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Division: Communications & Social Sciences
Room Number: W110

Required Materials:
Loose-leaf notebook paper
Blue or black ink pens
USB drive
College dictionary and thesaurus

Course Description:
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. In addition, building reading skills, using resources, developing critical thinking skills, and improving attitudes toward reading and writing comprise other course topics. Leisure reading is encouraged. A learning lab is available to provide additional assistance.

Course Goals:
The Developmental Writing series of classes is designed to aid in improving your writing skills. Discussion and practice time will be spent on strengthening grammatical skills, paragraph development, and essay to find the words, structures, and methods that aid the student to advance her/his ideas, knowledge, and creativity to others via the written word.

Instruction Methods:
The units of instruction will include lectures, individual and group learning time, quizzes, and outside homework and lab assignments.

Student Learning Outcomes:
1. Students will 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.
2. Within this essay, students will be able to do at least two of the following:
   a. develop the 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.

Educational Outcomes:
Upon successful completion of this course, the student should be able to:
A. Be more aware of the writing process.
   1. Recognize the elements of the processes and their general sequence.
   2. Recognize the value of multiple drafts.
   3. Recognize when to be creative and when to be critical.
   4. Be able to edit personal writings.
B. State and identify the main idea in a paragraph; understand the relationship and difference between topic and support sentences.
C. Develop a topic by giving examples to illustrate or define it, or comparing or contrasting it with something else to be more specific.
D. Develop sentence variety to give appropriate emphasis and to make connections between ideas; also punctuate those sentence patterns correctly, with emphasis on the end punctuation to avoid fragments and run-on sentences.
E. Self edit essays for smooth, transitional expression as well as correct subject-verb agreement, forms of irregular verbs, endings of nouns and verbs, word usage, and spelling.

Attendance Policy:
Punctual attendance at every class is a necessity. Students who arrive late, leave early, or leave class for more than 5 minutes will be marked absent. If it is absolutely necessary to miss class, it is your responsibility to find out what you missed and come to the next class fully prepared, with all assignments complete. Because of the strict policy on late/make-up work, absence will almost certainly affect your grade.
Late Work: Late work is NOT acceptable. Work will not be accepted via email; it must be handed in “hard copy” on the class day it is due or before. There is no make-up work, quiz or test allowed. In the case of a certified emergency (documents must be submitted to verify this), please inform me, and we will work out an alternate plan.

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 = A student who does not earn more than 70 points will be given a failing grade.

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TSI guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level courses. The "E" grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

If a student wishes to be recommended for English 1301, he/she must pass the current DWRI course AND take and pass the Developmental Writing Exit Exam.

Evaluation Procedures:
- A. In Class Essays 30%
- B. Take Home Essays 30%
- C. Class Participation (including quizzes/homework) 30%
- D. Midterm 10%
Classroom Policies:
✓ Students who arrive late or leave early will be counted absent for that class.
✓ Students who arrive late or plan to leave early must sit at the back to avoid disrupting class.
✓ Cheating in ANY form will not be tolerated. Cheaters will receive a zero on the assignment and be referred to the dean for a possible F in the course.
✓ During class, students must refrain from using or displaying electronic devices such as (but not limited to) cell phones, pagers, Ipods, mp3 players, laptops, etc. ELECTRONIC DEVICES ARE NOT TO BE DISPLAYED IN CLASS.
✓ Students and instructor alike are expected to observe common social courtesies such as attending to the speaker, listening with tolerance to the ideas of others, addressing each other politely, and participating in discussions without interrupting, monopolizing the floor, or becoming belligerent.
✓ Students are expected to demonstrate respect for themselves and their work by presenting work that is neat, complete, accurate, and on time.
✓ All written work must be submitted as a word-processed document, black ink on white paper, fully proofread for grammar, spelling, and punctuation errors.
✓ With permission, handwritten work is acceptable when written legibly in ink on one side only of white loose-leaf notebook paper.

Academic Honesty:
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. The consequences of academic dishonesty are a zero on the assignment and referral to the dean for a possible F in the course. 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/cat0406/ss/code.cfm.
Institutional Policies:
For a complete listing of MVC and DCCCD policies, refer to http://www.tasb.org/policy/pol/private/057501/. The highlighted policies below provide a partial listing of the duties, rights and responsibilities of students enrolled in MVC courses.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. 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.

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

ADA Statement:
If you are a student with a disability and/or special needs who require accommodations, please contact the college Disability Services Office (W145) at 214-860-8691.

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 take a make-up examination or complete an assignment within a reasonable time to be determined by the instructor after the absence.
Inclement Weather:
Bad weather can occur at any time during the school year. In the event of inclement weather, tune in to local television or radio stations for a report of possible closings or delays of DCCCD locations. You may also call MVC’s inclement weather hotline at 214-860-2001 or visit our college Web site – www.mountainviewcollege.edu. Mountain View College is part of the Dallas County Community College District (DCCCD) which includes seven colleges. Reports of closings may use the District (DCCCD) name instead of each individual college’s name.