



Professor:

Office Location:

Office Hours:

Email:

Phone:

## **Course Syllabus**

### **WRIT 0301 – Writing Skills**

#### **Catalog Description:**

A course offered in a laboratory setting designed to identify deficiencies and improve writing skills. Will not meet graduation requirements. (3-3-0).

**Prerequisites:** None

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 3

**Lab Hours per Week:** 0

**Contact Hours per Semester:** 48

**Course Subject/Catalog Number:** WRIT0301

**Course Title:** Writing Skills

#### **Course Goals**

The goal of this course is to increase academic proficiency in written expression to fit a variety of academic and professional needs.

#### **Course Objectives**

1. To compose a variety of texts that demonstrate clear focus.\*
2. To compose texts that are logically developed.\*
3. To develop well organized paragraphs that cohesively sit in a body of text written to an appropriate audience.\*
4. To use appropriate language, structure, syntax, and format to accomplish the author's purpose.\*
5. To use correct editing marks and procedures to increase alignment between concept and application of text.

## **Performance and Learning Objectives**

After studying the material presented in labs, the student should be able to complete all learning and performance objectives with an average of 70% competency in all assignments, tests, and assessments.

1. Determine effective approaches, forms, and theoretical techniques that demonstrate understanding of the writer's purpose and audience.\*
2. Generate ideas and gather information relevant to the topic and purpose, keeping careful records of outside resources.\*
3. Evaluate relevance, quality, sufficiency, and depth of preliminary ideas and information, organize material generated, and formulate thesis.\*
4. Recognize the importance of revision as the key to effective writing.\*
5. Edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate.\*

(\* Denotes alignment with College Readiness Standards.)

## **Textbook**

Sabrio, D., & Burchfield, M. (2009). *Insightful writing*. Boston: Houghton Mifflin Co.

## **Other Materials**

1. Access to computer
2. WebCT (Provided by Panola College)
3. Three-ring Notebook
4. Other materials as assigned by the instructor.

## **Computer System Requirements**

### *Web Browser*

Microsoft® Internet Explorer 6.0 or higher, or Netscape Communicator 7.1 or higher.

### *Operating System*

Microsoft® Windows® 98 Second Edition, Windows Millennium (ME), Windows 2000 Professional with SP4, Windows XP Professional, Windows XP Home Edition, Vista, Mac OS 9.2X, Mac OS10.1.4, Mac OS 10.2

### *Internet Connection*

56k Modem or higher

### *Software*

Web Browser such as Microsoft® Internet Explorer 6.0 or higher, or Netscape Communicator 7.1 or higher. Access to Microsoft Office XP (word, Excel, Access, PowerPoint)

## **Disability Considerations (ADA and 504)**

As mandated by Section 504 of the Rehabilitation Act and rights protected under ADA, students with disabilities may not be discriminated against and are afforded equal access to services offered by the College. If you have a disability, you are not required to disclose the disability to your professor; however, if you wish to gain services or modifications, you must see Teresa Washington and provide proper documentation. As the Disability Support Service Coordinator, you can reach Teresa through email, at [twbrooks@panola.edu](mailto:twbrooks@panola.edu), by telephone at 903-693-1123, or in her office in the Miller Administration Building.

## **Withdrawing from a course**

It is the responsibility of the student to withdraw or drop a course. A student interested in doing so should consult the Academic Calendar to determine the last day to drop. Be advised that according to legislation, students in the state of Texas will only be allowed to drop 6 courses over the tenure of their academic endeavors. So think carefully before withdrawing or dropping. However, if you do not drop your course and you stop attending, you will likely receive an F for the course.

## **Technical Skill Requirements**

To be successful in this course, students should be able to

- 1) Use a web browser
- 2) Access and use WebCT
- 3) Access and use Microsoft Office or appropriate word processor
- 4) Use email for communication
- 5) Attach and send documents as email attachments
- 6) Download and install appropriate plug-ins as determined by system needs.

## **Classroom Etiquette**

Students are expected to be respectful of the beliefs of others. This includes sensitivity to cultural, familial, language, and manifestations of dress indicative of a global community. Further, students are expected to maintain standard classroom decorum which includes taking turns in speaking, not talking out,

attacking other students or faculty either physically, verbally, or emotionally. All language and comments should be appropriate for a community college classroom.

**Methods of Evaluation**

Assignments	4 at 25 points a piece	100 points
Attendance	25 points for the semester	25 points
Journal	25 points for the semester	25 points
Class Participation	50 points for the semester	50 points
Essay Papers	100 points for each essay	<u>300 points</u>
		500 points

$$\text{Semester Average} = \frac{\text{total points}}{500 \text{ points}} \times 100\% = \text{Grade}$$

<b>A</b> =90%-100%	450-500 points
<b>B</b> =80%-89%	400-449.5 points
<b>C</b> =70%-79%	350-399.4 points
<b>D</b> =60%-69%	300-349.4 points
<b>F</b> = below 59%	less than 299.4 points

Or Pass the MATH Section of the TSI assessment test during the semester and receive a grade equal to your score on the assessment.

You will have two class days to make up any work that you missed. For example, if you are absent on Monday then you have Wednesday and Friday to make up any work that was missed. If you wait until after Friday, you will not be able to receive any credit for your missed assignment. This includes Tests. I will not contact you about missed work, it is up to you to contact me.

**Attendance**

Students are required to be in attendance every class day. As a student you are allowed to have 5 absences in MWF classes, and 3 in TR classes. I will not

differentiate between excused and unexcused absences. An absence is an absence. The only absence that an institution considers “excused” are those absences necessitated by institutional constraints or obligations. If you experience an emergency that necessitates a review of this policy, I am more than willing to consider, but it must be a legitimate emergency.

The student handbook has this to say about attendance...”Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instructional Affairs that the student should be withdrawn from the course.”

### **Academic Dishonesty**

Academic Dishonesty will not be tolerated at any level. Academic Dishonesty is defined as the act of or an attempt to pass off someone’s work as your own. It also includes resubmitting work that you submitted in a previous course. Likewise, sharing answers with others, or bringing in unapproved outside resources into an exam is considered a breach of academic honesty. Additionally, the use of cell phones to send, receive, or retrieve any material related to assignments or assessments in the course during the class is also considered a breach.

Should a professor find a student in the act of being dishonest, the student will be subject to an automatic zero for the assignment. Repeated attempts or acts of dishonesty may result in the dismissal from the course with a grade of F attributed.

### **Distance Learning Support Services**

The following resources are available at the designated locations on the Panola College campus to assist students taking Internet courses:

Ann Morris [amorris@panola.edu](mailto:amorris@panola.edu)  
Associate Dean of Distance  
Education  
Gullette Building, Panola Campus  
903-693-2014

Patti Rushing [prushing@panola.edu](mailto:prushing@panola.edu)  
Secretary, VCT Coordinator  
Gullette Building, Panola Campus  
903-693-2013

Cristie Ferguson [cferguson@panola.edu](mailto:cferguson@panola.edu)  
Distance Learning Librarian  
M. P. Baker Library, Panola Campus  
903-693-2091

For more information, go to <http://www.panola.edu/distance.htm>.