

DSPW 0700 Basic Writing Syllabus

Course Name: Basic Writing

CRN:

Course Number/Section: DSPW 0700-

3 Class Hours 3 Credits

Instructor:

Office location:

Email:

Office telephone number:

Class Meeting Room(s):

Instructor's Posted Office Hours:

Course Description

This course offers a review of basic grammar, usage, spelling, punctuation, and other mechanics of English with an emphasis on paragraph writing.

Prerequisite

A student is placed in this class based on the COMPASS score or an ACT score.

Rationale

The objective of this course is to provide an intensive review of the basic writing competencies and to apply them to paragraph writing.

General Course Goals

After completing this course, the student will with 70 percent accuracy:

1. Demonstrate the ability to develop and organize various types of paragraphs, given appropriate topics.
2. Differentiate among complete sentences, fragments, and run-ons.
3. Use the principal parts of regular and irregular verbs in sentences and make these verbs agree with their subjects.
4. Use the comma, the apostrophe, and terminal punctuation marks correctly.
5. Use the correct plural forms of nouns and the correct cases of pronouns in sentences.
6. Identify the parts of speech in a sentence.
7. Use the correct comparative and superlative forms of adjectives and adverbs in sentences.
8. Demonstrate in writing the ability to spell correctly.

This course provides a foundation in basic grammar and writing skills, which are needed in Developmental Writing and subsequent college courses. There is also reinforcement of Basic Reading through reading text assignments, using the dictionary, and studying spelling. The course content of Study Skills will also be reinforced as students are given tips on preparing for and taking tests, reducing anxiety, and improving memory.

Required Text and Materials

Texts: Kirszner, Laurie G. and Stephen Mandell. *Foundations First*. 3rd Edition. Bedford / St. Martin's Publishers. 2008.

Fowler, H. Ramsey and Jane Aaron. *The Little, Brown Handbook*. 10th Edition. Pearson Longman Publishers Inc. 2007.

a good collegiate dictionary (no pocket-sized dictionaries)

Other: one 8 ½ x 11 third-cut manila file folder
white, loose-leaf paper for writing assignments
blue or black ink pens for writing assignments
one red ink pen for correcting and revising paragraphs
one package of Scantron forms (**check first before buying**)

Instructional/Learning Methods

Writing instruction may take the form of lectures, discussion, small-group work, individual tutoring, and online instruction. Learning to write sentences and paragraphs involves careful listening, reading, speaking and writing.

Methods of Evaluation

Students are most frequently evaluated through their written assignments. Additional evaluation may come from quizzes, tests, journal entries, homework, or class participation. Individual instructors may provide their students with a more detailed explanation of assignments and evaluations.

Grading Scale

Final grades in DSPW 0700 are A, B, C, or F. **D's are not given in developmental courses.** The grading scale is as follows:

90 - 100 = A
80 - 89 = B
70 - 79 = C
0 - 69 = F

Major Assignments

For most classes, the final grade for DSPW 0700 will be based upon the following:

Writing Assignments – 5 passing paragraphs including the final exam paragraph
Quizzes/Tests/– 70%
Final Examination – 30%

Your instructor may choose to vary this breakdown.

Students with Disabilities

Southwest Tennessee Community College is committed to providing reasonable accommodation for all qualified students with disabilities. The student is responsible for contacting the Counseling Office to arrange for appropriate accommodation. When the disability has been documented and verified, a counselor will contact the instructor regarding any special accommodation to be provided.

Misuse of Computers

Computers located in classroom and laboratories are for educational purposes only.

Course Policies

1. Attendance

The Tennessee Board of Regents, Southwest's governing body, mandates regular attendance in all developmental courses. Any student who misses more than two weeks of class meetings may receive an automatic failing grade despite any passing grades earned or any other class meetings attended. Exceptions to this policy will be made only in extenuating circumstances. Documentation of the extenuating circumstances will be required.

Students are expected to attend the entire class meeting. Students who leave before the class ends may be counted absent for the entire class meeting.

Attendance is recorded for every class. Your attendance is reported to the Records Office at regular intervals during the semester. If you quit attending class, you will not receive financial aid, or you will be required to repay what you have already received.

In this class, students are allowed to miss 6 hours. This is very generous. Students who are serious about school do not miss class. Any absences after 6 hours may be reflected in the student's grade.

2. Punctuality

Students are expected to be in class and seated by the posted starting time of the class. Late arrivals disrupt instructors and students who take the starting times of their classes seriously, often interrupt instruction, and should be kept to a minimum. To discourage tardiness, every three late arrivals will be counted as one absence.

Students who are more than a few minutes late to a class meeting may be counted absent for the entire class meeting.

3. Make-Ups

Your instructor may determine the make-up policy for each class..

4. Plagiarism/Academic Dishonesty

Plagiarism (the use of another's work as your own) cheating, and other forms of dishonesty are prohibited. A student who is guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a

result of academic misconduct, the instructor has the authority to assign an 'F' grade or a zero for the exercise or examination or assign an 'F' for the course. Any serious act of academic dishonesty will be reported to Student Affairs for disciplinary action that may include suspension or dismissal from the College.

5. Classroom Behavior

The instructor has primary responsibility for control over classroom behavior. Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to leave the classroom for the remainder of the class meeting.

Inappropriate behavior includes talking without instructor recognition, taking cell phone calls in class, eating, and in other ways interrupting instruction or showing disrespect for the instructor or other students through words or actions. Beepers should be silenced during class meetings. Cell phones should be turned off.

Dates to know:

Classes begin
Last day to drop fall classes with 75% refund
Last day to drop fall classes with 25% refund
Last day to withdraw with a grade of **W**
Last day of classes
Final exam

Note the last day this semester to withdraw from this course and to receive a grade of W is

_____.

You are responsible for adhering to rules regarding the withdrawal policy.

Please sign and return to instructor after reading the syllabus.

I have read the DSPW 0700 syllabus, understand the course's policies and requirements, and accept my share of responsibility for them.

Signed,

_____ Date _____
Student ID Number _____ Section Number _____