

**ENGLISH 0370, BASIC ENGLISH
ODESSA COLLEGE, FALL SEMESTER 2011**

“Odessa College...MORE”

INSTRUCTOR: WAYNE JOHNSON TELEPHONE: 335-6546 OFFICE: WH 203

OFFICE HOURS: Monday 10 a.m. – 11 a.m., 12 noon to 1 p.m., 5 p.m. – 6 p.m.

Tuesday 1 p.m. – 3 p.m.

Wednesday 10 a.m. – 11 a.m., 12 noon to 1 p.m.

Thursday 1 p.m. to 3 p.m.

Friday 10 a.m. – 11 a.m.

Basic English is "a compensatory course designed to improve basic thinking and writing skills" with no prerequisite. The course "emphasizes essay development and use of conventional English." In addition, the course "requires essays composed in response to various prompts and prepares the student for testing assessment and English 1301, Composition and Rhetoric." Odessa College Catalog, 2007-2009, page 128.Scans 1, Reading; Scan 2, Writing, and Scan 9, Creative Thinking, Problem Solving, and Decision Making.

BASIC ENGLISH LEARNING OUTCOMES:

- Recognize and write correct sentences,
- Recognize and correct sentence structure errors as well as other grammatical errors,
- Identify different parts of speech and grammatical components and use them correctly and effectively in constructing sentences,
- Write essays which meet the following criteria:
- Unified, coherent five-paragraph essays, each containing a clear thesis statement, an adequately developed introduction, topic sentences, substantive content, and a closing paragraph;
- Write a unified, coherent paragraph that contains a clear topic sentence,
- Provide adequate supporting detail, and distinguish between general and specific information, and
- Demonstrate an ability to proofread and to revise work

INSTRUCTIONAL MATERIALS:

1. ONE 256 MB FLASH DRIVE WHICH WILL BE KEPT IN THE LAB,
2. ONE STANDARD MANILA POCKET FOLDER (STANDARD SIZE, NOT LEGAL SIZE), and
3. ONE STANDARD THREE RING BINDER
4. SHARPIE HIGHLIGHTER

ENGLISH 0370 COURSE REQUIREMENTS:

ALL STUDENTS ARE EXPECTED TO:

1. write a minimum of five essays and shorter pieces of writing as assigned;
2. do careful reading of selected model essays and other reading assignments;
3. complete homework assignments and exercises including grammar exercises and spelling exercises from the textbook and other sources;
4. take the FINAL EXAMINATION(one part is to demonstrate grammar, mechanics, and usage skills, and one part is to demonstrate writing ability);
5. participate in class discussion and collaborative writing assignments,
6. maintain a writer's journal and an evidence folder as assigned, and

7. maintain a work behavior and attitude conducive to a college learning environment.

METHOD OF EVALUATION: The final grade for the course is calculated on scores on quizzes, homework assignments, examinations, journal entries, grades on formal written essays, and the score on the final examination. In English 0370, a student has the opportunity to earn up to 1000 points and must earn 700 points or more to earn a “C” to continue on to English 1301, Composition and Rhetoric. The point scale for the student’s grade in English 0370 is as follows:

Grammar unit/grammar homework	100 points possible
Journal unit average	100 points possible
Essays/Prewriting Activities	600 points possible
Final Examination/Essay/Grammar	200 points possible

ATTENDANCE: ATTENDANCE IS REQUIRED. NO ABSENCES ARE EXCUSED. Class attendance is important to your academic success in the course. If you are absent, you will miss material that you will need to complete your assignments and to write your essays. In addition, if you are tardy, you will also miss material you will need to complete your assignments and to write your essays. You will be given a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT, and after you sign a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT, you will be given a copy of the NOTIFICATION OF ATTENDANCE REQUIREMENT for your records.

RETENTION ATTENTION: If during the semester, you find it necessary to quit attending the class, you should contact your instructor and your Success Coach before deciding to no longer attend the class. You want to remain in all of your classes if possible so that at the end of the term you will have earned your credits and can continue with your college education. RETENTION is very important, and Odessa College offers programs to assist you with continuing your education. However, if you find it necessary to drop the course for any reason other than passing the writing section of the THEA or the COMPASS, YOU must process an official drop form through the Registrar’s Office. If you complete the course by passing the writing section of the THEA or the COMPASS, you need to receive the grade you are earning in the English 0370 class at the time you pass your writing test assessment.

PLAGIARISM AND ACADEMIC DISHONESTY: In recent semesters, some students have chosen to plagiarize the work of other students and submit the plagiarized work as their own work for a grade. In addition, some students have plagiarized materials from the Internet. Both activities are unacceptable behavior and will be considered academic dishonesty and will result in an automatic grade of ZERO for the plagiarized writing assignment. In short, DO YOUR OWN WORK and learn to build your confidence in doing your own work.

PREWRITING ACTIVITY AND ESSAY ASSIGNMENTS: In preparation for writing an essay, students will be assigned a prewriting activity for homework. The prewriting activity **MUST BE COMPLETED** before the student comes to class to write an essay. **ALL ESSAYS ARE WRITTEN IN CLASS; ESSAYS WRITTEN OUTSIDE OF CLASS WILL NOT BE ACCEPTED FOR CREDIT AND WILL NOT BE GRADED.** In English 0370, students are expected to write **ALL** of their essays in class with the guidance provided by the instructor and with the materials in the completed prewriting activity. In addition, students are advised that a **ten (10) point grade penalty** will be assessed on the final draft of any essay in which the student does not make any effort to add supporting details or to develop the discussion more fully from the second intermediate draft. The final draft should be the **MOST DEVELOPED** and the **MOST ORGANIZED** of any of the drafts during the writing of any essay.

