

SYLLABUS: DSPW-0800 DEVELOPMENTAL WRITING

- Instructor:
- Office:
- Email:
- Phone:
- Web Site:
- Office Hours:

COURSE DESCRIPTION DSPW-0800 Developmental Writing provides a review of basic paragraph and essay writing, with attention to planning, development, and revision.

PREREQUISITES DSPW-0700 Basic Writing or appropriate score on COMPASS test or ACT

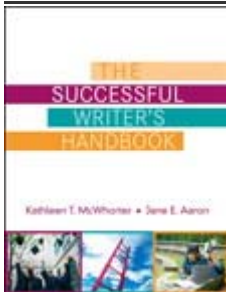
COURSE GOALS To provide an intensive, one semester review of the basic writing competencies and to provide opportunities for applying those writing skills so that DSPW0800 students can improve their ability to write academic and non-academic compositions.

COURSE OBJECTIVES After completing this course, students will be able to

1. Compose a multi-paragraph essay that demonstrates unity, coherence, and support.
2. Control language and ideas in order to write clearly and effectively in Standard American English.
3. Identify and correct sentence fragments, fused sentences, and comma splices, and use appropriate coordination and subordination.
4. Identify and correct errors in verb and pronoun usage.
5. Identify and correct spelling errors.
6. Use punctuation rules, especially those controlling the use of commas and apostrophes.
7. Use a personal computer and web browser in order to improve language skills, communicate ideas to others, collaborate in learning with others, and do web-based research.

RATIONALE This course provides further development of basic grammar and writing skills. Skills covered in paragraph writing (DSPW-0700), reading (DSPR-0700 and DSPR-0800), and college study skills (DSPS-0700) are reinforced in this course. The student who successfully completes DSPW-0800 is prepared to begin the process of learning to write at the college level in College Composition (ENGL-1010).

TEXTBOOKS AND OTHER REQUIRED MATERIALS



Required

The Successful Writer's Handbook

McWhorter and Aaron

[ISBN: 0205708269]

****Must have MyCompLab access code**



Optional

The Merriam-Webster Dictionary of Synonyms and Antonyms, 1st Ed.

Paperback.

[ISBN 0-87779-906-7]

OTHER: Your instructor may have other required materials such as folders, notebooks, scantrons, and so on.

COURSE AND COLLEGE POLICIES

ENROLLMENT POLICIES

In order to enroll in developmental courses, students must demonstrate a need to improve academic skills through an assessment test that includes writing, reading, and mathematics and that is required of most first-time college

students at Southwest.

To be enrolled in a Developmental Writing, Reading, Study Skills, or Mathematics course, you must have appropriate ACT or COMPASS test scores or prerequisite course grades on file at Southwest Tennessee Community College or you will be dropped from the course.

State law and TBR and College policy allows only enrolled students to attend class.

ATTENDANCE POLICIES

The Tennessee Board of Regents (TBR) mandates regular attendance for all students in developmental classes. The TBR requires that students be failed or administratively dropped for non-attendance.

CLASS ATTENDANCE

- Students who miss more than six hours of class or the equivalent, consecutively or non-consecutively, (that is, more than four twice-a-week class meetings, more than two once-a-week class meetings, more than three class meetings during a short summer term) will automatically receive a failing grade for the course.
- Absences are counted from the first day of class, not the day a student enters the class.
- There are **no** excused absences. You should reserve the six hours of absence that are not directly penalized for illnesses, transportation emergencies, and unexpected and very temporary work schedule changes. Deaths of friends and family members, births, extended illnesses, hospitalizations, pregnancies, court appearances, incarcerations, transportation problems - unfortunate and distressing as these may be - none are excused absences. All of them will count against you. Please, don't ask for exceptions - there are none.

TARDINESS

- Three tardies count as one absence. Students do fail because of excessive tardiness.
- Students more than fifteen minutes late for a class meeting will be counted as absent for the entire class meeting.
- Students who leave class before it is dismissed will be counted as absent for the entire class meeting.

MISSED EXAMS AND OTHER WORK

- Missed exams may not be made up. Others will be averaged as zeros. The final essay exam must be taken for course and credit. You may take an exam at another time and with another section, but only by prior arrangement with the instructor.
- Missed quizzes and missed in-class work may not be made up. Quizzes are often given at the beginning of class. Tardy students will not be allowed to start quizzes.
- Your grade on collaborative work will be lowered by one letter grade for every class you miss while your group is working on the project.

LATE SUBMISSION OF GRADED WORK

- Final drafts submitted after their due dates will be penalized one letter grade per late class meeting except by prior arrangement with the instructor.
- Required revisions submitted after the final revision due date automatically will be penalized one letter grade per late class meeting except by prior arrangement with the instructor.
- Writing assignments requiring revision for credit that are not returned will receive zero credit.
- Essays for which preliminary drafts have not been presented may not be accepted. You may be required to write a final draft substitute in the instructor's presence.

