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.

Instructor: Heather Jensen
Office: C288  Class Time: Please check eConnect
Phone: 214-890-3841  Room: TBA
E-mail: hjensen@dcccd.edu
Office Hours: MWF 10:10am – 12:10pm

INSTRUCTOR AVAILABILITY:
My goal is for you to be successful in this class; therefore, I am 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 can be reached by voicemail, by email, and before or after class.

Required Materials:

- **Textbook:** *The Effective Reader/Writer* by D. J. Henry (loose-leaf version) ISBN: 0134066499
- **Criterion** (ISBN 0-88685-382-6)
- 3-ring binder to hold your loose-leaf textbook

**CATALOG DESCRIPTION**

**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.

**DWRI 0091 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.

**DWRI 0091 COURSE PREREQUISITES**

Successful completion of DWRI 0090 (grade A, B, or C) or testing placement.

**COURSE UNITS**
UNIT ONE  The Writing Process
UNIT TWO  Paragraph Structure
UNIT THREE  The Illustration Paragraph
UNIT FOUR  The Comparison-Contrast Paragraph (or the Classification Paragraph)
UNIT FIVE  The Persuasive Paragraph
UNIT SIX  The Essay

In addition, grammar lessons are included with each of the above units throughout the semester.

Your final course grade will come from several sources:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Homework, Quizzes, and Other Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Three Paragraphs and One Essay (final copies)</td>
<td>60%</td>
</tr>
</tbody>
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Grading Scale:
- A = 90-100
- B = 80-89
- C = 70-79
- F = below 70

*Throughout the semester, I may require you to visit The Learning Center for tutoring if additional help is needed.

ATTENDANCE AND MAKE-UP POLICY

In order to be successful, students must attend and participate in enrolled courses.

To help you meet the course objectives, this class includes regular writing assignments both in and out of class, group activities, and exercises. This means that being in class and on time is required.

There is a strong correlation between class attendance and college success. Your class involvement enables you to learn more actively and effectively; therefore, class attendance is essential and is counted a percentage of your final grade.

I take roll at the beginning of class. Avoid arriving late to class to avoid disrupting our learning session. If you are late, it is your responsibility to be sure your attendance record has been changed in order to avoid being marked absent. **Two tardies equal one absence.** Once you are absent, it is your responsibility to obtain the missed class lecture information from me or a classmate.

If you become seriously ill and have to miss several classes, please make an appointment with me so we can determine if you can successfully complete the course.

If you miss a quiz, you must make arrangements with me to take it outside of class time.

Late Work Policy

I expect all work to be turned in on time. However, illnesses, death in the family or other traumatic events unfortunately are part of life. A make-up assignment or an extended date will be given if you contact me within 24 hours and provide documentation.

DEADLINE FOR WITHDRAWAL
If you are unable to complete this course, it is your responsibility to withdraw formally. Dropping a course requires paperwork that you must initiate and complete. The withdrawal request must be received in the Registrar’s Office by TBA. Failure to do so will result in 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.

OTHER ITEMS OF INTEREST

1. **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. Cell phone use is not permitted in class.

2. Ask for help when you need it and get help as soon as you realize there is a problem. We’ve all needed help in something at some point in our lives. If you find yourself not understanding the assignments, please set up an appointment with me. You can drop by during my office hours or arrange a mutually convenient time if you can’t make my office hours.

In addition, Richland College offers free tutoring services through The Learning Center (TLC), located in Medina 216. You must have a valid Richland I.D. to use the tutoring services. Call 972-238-6226 or stop by Medina 216 to schedule an appointment. Hours for the Writing Center are posted in the TLC. Computers for your use are available in the TLC; however, you must have a pay-per-print account set up.

3. **Resolution of Classroom Problems**: Students who have concerns that are not resolvable with the instructor should contact Tony Summers, Vice President of Student Development, at 972-238-6202 or Thales Georgiou, Dean of Human and Academic Development, at 972-238-6230.

4. **The Learning Center (Room M216)**: This facility provides free tutoring and workshops to help Richland students be successful in all their studies. A schedule for workshops and drop-in help is available at the front counter in room M216.

5. **Grade Reports**: Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone (972-613-1818). Use your student identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record, or call DCCCD Touch Tone Services. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

6. **Quality Enhancement Plan–Learning to Learn: Developing Learning Power**: Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/.

7. **The Texas Success Initiative (TSI)**: 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 course work. 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, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient areas 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 at www.rlc.dcccd.edu/regi/resource/tsi.htm and from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787).

8. **Academic Progress**: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

9. **Campus Emergency Operation Plan**: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dccc.wmv.

The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.richlandcollege.edu/emergency.

If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu).

Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

10. **Inclement Weather Statement:** In case of inclement weather, you may call 972-238-6196 or visit the Richland College website (www.rlc.dcccd.edu) to learn if the campus is closed.

11. Do not bring food or drinks into the classroom.

12. Richland College Institution Policies: http://www.richlandcollege.edu/syllabusinfo/

13. Computers are to be used for class activities only.

14. **Disclaimer Reserving Right to Change Syllabus:** The instructor reserves the right to amend the syllabus as necessary.