Number of Credits: 6
Prerequisite for ENG 101
Transferability of Course within Nevada: None

Course Description
This course provides instruction in basic English skills, including sentence patterns and basic paragraph development. The course presents a review of grammar, mechanics, punctuation, spelling, and word usage. This course offers practice in sentence, paragraph, and short essay writing with attention to grammar, sentence structure, and punctuation. The student will learn how to combine sentences and paragraphs into entire essays, in order to communicate clearly and effectively.

Course Objectives
Upon completion of this course the students should be able to:
• Identify the essential elements of the sentence;
• Practice sentence skills: appropriate word choice; correct grammatical usage; correct capitalization, spelling, and punctuation; recognizing and writing complete sentences;
• Write effective topic sentences and clincher sentences (closing statements);
• Generate specific evidence in support of topic sentence;
• Develop topic sentences into unified, coherent, detailed paragraphs.
• Establish a clear method of organization through the use of logic, transitions, and other connective devices;
• Formulate the thesis statement and its development into an essay;
• Use correct MLA manuscript form;
• Use correct techniques of revision;
• Practice critical reading (recognition of main idea, support, patterns of organization);
• Practice peer review and self-evaluation.

Linkage of course to educational program mission and at least one educational program outcome.
Although this course does not fulfill any general education or degree program requirements, it will assist students toward developing college-level reading, writing, and critical thinking skills and prepare them to succeed in college-level courses.

Required Textbook:
Microsoft Office or Open Office word processing program (free from http://www.openoffice.org/)
INSTRUCTOR AVAILABILITY: By Appointment
Instructor: Shelly Bale  Office: Dini 105A
Phone Number: 445-3324  Email: shelly.bale@wnc.edu
Please use email to contact me.

COURSE ASSIGNMENTS:
Grammar and Editing Exam = 150 pts.
Paragraph(s) Writing Assignment 1 = 50 pts.
Paragraph(s) Writing Assignment 2 = 50 pts.
3 Paragraph Narrative Essay = 100 pts.
3-4 paragraph Opinion Essay = 100 pts.
4 Paragraph Reader Response Essay = 100 pts.
5 Paragraph Argumentative Essay = 150 pts.
Final Essay Exam = 100 pts.
Quizzes / in-class activities = 200 pts.

Final Grade determined by the number of points you earn out of 1000 points total.
You must earn at least a “C” average to successfully pass this course (70%). All Course
Assignments listed above must be completed in order to pass the course. This course will use a
“straight grades” system (no plus or minus grades given): i.e., 100-90% = A; 89-80% = B, etc.

COURSE POLICIES

ATTENDANCE
You may miss FOUR class periods during the semester without penalty. After these absences,
you may only miss class in the case of a medical emergency, for which a doctor’s note will be
required. Missing more than FOUR classes without the appropriate documentation
will result in failure of the course! Additionally, you must arrive to class before I take
attendance (usually right at the beginning). If you arrive after I take attendance, you will not
receive attendance for the day.

LATE WORK
I will not accept late work. There will be absolutely no exceptions made to this
policy! If an emergency arises, please contact me ASAP. Communication with me before an
essay is due provides you the only means to explain unforeseen circumstances and exercise
other options. Each day of class is worth 5 points for the quizzes or activities you may be
given for homework to complete before the next class. If you take the quiz and/or complete
the activity in full, you will earn a grade; if you do not you will receive a zero. No
Exceptions!!! Any assignments which are NOT handout or pages from your textbook will be
submitted in typed, manuscript format. Assignments will not contain slang, contractions, and
most abbreviations. These are not acceptable in college-level writing. Assignments will present
the original thinking and language of the student. Editing and proofreading your work are part
of the writing process, and as such, part of the grade.

PLEASE NOTE: Print out your work at least the day before and/or email it to yourself so that
you are able to retrieve it anywhere. Computer and/or printer failure are NO excuse. If it is
not turned in during the class period in which it is due, the paper will receive “0”
points for the assignment.
REVISIONS:
Students will often be given the opportunity to rewrite their paragraphs for a higher grade. I will announce these opportunities in class and give you a timeframe for completion (generally one week after the paper has been returned to you). Please note that revision does not simply mean correcting a few sentence errors here and there. Revisions should show significant rethinking of your essay. Also, be aware that I do NOT mark every single error on your papers, especially grammar and mechanical errors. I will point out major and recurring errors, but there will be others that I will not mark. Revised essays must be turned in with the original essay - NO EXCEPTIONS. Revision scores REPLACE the original scores unless lower than the original (in which case there is no change).

WITHDRAWAL PROCESS AND RESPONSIBILITY:
In order to withdraw from a class, a student must fill out the requisite paperwork before the final withdrawal date. I will not withdraw you from this course; you must do it yourself! If a student simply stops attending class, or fails to turn in major assignments, a grade of “F” will be issued as the final grade. The Last Day to Drop is October 28th.

I encourage any student needing to request accommodations for a specific disability to contact the DSS coordinator, Susan Trist (445-3275), at your earliest convenience to ensure timely and appropriate accommodations.

CELL PHONES/PAGERS/OTHER ELECTRONIC DEVICES:
While Cell phones and iPods are convenient, their presence in the classroom can be distracting. All devices of this type should be turned off or switched to a vibrate setting while you are in class. Failure to do so will initially result in a warning; subsequent violations of this policy will result in an absence for the day. This policy includes texting during class or using phones/laptops for Facebook!

