Course Description: This course focuses specifically on the writing process and development of fundamental writing skills, such as idea generation, organization, style, Standard English utilization, and revision. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Course activities will be designed to improve your reading and research skills, develop your thinking abilities, and alter your attitude toward the writing process. Exercises are designed to offer guidance and practice in sentence structure, paragraph building, and essay construction. Opportunities will be provided to test, refine, and then apply these skills to your own work. Learning laboratories are located on campus to provide additional assistance.

Course Rationale: The Developmental Writing courses introduce writing strategies that will be used over and over again in the typical transfer credit courses at Eastfield College. Developmental Writing courses prepare each student for the types of college-level writing that will be expected of him/her in the near future. The writing strategies focused on in this course will be further refined in English 1301 and 1302. Since writing skills are required of students both in and out of college, Developmental Writing courses prepare each student to succeed in her/his college work and, subsequently, in his/her career. In this course, students will learn to adjust their writing processes to various time and audience constraints. This skill will help students cope successfully with essay tests, term papers, and paragraphs, as well as reports and other occupational written work. Students will learn to write what is called Standard American English or “print dialect”—the language that we read. It may differ from the way that we speak since different dialects are spoken all over the country. However, no matter what language we speak, we must all know how to write in Standard American English.

SUPPLIES: Pens (black or blue), lined loose-leaf notebook paper, USB flash drive, highlighter pen, notebook or binder, and internet access.


NOTE: All supplies are required each class session beginning the second week of class.

Class Website and Email: You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, etc. will be posted on the eCampus website for this course. You are responsible for
monitoring this site for such information. You may access the site through the Internet by typing this address: http://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College Home Page and clicking on “eCampus,” the Eastfield college home page: http://www.eastfieldcollege.com, or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus from the Eastfield Computer Center in L108. You will also need an email address. You may use an account from a commercial provider for “non-grade” related questions. For grade-related questions or sending files, please set up a free Netmail account. See the “STUDENT Email” section in this syllabus.

Technology Requirements
Some specific software is required for this class because it is online.

- **Internet Explorer, Mozilla Firefox, or other web browser fully updated**: To navigate eCampus, you will need a web browser that has been recently updated.

- **Microsoft Word**: For this course, you will need Microsoft Word (at least version 97-2003 or higher) to submit your assignments. Please save files as either an .rtf (rich text format), .doc (word document 97-2003), or .docx (word document) file extension.

- **Adobe Reader**: You will also need to download Adobe Reader to view course learning materials. It is a free download available at http://get.adobe.com/reader/.

Email Communication
As email is vital to communication in this course, be sure to:

- Set up a student netmail account. I will not respond to emails sent from any other account.

- Whenever you email me, be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox, e.g. the subject line of a student’s email must read: JOHN SMITH DWRI 0091-43401

- Emails will generally be responded to within 24-48 hours, if not sooner.

- Emails concerning grades or any other matter will not be responded to unless the student has emailed the instructor from a DCCCD student netmail account.
**Developmental Courses**

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level coursework. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes, such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards may complete prerequisites by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases, retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4)

**DWRI 0091 Student Learning Outcomes**

When you complete this course, you should be able to do the following:

1. Distinguish between the different modes of writing.
2. Construct an introduction with an effective claim of fact.
3. Compose supporting details that are logically organized and well-developed.
4. Write a concluding paragraph that restates the claim.
5. Demonstrate a refined understanding of unity, support, coherence, and sentence skills.

**COURSE WORK:**

1. Essays: Students will learn the following modes:
   - Exemplification
   - Description?Narrative
   - Process
   - Argument

2. Daily Grades: homework, quizzes, short writings, etc.

3. *Think Write!* Website assignments; due dates will be given.

**LATE WORK POLICY:** No late work will be accepted for this course for any reason. Do not email me about late assignments. I will not respond to those emails.

