Course Description: This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Other course topics include building reading skills, using resources, developing thinking skills, and improving attitudes toward writing. A learning lab is available to provide additional assistance. (3 Lec.)

Course Pre-requisites: by test

Course Materials/Supplies Needed: Loose-leaf notebook paper, blue or black ink pens, USB drive, college dictionary and thesaurus, 3-ring binder, folder, or portfolio in which to keep writing assignments and handouts.

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.
Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Class Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 20 – Jan 23</td>
<td>First class intros, set ups, Grammar Review Writing Sample - Thurs</td>
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<tr>
<td>3</td>
<td>Feb 2 – Feb 6</td>
<td>The Writing Process: Organization &amp; Outlining (continued) <strong>Essay 1st draft due Thurs.</strong></td>
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<tr>
<td>4</td>
<td>Feb 9 – Feb 13</td>
<td>The Writing Process: Drafting &amp; Revision <strong>Essay 2nd draft due Thurs.</strong></td>
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<tr>
<td>5</td>
<td>Feb 16 - Feb 20</td>
<td>The Writing Process: Editing &amp; Style <strong>No class Thursday!</strong></td>
</tr>
<tr>
<td>6</td>
<td>Feb 23 – Feb 27</td>
<td>Review for Exit Exam <strong>Essay Final Draft due Mon.</strong></td>
</tr>
<tr>
<td>7</td>
<td>Mar 2 – Mar 6</td>
<td>Exit Exam in class (Mon &amp; Tue) Review scores (Thurs) Tutoring if needed, retake TSI</td>
</tr>
<tr>
<td>8</td>
<td>Mar 9 – Mar 13</td>
<td><strong>SPRING BREAK!!</strong></td>
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**Evaluation Procedures:**

A. 30% of the course evaluation will be based on Aplia grammar exercises.
B. 50% of the course evaluation will be based on writing assignments.
C. 10% of the course evaluation will be based on In-Class Assignments.
D. 10% of the course evaluation will be based on Quizzes.

Grades will be updated weekly and posted at [www.enGrade.com](http://www.enGrade.com); check your grades frequently so that you can discuss remedies with me before it is too late.

**To Exit from the Course:** You should be able to write an exam-style essay of medium-length (400-600 words) with an explicit thesis and reasons and/or examples in support.

1. Within this essay, you will be able to do at least two of the following:
   a. develop that thesis appropriately and sufficiently using reasons and/or examples.
   b. organize the thesis and those reasons and/or examples in paragraphs.
   c. write sentences that are relatively free of basic grammar, spelling, usage, and punctuation errors. (If you skillfully do all three, you will likely exit to ENGL 1301 rather than to the next level of DWRI.)

**Early Exit from the Course:** State law says that you make take or retake the TSI at any time. If you pass it, you will be considered college-ready and be exempt from attendance in any further developmental courses in that discipline. **HOWEVER,** that does NOT protect your grade in the course and in addition, your GPA and your financial aid will be at risk. In order to prevent some horrible result, be sure to immediately discuss with me any plans you have to exit from the course early by taking the TSI. I can help you do so and protect you from those evil consequences.
Instructor Attendance Policy: Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early. Punctual attendance at every class is a necessity. If you arrive late, leave early, or leave class for more than 5 minutes, you will be marked absent. If it is absolutely necessary to miss class, it is your responsibility to find out what you missed from your Learning Community and come to the next class fully prepared, with all assignments complete. If homework has been assigned and you haven’t done it, you will not be permitted to attend class. Because of the strict policy on late/make-up work, absence will almost certainly affect your grade.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale: Your final grade in the class will be determined based on the following grading scale: A = 100-90 points; B = 89-80 points; C = 79-70 points; F = If you do not earn more than 69 points, you will have a failing grade. Developmental courses do not use the grade of D. If you wish to be recommended for English 1301, you must pass the current DWRI course AND take and pass the Developmental Writing Exit Exam.

Late Work Policy: Late work is NOT acceptable. Work must be handed in on the class day it is due or before. There is no make up work, quiz or test allowed. In the case of certified emergency (documents must be submitted to verify this), please inform me, and we will work out an alternate plan. You are expected to have a ‘Plan B’ in place for childcare, transportation, and work emergencies so that they do not interfere with your education.

Makeup Exit Exam Policy: Except in cases of extreme emergency, no make-up exams are allowed. The decision as to whether the emergency is considered extreme is entirely the instructor’s.

College Sponsored Events: The instructor must be informed ahead of time if you need to miss class for a college-sponsored event. Attendance at that event does NOT excuse you from responsibility for work done and/or homework assigned.

Electronic Devices: If any electronic device interferes with your complete attention to this class, you will be dismissed from this class. Set phones to SILENT during class time. If you are off-task on the computers, you will be dismissed from class.

The withdraw date for this class is Friday, February 20.

Academic Dishonesty: Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.
Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).