

El Paso Community College
Syllabus Part I
Instructor's Course Requirements
Spring 2013

I. Course Number and Instructor Information

English 0310, 21570 (MWF 4:00 – 4:50 p.m.)
Basic English Composition
Professor: Craig Wynne
Location: VV Classroom Addition B182
E-mail: cwynne1@epcc.edu
Office: Part-time office - Building B, Room 242
Office Hours: Monday 2:45 – 3:45 p.m. and Thursday 5:45 – 6:45 p.m. or by
appointment (set this up at least 24 hours in advance)

II. Required Texts

Muller, Gilbert H. and Harvey S. Weiner. *The Short Prose Reader* (13th ed). New
York: McGraw-Hill, 2012.

Hacker, Diana and Nancy Sommers. *A Writer's Reference with Writing About
Literature*. 7th ed. Boston: Bedford, 2011.

A double-pocket folder for handouts

A notebook or laptop with which to take notes (more about laptop policies in the
Instructor Policies section)

III. Course Requirements

Out-of-Class Essay #1 – 10%
Out-of-Class Essay #2 – 15%
Out-of-Class Essay #3 – 15%
In-Class Essay #1 – 10%
In-Class Essay #2 – 10%
In-Class Essay #3 – 10%
In-Class Essay #4 – Will replace the lowest of the three in-class essay grades
Grammar Skills Test (2 – the higher of the two will be factored into your average) –
10%
Out-of-Class Assignments, including reader-response journals (lowest grade will be
dropped) – 10%
Freewriting Journals (lowest grade will be dropped) – 5%
Grammar Quizzes (lowest grade will be dropped) – 5%

Note: All students will need to satisfy the assigned coursework with a 70 average or higher **and** pass the Exit Exam to pass this course based on the grade distribution below:

A 90-100
B 80-89
C 70-79 Passing
D 60-69
F 59 and below Not Passing

Out-of-Class Essays: As part of the course, you will write three out-of-class essays at 400-500 words each, which are based on the various rhetorical modes we learn about during the semester. You may revise these for a higher grade if you hand them in on time and it is apparent that you showed effort in completing those essays. You must also meet with me to discuss a plan for your revision. **All revisions must be submitted to my e-mail by May 3 at 9 p.m.**

In-Class Essays: You will also write four in-class essays, which are old Exit Exams that are based on the rhetorical mode of **argumentation**. These are meant to prepare you to write a 400-500 word essay in the span of fifty minutes, which will be the essence of the Exit Exam. They may NOT be made up under any circumstances.

Grammar Skills Test: During the semester, two in-class grammar tests will be administered, the higher of which will count for 10% of your grade. Throughout the semester, you will take a high number of quizzes on different grammatical elements, which will prepare you for the tests. Like the in-class essays, these may also not be made up under any circumstances.

Out-of-Class Writing Assignments: You will receive a high number of smaller reading/writing assignments, which will often form the basis for class discussion. I may require you to e-mail some of them and print others out. They may not be submitted late, and handwritten assignments will not be accepted. Your lowest grade on these will be dropped.

Freewriting Assignments: Each Friday, you will submit a one-page freewrite on anything. This is something you write off the top of your head related to any personal topic of your choice (such as something going on in your life or something on your mind or about somebody you know or some place you like or hate, or whatever you want to talk about). Don't worry about the surface errors, but try to keep them to a minimum. Make your freewriting easy to read and understandable even if it rambles a little. You will be graded for effort, not correctness, but that doesn't mean you should ignore your errors – just that you won't be graded based on them. Your lowest grade will be dropped. **These will be sent to my e-mail every Friday by 9 p.m. and will not be accepted late under any circumstances. Faulty technology is not an excuse for late or missing work.**

Craig Wynne 9/3/13 4:42 PM

Comment [1]: I see writing as a process, especially at the developmental level. For that reason, I allow revisions for students who desire to understand revision as part of the process. This is an opportunity for them to practice it.

Craig Wynne 9/3/13 4:44 PM

Comment [2]: I seek to employ Peter Elbow's concept of freewriting to capture the interest of students who are disengaged from the writing process. Freewriting allows them to see writing as something more than a "thing" one does "for a grade."

Out-of-class assignments and freewriting assignments will be graded according to the following scale:

- Check plus (100) – This assignment goes far and above the minimum requirements and displays a great deal of thought and effort.
- Check (85) – This assignment meets the minimum requirements and displays a fair amount of thought and effort.
- Check minus (50) – This assignment does not meet the minimum requirements and displays little thought or effort.
- Not Acceptable (0) – This assignment displays almost no thought or effort.