**EVALUATION PROCEDURES:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays (A minimum of six essays will be written.)</td>
<td>60%</td>
</tr>
<tr>
<td>Daily Grades (Homework, short writings, etc.)</td>
<td>15%</td>
</tr>
<tr>
<td><em>Think Write!</em> website assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (an in-class, timed argument essay)</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance (0-3 absences = 100; 4 absences = 0)</td>
<td>5%</td>
</tr>
</tbody>
</table>

NOTE: No research tools are to be used in developmental writing for your papers. Do not use Google or any other search engine. Do not research a topic in the library. The purpose of DWRI courses is to develop your own ability to think, to express yourself using Standard American English, and to enlarge your vocabulary.

STUDENT PLACEMENT IN AND PROGRESSION THROUGH THE DEVELOPMENTAL WRITING PROGRAM:

Students are placed in DWRI 0090, 0091, or DIRW 0310 based on their scores on the particular placement tests they took such as SAT, ACT, ACCUPLACER, and other assessment instruments. A student must successfully complete that DWRI course and all other higher-level DWRI courses in order to progress to English 1301. This means that a student placed in DWRI 0090 must successfully complete all three DWRI courses and a student placed in DWRI 0091 must complete DWRI 0091 and DIRW 0310.

Successful completion of this course is determined by the student earning a final grade of A, B, or C in the course. When a student in DWRI 0091 passes the class with an A, B, or C, he/she will then enroll in DIRW 0310. If a student does not earn an A, B, or C, he/she will continue in the same course to continue developing skills needed at the next level DWRI course.

Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

WRITING EXPECTATIONS:

All essays must be written in complete sentences using the standard essay format and Standard American English. Assignments must be computer generated. Papers not meeting all requirements will not be accepted.

1. Papers must be typed and double-spaced using font size 12 Times New Roman in black on a plain white background.

2. Do not use a cover sheet. The first page must have the following heading information:

   Student’s Name

   Professor XXXX

   DWRI 0091-43 XXX

   18 September 2014 (written day, month, year as shown)

   The August Heat (title of your paper for an assignment)
Special Notes for each mode:

For each essay

For the Descriptive/Narrative Essay you may include the following first person pronouns (I, we, us, our, ours, me, my, mine) OR third person pronouns (he, she, they, their, theirs, them). You may NOT use the second person pronouns “You, your, yours” If you use the second person pronouns listed above, you will receive a zero on this essay. Read and follow the directions for every assignment.

*The only time the second person pronoun “you” can be used in the Descriptive/Narrative essay is when the write is using “dialogue” and they are quoting what someone said.

For the Exemplification Essay (I, we, us, our, ours, me, my, mine) You may NOT use the second person pronouns “You, your, yours” If you use the second person pronouns listed above, you will receive a zero on this essay. Read and follow the directions for every assignment.

For the Argument Essay you may use third person pronouns ONLY. You may NOT use any first person pronouns (I, we, us, our, ours, me, my, mine) OR second person pronouns (You, your, yours). You will receive a zero if you use the pronouns above.

For the Process essay, you may use the words: you, your, yours. (Do NOT use I, we, us, our, ours, me, my, mine anywhere in the essay. You will receive a zero if you use these pronouns.

Failure to follow directions and the misuse of these pronouns in your writing will result in a zero for that essay. Please read and follow directions.

Eastfield College Email Policy: Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html.

NOTE: A student email address is required in this class.

Discussion Board Expectations

- will use tactful/courteous language with fellow students
- will create an atmosphere where other students feel comfortable posting their responses
- will provide constructive criticism to fellow classmates’ responses and essays
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.
- refrain from using profanity or disrespectful language
- proofread assignments BEFORE posting
- respect the opinions of others even if you do not agree

Email Communication Expectations

- Use standard American English and proper grammar, punctuation, and spelling.
- Do not type in all upper case letters.
- All subject lines for emails for this class should read: John Smith DWRI 0091-43401 (your name instead of John Smith, of course)
- Use courteous language and tone; write professionally—this is for academics, not something you send to friends or family.
- Never use email for criticizing people or their work.
Do not post messages that may be offensive to others; do not refer to personal homepages; your messages need to be course-related without offensive material, especially in a message that goes to the entire class.

Remember email messages/posts may be viewed by classmates or even minor children, so do not post offensive material or material that might be considered offensive by minors, other adults, or parents.

Never use email/postings to communicate if you are angry or frustrated with a person.

**Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student netmail account.**

**Attendance Policy:** (Eastfield College, Dallas County Community Colleges Catalog) You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. If a student does not withdraw, he/she will receive a performance-based grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

**PLEASE NOTE:** Three tardies = 1 absence. Leaving early three times = 1 absence. Any combination of tardies and leaving early that equals three = 1 absence. After three absences, you lose all attendance points.

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.

**Repeating This Course:** (Third Attempt to Enroll in a Course): Effective for Fall Semester 2005, the Dallas County Community Colleges will 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 charges. 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. **See Third Attempt to Enroll in a Course at:** http://www.dcccd.edu/thirdcourseattempt/.

**Academic Honesty Statement:** Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm). Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion.

- **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test.
- **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
- **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.**

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this DWRI 0091 class found guilty of cheating on an examination or of plagiarism will receive one or more of the following penalties:
- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The instructor may submit the student’s information to the dean who may choose to suspend the student from the college and the district.

**More on Plagiarism:** If you paraphrase in your own words and do not give credit citing the information appropriately, that is also plagiarism. Since you are NOT supposed to research in this class, even if you do cite correctly, you will receive a zero for that assignment.

**Food and Drink Policy:** Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement:** Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237 at 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html).

**Religious Holidays:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy:** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **Thursday, April 16**. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

**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 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/coursedrops](https://www1.dcccd.edu/coursedrops).

**Family Educational Rights and Privacy Act of 1974 (FERPA):** In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes:
(1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures: [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

**Classroom Etiquette:** Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- will turn off/silence pagers and cell phones upon entering the classroom
- will arrive in class on time and remain until the period is over (arriving late and/or leaving early will be reflected in your attendance grade)
- will help maintain a classroom atmosphere in which everyone can work without disturbance
- will come prepared for each class by having completed assignments
- will bring required texts and other materials to each class period (you must have your own text by the end of week one)
- will notify the instructor prior to a necessary absence
- will have any food or beverage (including water) kept in a closed backpack (or similarly contained)—drinks must be in screw-top containers
- will use respectful verbal and body language toward all persons in the classroom
- will use classroom computers and printers for DWRI assignments only

**Responsibility:** Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

**Key Semester Dates:**
Monday, January 19: Martin Luther King, Jr. holiday—classes do not meet  
Tuesday, January 20: First day of classes  
Monday, February 2: Certification date  
Thursday, February 19: District conference day—classes do not meet  
Friday, February 20: District professional development day—classes do not meet  
March 9-13: Spring break—classes do not meet  
Friday, April 3: Good Friday holiday—classes do not meet  
Thursday, April 16: Drop date  
Thursday, May 15: Semester ends

The instructor reserves the right to amend this syllabus as necessary.

**Tentative Course Calendar:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Chapters</th>
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<tbody>
<tr>
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</tbody>
</table>
| Weeks 1-3 | ➢ Introduction to the class  
➢ The Writing Process  
➢ Basic Essay Structure  
➢ The Sweet 16  
➢ Access the Think Write! website | Chapters 1-6 |
| Weeks 4-5 | ➢ Exemplification Writing  
➢ Writing Workshop  
➢ Subjects and Verbs  
➢ Subject-Verb Agreement | Chapters 7, 13, 14 |
| Weeks 6-7 | ➢ Descriptive Writing  
➢ Writing Workshop  
➢ Sentence Patterns  
➢ Sentence Fragments | Chapters 8, 15, 16 |
| Weeks 8-9 | ➢ Process Writing  
➢ Writing Workshop  
➢ Run-ons and Comma Splices  
➢ Commas | Chapters 10, 17, 18 |
| Weeks 10-11 | ➢ Argument Writing  
➢ Writing Workshop  
➢ Commonly Confused Words  
➢ Apostrophes | Chapters 11, 19, 22 |
| Weeks 12-13 | ➢ Argument Writing Continued  
➢ Writing Workshop  
➢ Timed Writing 1 | |
| Week 14 | ➢ Timed Writing 2  
➢ Thanksgiving break (R and F) | |
| Week 15 | ➢ Course review  
➢ Think Write! Post-test  
➢ Final exam (timed essay) on the last day of class | |
| Week 16 | ➢ Scores and final grades posted to eCampus | |