JOURNAL WRITING ASSIGNMENTS: During the course, students will be assigned five journal-writing assignments. For full credit on a journal writing assignment, a student must write a full page for each journal entry. Journal entries that are not one full page in length will be graded accordingly. Journal entries **MUST** be composed using the rules of Standard Written English and must be written in complete sentences and in paragraph/paragraphs format. Students must select topics for their journal entries from the list of approved journal topics in the journal section of the course textbook.

HOMEWORK POLICY: Homework assignments especially in the grammar review unit will not be accepted late. If you are absent when the grammar assignment is made, you will not be able to make up the assignment, and if you are absent when the grammar assignment is due, you will not be able to submit the work late. The student is responsible for attending class on a regular basis and for being current with all assignments for the course. Common sense dictates that if you do not have good class attendance, you cannot possibly have good class academic success. In addition, if you do not have good class attendance, you will not be current with your assignments and will miss information that will be helpful to you in writing your essays and completing your other assignments.

MAKE-UP WORK: MAKE-UP WORK WITHOUT PENALTY FOR MAJOR WRITING ASSIGNMENTS WILL BE ACCEPTED ONLY WITH THE PRIOR APPROVAL OF THE INSTRUCTOR. STUDENTS WILL BE ALLOWED **ONE** LATE MAJOR ESSAY DURING THE FIRST FOUR ESSAY ASSIGNMENTS DURING THE SEMESTER; ALL OTHER MAJOR ESSAYS **MUST** BE SUBMITTED ON THE REQUIRED DUE DATE. THE FIFTH AND FINAL IN-CLASS ESSAY CANNOT BE USED AS A LATE ESSAY ASSIGNMENT. EXERCISES, DAILY QUIZZES, AND SHORTER IN-CLASS WRITING ASSIGNMENTS WILL NOT BE ACCEPTED LATE.

**PROPOSED CALENDAR, ENGLISH 0370, BASIC ENGLISH,
FALL SEMESTER 2011**

INTRODUCTION TO COURSE

DISCUSSION OF ATTITUDE

INTRODUCTION TO WORD PROCESSOR

INTRODUCTION TO WRITING

"THINK THE LINK" WRITING THE "MODEL" ESSAY

GRAMMAR REVIEW

PROOFREADING

RECOGNIZING AND CORRECTING GRAMMATICAL ERRORS

SPELLING AND LANGUAGE USAGE

THEA PREPARATION

APPROPRIATENESS, UNITY AND FOCUS

PREWRITING ACTIVITY

WRITING ASSIGNMENT

BRAINSTORMING

EVIDENCE FOLDER

DRAFTS OF ESSAYS

PEER READINGS/REVIEWS

PROOFREADING EXERCISE

FOCUS ON ORGANIZATION

PREWRITING ACTIVITY

WRITING ASSIGNMENT

BRAINSTORMING

EVIDENCE FOLDER

DRAFTS OF ESSAY

INTRODUCTION TO JOURNAL REQUIREMENT

PROOFREADING EXERCISE

FOCUS ON DEVELOPMENT

PREWRITING ACTIVITY

WRITING ASSIGNMENT

BRAINSTORMING

DRAFTS OF ESSAY

PROOFREADING EXERCISE

MORE ON UNITY AND FOCUS

PREWRITING ACTIVITY

WRITING ASSIGNMENT

BRAINSTORMING

EVIDENCE FOLDER

DRAFTS OF ESSAY

PROOFREADING EXERCISE

PREWRITING ACTIVITY

WRITING ASSIGNMENT

BRAINSTORMING

EVIDENCE FOLDER

**DRAFTS OF ESSAY
PROOFREADING EXERCISE**

**FINAL EXAMINATION: FINAL ESSAY AND FINAL GRAMMAR
EXERCISE**

CREDIT BY EXAMINATION: During the semester, some of the students will pass either the writing portion of the THEA or will pass the COMPASS test, writing sample, and will decide to withdraw from the course. Students who exit the course using either of these test scores will receive the grade they have in the course when they exit the course for the semester. NO students will receive an automatic “A” for the course based solely on THEA scores or COMPASS scores.

CELL PHONES: NO CELL PHONES are to be in use during this class. If you are carrying a cell phone, PLEASE turn it off during class. If you are expecting an important telephone call, you should make arrangements other than interrupting the class with your cell phone. In addition, NO portable electronic devices are to be brought into the class including any electronic device requiring the use of a headset. Students are NOT to wear headsets of any kind into the classroom. In addition, students are NOT to bring ANY DRINKS OR FOOD ITEMS such as snacks into the classroom. Additionally, all materials written and processed in the class are to be saved to the student’s 256 MB flash drive which will remain in the classroom.

INTERNET USE: In English 0370, Basic English, the computers are used exclusively for composing essays using Microsoft Word. No browsing of the Internet is allowed, and students are NOT to use the computers to enter chat rooms, to engage in email, or to play any games on any web site.

LANGUAGE USAGE: In recent semesters, many students have incorporated text-messaging symbols into their formal writing. Text messaging is NOT formal writing, and any student who uses text-messaging symbols in the text of any writing assignment in this course will receive an automatic “F” for the writing assignment in which they use text-messaging symbols. An example of such a writing violation would be the use of the letter “u” for the pronoun “you” in an assignment. Additionally, offensive language in classroom discussions and in writing assignments will not be permitted. Offensive language shall be defined as any inappropriate language that would not be used by students who are educated and who possess sufficient intellect to know that effective vocabulary choices are the basis for success in a college writing course.

SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class or any other class at Odessa College, please feel free to contact the Office of Disability Services at 335-6861 to request assistance and accommodations.