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: Professor Amy Boltrushek  
Office: WH 227  
Phone: 972-238-6040  
E-mail: Aboltrushek@dcccd.edu  
Office Hours: TBA

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: No textbook is required.

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 0305 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 0305 COURSE PREREQUISITES: An appropriate assessment test score.

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:

- **Attendance** (approx. 5 pts per day) 10%
- **Homework, Quizzes, My Writing Lab and Other Assignments** 30%
- **Three Paragraphs and One Essay (final copies)** 60%

**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.

**ADVANCING TO DIRW 0310**

Successful completion of DWRI 0305 is a requirement for enrollment in the next course, DIRW 0310. If you have pre-enrolled in DIRW 0310, you must pass DWRI 0305 by the end of the fourth week of the class, or you may be dropped from DIRW 0310. If you are not passing, you must set an appointment with a developmental studies adviser to review your options. If you receive financial aid, you may also need to contact that office to determine how dropping a class may affect your financial aid award.

**PLAGIARISM POLICY**

Plagiarism is a serious academic offense, and it violates the Code of Student Conduct (See link at the end of this document). All final drafts will be submitted in eCampus and checked for plagiarism via SafeAssign. All plagiarized work will receive a zero.

**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**

No late work is accepted.

**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 August 3, 2017. 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 Amy Boltrushek, Developmental Writing Program Coordinator at 972-238-6040.

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/resourse/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/emercury_dcccd.wmv

The complete Emergency Operations Plan can be viewed and printed at the following website:
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. Computers are to be used for class activities only.

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


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