Grammar Quizzes: At least once a week, you will have a quiz on some specific aspect of grammar, which is designed to prepare you for the Grammar Skills Tests, as well as to help guide you in the grammatical aspects of your writing. Your lowest quiz grade will be dropped. **These may not be made up under any circumstances.**

Engrade: I will use a program called Engrade in order to calculate your grades. I will provide you with access to this program by the fourth week of class. Through it, you can keep track of your grades, as well as your attendance. It is your responsibility to log on. If you have a question or concern about your grade, you need to let me know early in the semester.

IV – Instructor Policies

Attendance: You will spend the majority of class time developing your writing skills, so your attendance is essential for participation. You are allowed three absences without penalty.

There is no such thing as an excused absence. Each subsequent absence will result in a deduction of three points from your final grade. If you miss more than three weeks' worth of classes and you do not drop before the deadline, you automatically fail the course – no exceptions. **I will not drop you; you need to do this yourself.** In addition, if you leave class early for any reason, you will be marked absent.

Punctuality: Lateness is distracting to both myself and your classmates. It can also cause you to miss important class information. I start class at the scheduled time (by my watch), and I take attendance at the beginning of every class period. If you come in after I have taken attendance, you are officially "tardy." **Three tardies is equal to one absence.** If you are more than ten minutes late, you are officially absent for that class session.

Essay Preparation: All out-of-class must be typed – dark ink, 8 and one half x 11 inch on white paper, double-spaced, with proper one-inch margins and spacing between paragraphs. Use a 12-point standard typeface, Courier or Times Roman. Exceptions are in-class writing.

Submission of Essay Drafts: For the out-of-class essays, you will complete two drafts, both of which will be submitted to me. First and final drafts must be submitted to my e-mail. Peer review sessions will be conducted in class, so you should bring hard copies. If you do not have drafts ready for a peer review session, you will be asked to leave and marked absent for the day.

Late Work/Make-up Work: Out-of-class writing assignments and freewrites will not be accepted late under any circumstances. Final drafts of out-of-class essays will be accepted up until three regular days (not class days) after the due date, and will also only be accepted through e-mail. For every day it is late, your grade will be deducted by a full letter, up to three

Craig Wynne 9/3/13 4:47 PM

Comment [3]: The submission of drafts allows students to see writing as a process, and it allows me to monitor my students' progress throughout their writing practices.

days. I will not accept any assignments after that. If you are absent, it is your responsibility to get the work into me.

Revision of Essays: You may choose to revise Essays #1 and #2 for a higher grade during the semester. If you are interested in revision, you must meet with me to discuss requirements for revising. You also must have submitted the assignment on time, and I must have gotten the sense that you put in a solid effort on those assignments. The last day to do this is Friday, May 3 at 9 p.m. through Blackboard. **This is optional, not required.**

Class Conduct: Any behavior that disrupts your classmates' ability to learn, as well as my ability to teach, will not be tolerated during class meetings. This includes texting. So please turn off cell phones during class meetings and keep them off during class meetings. Notify me before class begins if there is an emergency situation that absolutely requires you to keep your cell phone on during class time. While you may use laptops for in-class exercises and note-taking, you should not be checking Facebook, surfing the Internet, or doing anything unrelated to our class. Penalties for disruptive behavior may range from a verbal warning to dismissal from a class session to a referral to the Dean of Students.

Plagiarism: Plagiarism is the acceptance of someone else's work in any form as your own, and will not be tolerated. Cases of plagiarism will be discussed with the instructor and reported to the Dean, and may result in an "F" for the course.

Concerns/Problems: If you have a concern or problem with some aspect of the course, it is your responsibility to contact me. I encourage you to see me during my office hours early in the semester if you are having trouble, or even if you want to discuss something more in-depth. You may contact me by e-mail as well. When you do contact me by e-mail, I want you to write it in a professional tone. We'll be talking about audience a lot in this course, and I want you to keep in mind that you're speaking to a professional audience. This is how it should look.

Dear Mr. Wynne:

Write the content of your e-mail here. Make sure you've proofread for proper spelling, grammar, and punctuation. Do not use IM language ("2" for "to," "u" for "you," etc.).

