiarizing.

Additional Information

Each student is expected to have his or her own textbooks. Sharing books is not the best way to learn in this class. I do not care if you borrow books from a friend before you come to class, but you need your own books in class. Please do not ask if you can borrow my book.

You are expected to have read the assignments listed for each day before you come to class. I expect you to participate actively. This means answering questions and discussing the assignments in class. Quizzes over reading assignments will also be given. Be prepared! You are expected to bring both books to class with you each day. You are expected to have the correct edition of the book. —”I do not have that essay in my book!” is not an excuse for not having read the essay.

All assignments are listed on eCampus. It is not necessary to email or text me every day to find out about your assignments. If something changes, I will post an announcement and send an email to the class. All assignments
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Readings and Due Dates
Daily assignments will be listed in eCampus. This is a rough outline only.

January 23    Introduction to course; syllabus
January 28    SPR ch. 1
January 30    SPR53-75.
February 4    SPR 100-104, 105-113, 123-135
February 6    Rough draft of descriptive essay
February 11   Descriptive essay due. SPR 139-146, 152-156
February 13   SPR 159-166
February 18   SPR 159-166
February 20   SPR 167-180
February 25   Rough draft of narrative essay. SPR 185-186, 190-192
February 27   SPR 195-199
March 4       Narrative essay due.
March 6       Work on rough draft of process essay.
March 18      Process Essay due. Midsemester.SPR 255-259, 267-279,
March 20      SPR 255-259, 267-279
March 25      SPR 280-288
March 27      SPR 289-306
April 1       SPR 307-310, 314-317
April 3       Rough draft cause and effect essay
April 8       SPR 334-338
April 10      Cause and effect essay due. SPR 342-349
April 15      SPR 354-358
April 17      SPR 370-372, 376-378
April 22      Introduction to research databases
April 24      SPR 403-409, 410-429;
April 29      SPR 437-448.;
May 1         Work on rough draft of argument essay.
May 6         Rough draft of argument essay due.

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May 8       Final copy of argument essay due.
May 13/15   Final Exam