

**Course: Basic English – ENGL 0370:620**

**Instructor: Melissa Wells, MA**

**Meeting Times: Tuesday– 6:00 PM – 8:50 PM**

**Meeting Place: Wilkerson Hall 205**

**Email: [mwells@odessa.edu](mailto:mwells@odessa.edu)**

**Phone: 432-335-6843**

**Office: Wilkerson Hall 211**

**Office Hours: M – 11:00 AM – 12:00 PM**

**Tu – 9:30 AM – 11:00 AM; 1:00 PM – 5:00 PM**

**W – 11:00 AM – 12:00 PM; 3:00 PM – 7:00 PM**

**Th – 9:30 AM – 11:00 AM**

**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, 2, and 9.**

### **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:
  - Write 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
  - Demonstrate an ability to proofread and revise work

### **Encouragement**

I very much want you to succeed in this class, and I know that you can do it. I have high expectations for my students and set high standards. I want to help you develop analytical reading skills, your critical thinking skills, and to continue to develop your ability to clearly articulate your ideas. This will serve you not only in this and other classes but in your personal and professional development as well. If you have any questions, I encourage you to contact me during my office hours. If you cannot meet during that time, I will be happy to arrange a more convenient time. I look forward to a fun, interesting, and productive semester.

### **Required Text**

*Think the Link: A Guide for Writing the "Model" Five Paragraph Essay*

### **Computer Access**

You need to have regular access to a computer for this class:

**Internet** - You need to have dependable access to the internet.

**Word Processor** - All assignments should be typed, saved to your computer, and then submitted to Blackboard. If you don't have Word, most computers come with Works already loaded. Make sure to save documents in Rich Text Format. Some alternative word processors are the one on GoogleDocs or the free word processor available at [www.openoffice.org](http://www.openoffice.org).

**Blackboard** - You are responsible for any materials that can be found in our Blackboard course.

**Odessa College email** - When I send messages and reminders, they will go to this email. You are responsible for any information sent to your OC email.

**Powerpoint** - You can open Powerpoints in Blackboard. Here is a link for a free Powerpoint Viewer: <http://www.microsoft.com/downloads/details.aspx?familyid=048dc840-14e1-467d-8dca-19d2a8fd7485&displaylang=en>.

**Adobe Reader** - If you don't have this already, you can download the reader for free at <http://www.adobe.com/>.

**Even if you do not own a computer, you do have access to computers and printers in the Student Success Center on campus. Not having computer or printer access is not a valid excuse for failing to complete assignments on time.**

### **Classroom Behavior**

I expect you to be respectful towards other students and myself during class and in any online interactions such as discussion forums or on email. When a person, whether it is me or another student, is speaking, please do not interrupt them or hold conversations about topics that are not relevant to this class. I do want you to make comments, to ask questions, and to raise class concerns, and I will give you opportunities to do so. Also, if I have given you an individual or group assignment in class, I expect you to work on it for the allotted time. We will have periodic group and class discussions, and I expect you to be respectful toward your classmates at all times.

If behavior occurs that violates this policy, I will ask the student(s) to correct the behavior. If I have to do this more than a couple times during the semester, or if the student refuses to correct the behavior at the time I ask, I will give the student an official warning, ask him or her to leave the class, and he or she will be counted absent and receive a zero for any activities done that day, even if those activities have already been concluded. This warning will be made in class, and I will also send a copy to the student and appropriate administrators.

- If a student interrupts me or another student who is contributing to class discussion
- If students are holding conversations about material that is not relevant to class
- If a student is rude, belligerent, or otherwise disruptive
- If a student has out non-course materials after I have announced the beginning of class
- If a student submits any disruptive, inappropriate, or offensive posts in the online class forums

If you violate any aspect of the classroom behavior policy again after the warning, or if there is any case of very disruptive or disrespectful behavior, the same penalties will be given (counted absent, grades for the day forfeited), and I will consult the Dean of Arts and Science about further disciplinary action.

If you have questions or concerns regarding an issue that concerns the whole class, such as a question about assignment instructions, please ask. If you have questions or concerns regarding an issue that pertains only to you, such as a question about a grade on one of your papers, please discuss that with me during office hours or some other arranged time.

### **Non-Course Materials**

I ask that you only have course materials out during class time, even if you have completed class work early. Non-course materials include other books (unless we are working with research materials for this class), other publications, planners, puzzles, etc. Electronic devices (computers, PDAs, cell phones, games, etc) should be turned

off and put away when class begins. If I have given you time to work on the computers, either writing or doing research, only programs immediately relevant to the assignment should be open on your computer. If you need a device because of a disability, please bring me the proper documentation (see ADA Policy below). You will be subject to the Class Behavior policy (see above) if you have out non-course materials during class time.

