

English Department @ CCBC Catonsville
School of Liberal Arts
Fall 2009
ENGL 052: Basic Writing II
Section C8X

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Office hours: Tues/Thurs. 4:00-5:00 or by appointment

Think of this section of 052 as a companion course to your work in ENGL 101. The goal of the companion course provide you with necessary support and to improve your chances of passing first-year composition. Successful students are able to complete their English 052 and English 101 requirements in only one semester.

In this class I will act as your writing coach rather than act as a critical judge. The aim of this 052 section is to share our writing/composition experiences; to write a good deal in class and in our journals; to work together as a team produce good writing through attention to grammar and style; to understand how we can improve our writing through practices like conferencing, freewriting, peer editing and workshoping; and to use the small class size to encourage honest, focused discussions on what it is like to be a student writer.

We will use the *Bedford Handbook* from time to time to complete grammar-related exercises. Some of these exercises will be graded. We will also produce short writing assignments in this 052 section, and some (not all) of short writings will be assigned points. Furthermore, you will keep a journal of your 052/101 experience, a sort of diary of your experience in the two classes. I will provide you with journal assignments that will be included in your journal.

At the end of the semester we will add up points earned from the journal assignments, from the grammar exercises from the short-writing pieces. The number of points you earn in 052 will determine your grade for 052. This section 052 is graded with an "S" (Satisfactory/passing) or a "U" (Unsatisfactory/not passing). We will determine the points totals necessary for an "S" grade in the weeks ahead.

Points earned in 052 do not affect your grade in 101. Rather, your work in 052 will often directly be related to assignments in 101. In other words, we can use this 052 class to help you understand, work on, and finish successful assignments from 101.

ALP 052 gives each of us a unique chance to grow together as writers, as readers, and as thinkers. The work in requires serious attention to the readings in the *Bedford Guide for College Writers*. Our emphasis in this course solely on writing—I will say that reading is of equal importance in that it is our reading that will generate our models for our material for writing. We will use 052 to address readings from 101 so that we understand the readings completely.

Overall Course Objectives

Upon completion of this course, students will be able to do the following:

1. write for academic audiences;
2. employ a recursive writing process that includes inventing, planning, drafting, revising, editing, and proofreading;
3. write a clear thesis statement for each essay;
4. develop and organize appropriate evidence;
5. write topic sentences for individual paragraphs;

6. write introductory and concluding paragraphs;
7. write unified, coherent, well-developed paragraphs;
8. write unified, coherent, well-developed essays that use appropriately referenced sources to support arguments;
9. work collaboratively with peers in the development and revision of essays;
10. use a variety of sentence structures;
11. identify and correct sentence errors (especially sentence fragments, comma splices and run-on sentences; subject-verb agreement errors; incorrect verb tense and form errors; punctuation errors; pronoun reference, agreement, and capitalization errors) in your writing.

Major Topics

1. Writing as process: inventing, planning, drafting, revising, editing, and proofreading
2. Grammar, punctuation, and usage
3. Audience
4. Sentence variety
5. Paragraph development
6. Essay development and organization
7. Essay structure
8. Documentation and citation of sources
9. Impact of technology on writing

Class Procedures and Policies

A. Emergency Closings

For class cancellations, call 443-840-4567 or listen to local radio and television stations.

B. Religious Holidays

Students not attending class because they are observing major religious holidays shall be given the opportunity, to the maximum extent possible, to make up, within a reasonable amount of time, any academic work or tests they miss. Arrangements between the student and the faculty member(s) for the student to make up missed assignments or tests must be made in advance of the religious holiday at the initiation of the student.

C. Attendance Policy

Attendance is essential for student success. Therefore, students must adhere to the following attendance rules:

1. A student enrolled in a class that meets three times per week for fourteen weeks is permitted six absences; **after the seventh absence, the student may fail the course.** A student enrolled in a class that meets twice a week for fourteen weeks is permitted four absences and **may fail after the fifth absence.**
2. There is no distinction between excused and unexcused absences. The concern is the number of absences, not the reasons for the absences. A student should discuss absences with his or her professor.
3. A student who is absent from a class, for whatever reason, is responsible for obtaining information about the material covered in a class and the assignments announced in class

from another student in the class. A student is always responsible for submitting on time assignments announced while he or she is absent.

4. Unless excused by the instructor, a student who arrives more than fifteen minutes late or leaves more than fifteen minutes early will be treated as absent.

D. Code of Conduct

Students are required to comply with the Code of Conduct specified in the college Regulations section of the college catalog.

- a. Students will arrive on time for class and will remain in class for the full session.
- b. Students will not engage in classroom conversations that are not related to instruction.
- c. Students will deactivate radios, CD players, and telephones during class.
- d. Students will not bring food or drinks to classes held in E-201 or G-205.
- e. Students may not bring children or guests into the classroom.
- f. Students who sleep during class will be asked to leave.

E. Code of Academic Integrity

For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical behavior. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Each student has a responsibility to submit work that is uniquely his or her own or to provide clear and complete acknowledgment of the use of work attributable to others. To these ends, the following actions are expected of students:

- Complete all work without unauthorized assistance.
- Follow the professor's instructions when completing all class assignments.
- Ask for clarification when instructions are not clear.
- Provide proper credit when quoting or paraphrasing.
- Submit only one's own work.

Students who do not accept responsibility for the integrity of their own work will experience sanctions, including a written reprimand, failure of the assignment, failure of the course, and/or dismissal from the program. For repeat and extreme offenses, the College reserves the right to suspend or expel students. Suspension and expulsion are actions taken only by the chief student development officer on campus or a designee.

F. Services for Students with Disabilities

CCBC is committed to providing equal access educational opportunities for all students by arranging support services and reasonable accommodations for students with disabilities.

A student with a disability may contact the appropriate campus office for an appointment to discuss reasonable accommodations. An appointment must be scheduled within a time period that allows staff adequate time to respond to the special needs of the student. The student must provide the appropriate office with the proper documentation supporting the need for reasonable accommodations. Students are responsible for giving the documentation to the professor **during the first week of class.**

G. Student Withdrawal Policy

After the first ten weeks of a regular semester or the first two-thirds of a winter, summer, or late-start class, students can withdraw only under extraordinary circumstances with the

permission of the Dean of Liberal Arts.

CATONSVILLE WRITING CENTER

The Catonsville Writing Center is a place where students can go to get help with their writing skills. Staffed entirely by CCBC professors, the Writing Center will help students from any class with any aspect of writing that they may need including the following: planning, editing, organizing, citing, and understanding professors' comments. The Writing Consultants will *not* proofread papers, write any part of students' papers, or comment on grades.

Appointments are half an hour long, and students may have only one appointment a day and two a week. **Appointments will be held in room E-201-A. Students should be on time and prepared with specific questions and class materials (especially an assignment sheet).**

Call 443-840-4543 or visit E-201-A to make an appointment.