Sincerely,

Your Name

If your e-mail does not follow this format, I will not respond. In addition, please do not ask a question that can be answered by looking at the syllabus or an assignment sheet, nor should you ask a question about an assignment within 24 hours of the due date. I will not respond if your e-mail falls under one of those criteria either. You need to prepare and to follow directions. I will respond to all e-mails within 24 hours, except for on the weekends.

V – Course Calendar (tentative) – Readings and assignments will most likely be added.

Week One

1/23 – Icebreakers, Policies and Procedures

HW: Answer questions on syllabus quiz

Craig Wynne 9/3/13 4:54 PM

Comment [4]: I have this policy in place in order to teach students about audience. In my course, students are required to keep the audience of "the instructor" in mind as they compose their e-mails.

1/25 – Diagnostic Writing Sample

HW: Read “Simplicity” by William Zinsser (SPR 29-34) and answer question 3 on SPR page 37; bring printout to class

Week Two

1/28 – The Writing Process

HW: View “Jumping In” and answer the two questions below the link

1/30 – The Writing Process (con’t)

HW: Read “Mother Tongue” by Amy Tan (39-47)

2/1 – Thesis Statements, Out-of-Class Essay #1 announced

HW: Read “The Struggle to Be an All-American Girl” by Elizabeth Wong (144-151) and answer the question: How do think Wong really feels about her heritage as an adult?

Week Three

2/4 – Grammar Lesson, Intro to Narration

HW: Complete Prewriting Exercise on page 150

2/6 – Grammar Quiz #1, Narration

2/8 – Drafting/Conferencing

Out-of-Class Essay #1 First Draft due to my e-mail 2/10 at 9 p.m.

Week Four

2/11 – Grammar Lesson

HW: Read “Salvation” by Langston Hughes

2/13 – Grammar Quiz #2, Narration (summation)

2/15 – Grammar Skills Test #1

Week Five

2/18 – Grammar Lesson, Intro to Argumentation, Essay #2 announced

2/20 – Grammar Quiz #3, Argumentation (con’t), Intro to Peer Review

HW: Bring two hard copies of Essay #1 to class on Friday

2/22 –Peer Review Essay #1 (bring two printed copies to class)

Out-of-Class Essay #1 due to my e-mail 2/24 at 9 p.m.

Week Six

2/25 – Grammar Lesson

HW: Read “Facebook’s Gone Rogue; It’s Time for an Alternative” (421-425)

2/27 – Grammar Quiz #4, Timed Writing Strategies

3/1 – In-Class Debate

Essay #2 Outlines Due 3/4

Week Seven

3/4 – Grammar Lesson

3/6 - Grammar Quiz #5, Timed Writing Strategies, Exit Exam Discussion

HW: Read “Leave Your Name at the Border” (437-442)

3/8 – In-Class Essay #1

Week Eight

3/11 – Grammar Lesson

3/13 – Grammar Quiz #6, Illustration

3/15 – Peer Review Out of Class Essay #2 (bring two printed copies)

Out of Class Essay #2 Final Draft due to my e-mail 3/17 at 9 p.m.

Week Nine

3/25 – Out of Class Essay #3 Announced, Illustration

HW: Read “Night Walker” (220-223)

3/27 – Illustration (con’t)

3/29 – No Class

Week Ten

4/1 – Grammar Lesson

HW: Read “Homeless on Campus” (237-241)

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4/3 – Grammar Quiz #7, Illustration (con't)

4/5 – In-Class Essay #2

Out-of-Class Essay #3 Outline due to my e-mail 4/8 at 9 p.m.

Week Eleven

4/8 – Grammar Lesson

HW: Read "Globalization Rocked the Ancient World Too" (245-249)

4/10 – Grammar Quiz #8, Illustration (con't)

4/12 – Individual Grade Conferencing

Week Twelve

4/15 Individual Grade Conferencing

4/17 Peer Review out-of-class Essay #3

4/19 Collect Essay #3

Out-of-Class Essay #3 due to my e-mail Sunday, 4/21 at 9 p.m.

Week Thirteen

4/22 Grammar Lesson

4/24 Grammar Quiz #9, Instructor Evaluations

4/26 In-Class Essay #3

Week Fourteen

4/29 Grammar Test Review

5/1 Grammar Test Review

5/3 In-Class Essay #4

Week Fifteen

5/6 Departmental Grammar Skills Test

5/8 Exit Exam

5/10 Dead Day

Finals Week

Exit Exam Makeup (if applicable - TBD)