### **Attendance**

Regular attendance is critical for your success in this class. If you are ill or have an emergency that causes you to miss class, please let me know the nature of your problem. More than four absences may cause a grade reduction. More than ten absences will cause an F in the course. I count three instances of arriving late or leaving early as one absence.

**It is YOUR responsibility to get class material you have missed when you were absent.** You may ask me or a classmate for the information.

### **Withdrawing from Class**

November 9<sup>th</sup> is the last day you will be able to withdraw from a class with an automatic W. After that, you will receive the grade you currently have in the class. **Please come by and talk to me if you are considering withdrawing or dropping this class. More often than not we can find a resolution for your concerns.**

### **Required Readings/Materials**

- Readings as assigned (Posted on Blackboard or distributed in class)
- Access to a computer - Internet, word processor, Blackboard, Odessa College email, Powerpoint
- A computer file storage device (preferably a USB drive)
- Folder or notebook (recommended)
- Thesaurus and dictionary (recommended)

### **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.

### **Course Assignments**

Grammar unit/grammar homework	10%
Journal unit average	10%
Essays/Prewriting Activities	60%
Final Examination/Essay/Grammar	20%

### **Assignments**

Assignments due dates are outlined on your class schedule. You will need to submit a hard copy of the assignment and turn it in on Blackboard on this date. Your final grade will be determined by the average

of 5 essays, daily activities and quizzes, and a final exam. In class activities cannot be made up; however, I will drop three of these grades.

If you are absent on the day an assignment is due and you have legitimate, serious documentation, please include this when you turn in your assignment. Otherwise, you will lose 10 points for every day your assignment is late. Please contact me as soon as possible if you have any questions or cannot turn in an assignment on time. If you know you will be absent on a due date ahead of time, contact me as soon as possible to make arrangements.

### **Plagiarism**

**I have zero tolerance for plagiarism. Plagiarism is turning in work that you claim to be your own that is actually from another source. Give credit where credit is due and document your sources correctly. If you are caught plagiarizing, you will receive a zero on the assignment. If you are caught plagiarizing a second time, you will receive an F in the course. Additionally, this incident will be reported to the appropriate administrators. Plagiarism is simply not worth it. If you need help documenting a source, let me know. I am more than happy to help you.**

### **Grading Policy**

<b>Percentage %</b>	<b>Grade</b>
90-100	A
89-80	B
79-70	C
69-60	D
59-below	F

### **Special Needs**

#### **ADA Policy**

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 or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

### **Academic Support**

You can always come to my office hours or arrange a meeting with me if you need help on an assignment. I will also give feedback via email.

Free tutoring services are available in the Student Success Center, which is located in the LRC building. Tutoring services are available free of charge to OC students, and use of the Student Success Center is encouraged. The Center is located on the first floor of the LRC (Library Bldg).

Phone Number: 432-335-6878

Director Phone Number: 432-335-6714

Please refer to their website for more information about the Center. <http://www.odessa.edu/dept/ssc/index.htm>. Both walk-in and pre-arranged sessions are available. When you go see the English tutor, please take a copy of the assignment so that the tutor will know what you are working on. Also, try to go with some form of draft and/or specific questions - the tutor can give you more effective assistance if you have specific material to work with.

### **Helpful Links**

Here are some web dictionaries which may also be helpful:

<http://www.onelook.com/>

<http://www.m-w.com/netdict.htm>

As a substitute for a grammar text, some of the following websites are very helpful:

<http://owl.english.purdue.edu/handouts/grammar/index.html>

<http://www.dianahacker.com/resdoc/>

<http://www.wsu.edu/~brians/errors/errors.html>

<http://webnz.com/checkers/GramSentences.html>

<http://www.chompchomp.com/menu.htm>

### **Schedule Adjustments**

I reserve the right to adjust the schedule and policies if necessary. You will be notified of any changes and will be responsible for information that has been emailed and/or posted.

### **Cancellations**

If for some reason I cannot be in class, I will arrange for a substitute. If a substitute cannot be found, I will have a note officially cancelling class posted on the door. I will leave any relevant instructions with the note, and I will also email these instructions to you.

## **PROPOSED CALENDAR, ENGLISH 0370, BASIC ENGLISH,**

### **Fall 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.