ALSO ATTENDANCE-RELATED

Your instructor will take roll at the beginning of every class meeting, but it is not his or her responsibility to remind you of the number of times you have been absent or tardy. It is your responsibility to keep track of your absences and tardies. If you enter class late, it is your responsibility to remind your instructor at the end of class that you did arrive so that, at your instructor's discretion, he or she may change your absent mark to a tardy mark. Again, if you are more than fifteen minutes late or if you leave before class ends, you will not receive credit for attending.

Consistent attendance alone does not guarantee a passing final grade. It is simply one prerequisite for learning and passing. Missed deadlines and non-participation in graded activities will lower your grades for the assignments and your final grade for the course. Failure to meet the course's learning objectives will also lead to a failing grade.

GRADING POLICIES

- Essays: 4 @ 100 points each = 400 points
 - Exams: 1 = 100 points
 - Portfolio: 100 points
 - Quizzes: 5 @ 20 points each = 100 points
 - Final Exam Essay = 300 points
- Total = 1000 points

(Your instructor may have a different point distribution here. However, the bulk of the grade must come from actual writing assignments.)

GRADING SCALE

- A = 90 - 100 (work that demonstrates exceptionally proficient control of writing processes and complete understanding of assignment requirements and writing principles)
- B = 80 - 89 (work that demonstrates above-average control of writing processes and above-average understanding of assignment requirements and writing principles)
- C = 70 - 79 (work that demonstrates an acceptable degree of control of writing processes and adequate understanding of assignment requirements and writing principles)
- F = 0 - 69 (below-average work that demonstrates inadequate control of writing processes and/or lack of understanding of assignment requirements and writing principles)

- Note that the lowest passing grade for this course is C.
- D's are not given in Developmental courses.

LATE SUBMISSIONS AND LACK OF PREPARATION

The final grades of writing assignments submitted after their due dates will be penalized one letter grade per class meeting except by prior arrangement with the instructor.

Improperly formatted, illegible, or untidy work may not be accepted and may be penalized one or more letter grades as a result.

ASSIGNMENT SCHEDULE

(on separate sheet) Your instructor will provide students with an approximate schedule of what he or she plans to cover for the semester.)

PORTFOLIOS

All major graded work should be kept in a manila folder with your latest work filed on top of previous work. This folder and its contents must be submitted to your instructor at the end of the semester for his or her review. This folder will be retained by the Developmental Studies Department for one semester, after which it will be discarded. You should make photocopies of these graded works if you want your own copies.

COMPUTER POLICY

All computers on Southwest's campuses are for educational purposes only. You are not to, at any time, be on the computers in the classroom unless you have prior consent from the instructor. Any inappropriate, unauthorized, or illegal use of the college's computers may result in disciplinary and legal action. Please see the pages of the College Catalog and Student Handbook, titled "Code of Conduct for Responsible Use of Computing Resources," for more information.

ACADEMIC DISHONESTY/PLAGIARISM POLICY

Academic dishonesty, i.e., cheating, is not tolerated. Cheating on an exam, quiz, or other form of graded work will be penalized with a grade of zero for the assignment. The instructor may also assign a grade of F for the course. Assisting another student in an act of academic dishonesty carries the same penalties.

Plagiarism, the unattributed use of someone else's work as your own, can result in your receiving a failing grade for the assignment and for the entire course.

- Plagiarized work may not be made up.
- A failing grade of zero will be recorded for any plagiarized assignment.
- You may also be assigned a grade of F for the course.

- If your instructor suspects plagiarism, he or she may require a substitute paper written in his or her presence.
- Your instructor may also file a formal complaint requesting further disciplinary action, which may include suspension from the College.
- To avoid plagiarism, please consult your instructor about the proper uses and attributions of quoted or paraphrased information.

ACCOMODATION FOR 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 Career Counseling Center to arrange for appropriate accommodation. When the disability has been documented and verified, a counselor will contact the faculty member regarding any special accommodation to be provided.

For more information, refer to the *College Catalog* or contact the Career Counseling Center, located on the second floor of the Farris Complex, Room 2182, at 333-4170.

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 and will not be allowed to return until he or she has had a conference with the instructor. Other disciplinary measures, as outlined in the *College Catalog* and *Student Handbook*, may also be necessary.

Inappropriate behavior includes talking without instructor recognition, taking cell phones calls in class, eating or drinking in class, refusing to follow instructions, and in other ways interrupting instruction or showing disrespect for the instructor or other students through words or actions. All electronic devises such as cell phones, ipods or mp3 players, video recorders, tape recorders, etc. should be turned off during class meetings and should not vibrate, chirp, belt out a tune or make any other noise. These noises are disruptive to the learning process. No ear pieces are allowed in the students' ears during class time unless medically necessary. If you must leave the class to take a phone call, you may not return to that class meeting.

(Your instructor may add to this section any specifics that he or she may have for your expected classroom behavior.)

Please sign and return to instructor after reading the syllabus.

I have read the DSPW0800 course syllabus, understand the course's policies and requirements, and accept my share of the responsibility for meeting them.

Signed,

_____ (STUDENT NAME)

DSPW0800 - Section Number _____

Date _____