ACADEMIC HONESTY STATEMENT:
The College is committed to academic integrity in all its practices. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. Acts of academic dishonesty will result in an F grade. Please refer to the student handbook for more information of the College’s academic dishonesty policies. Plagiarism is the presentation of someone else's words or ideas as your own, without giving credit to the original author. This is not based on intent. Whether you forget to put quotes around material or cite the source, or if you intentionally buy or copy an essay, plagiarism is a serious matter. BUYING an essay or willfully submitting someone else's work as your own are instances of academic dishonesty that will result in failure of the class, at the very least. In a word – do not even consider it. In addition, you may not turn in papers written for another class to fulfill the assignments for this one.
COMMON CIVILITY
Entering a college classroom demands that you treat other students in a manner that is supportive of academic inquiry, curiosity, and shared learning. Do not be quick to make assumptions about others who have different backgrounds, opinions, and values. Fellow students are potential reservoirs of knowledge, experience and insight. By respectfully acknowledging your similarities and differences with other students, you will learn a great deal about yourself. Furthermore, if you are able to argue and discuss topics in a civil and reasoned manner (even those you feel most passionate about), you will have empowered your own voice and increased the likelihood that you will be heard and taken seriously by an academic or professional audience. In short: do not converse with your classmates while your instructor or peers are speaking; repeated disruption (as defined by the instructor) of the class will result in an absence for the day.

Successful students get involved on campus!

http://www.wnc.edu/clubs/aswn/positions.php

Sign and return this portion to instructor

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ENG 99   Instructor: Shelly Bale   Fall 2013   MW 5:30pm-8:15pm

Continued enrollment in this course indicates that you have read and agree to follow the course policies and procedures discussed herein and that you understand the course schedule may change at the discretion of the instructor:

Signature__________________________________________Date____________________

Printed Name:________________________________________
RIGHT OF REVISION STATEMENT:
The instructor and Western Nevada College reserve the right to make reasonable changes to this syllabus and/or schedule as necessary.

- This schedule is just a rough estimation of our activities this semester and may change substantially and for any reason as the semester dictates*
- Unless otherwise noted, reading assignments refer to The Evergreen Reader
- The homework assignments are due for the following class period.

Week 1: Grammar Review

- Aug 26th – First day of class. Introduction to the course and discussion of class policies and procedures. In-class writing assignment – Diagnostic Essay.
  ➢ Homework: *Parts of Speech:* Read Chapters 32,33,34,35

- Aug. 28th – Review of Parts of Speech
  ➢ Homework: *Punctuation:* Read Chapters 36, 37

Week 2: Punctuation Review

- Sept 2nd – HOLIDAY-Labor Day. College is Closed.
- Sept 4th – Review Basic & Advanced punctuation
  ➢ Homework: *Mechanics:* Read Chapter 38

Week 3: Sentence Structure & Common Errors

- Sept 9th - Grammar Exam  Chapters 32-38
  ➢ Homework: *Avoiding Sentence Errors:* Read Chapter 28

- Sept 11th- Types of Sentence errors: Run on, Fragment, Comma Splice
  ➢ Homework: Read Chapters 1, 2

Week 4: The Writing Process & the Academic Paragraph

- Sept 16th  Review Paragraph Grading rubrics. Introduction to writing.
  Basic Pre-writing techniques - generating something to write about!
  ➢ Homework: Read Chapter 3 (pps-21-35)  Read Ch 4 (p 45,63)

- Sept 18th  Writing Workshop - Chapter 5 – Illustration - Begin drafting Paragraph #1, Topic Sentence, Supporting Details, Transitions, Conclusion Practice Proofreading & Revision
  ➢ Homework: type your first draft (see rubric )

Week 5: The Writing Process continued

- Sept 23rd  Illustration Paragraph #1 *First* Draft due for editing/revision session
Sept 25th Illustration Paragraph #1 Final Draft due / include all prior drafts & worksheets

**Week 6: MLA Style - tba**

- Sept 30 – October 2
  - Read Chapter 6 on Narrative

**Week 7: Reading Strategies (pps 556-558)**

- Oct 7 TBA
- Oct 9 TBA / Begin work on Narrative Paragraph
  - Homework: Finish Narrative Paragraph

**Week 8: Narrative Writing**

Oct. 14th Narrative Paragraph #2 due!
  - Homework: Read Chapter 16

Oct. 16th Types of Essays
  - Narrative techniques and as a mode of development
  - Narrative for purpose of scholarship

**Week 9: Workshopping - Basic Essays**

Oct. 21st Review essay grading rubrics.

Oct. 23rd Narrative Essay #1 due!
  - Workshop narrative essay: peer editing
  - Read Chapter 24
  - Bring in a print out of the 2013 WNC scholarship application
  - Look at submission for Scholarship

**Week 10: Articulating Opinions (last week to drop)**

  - Discuss readings
  - TBA

Oct. 30th Discuss readings and MLA citation in-text citation

**Week 11: Critiquing the Opinions of Others**

- Nov 4th Opinion Essay #2 due! Assign Reader Response essay #3. Discuss Readings
  - Homework TBA

- Nov. 6th Discuss Readings and MLA works cited pages Strategies for organizing a reader response
  - Homework TBA
Week 12: Introduction to Argumentation

- Nov. 11th  Veteran’s Day. No Class! The College is closed.
  - Homework TBA____________________________________________

- Nov. 13th  Reader Response Essay #3 due! Assign Argumentation essay.
  - Argumentation Vs. Persuasion
    integrating research – look at and fix samples

Week 13: Argumentation Continued

- Nov. 18th  Look at and grade sample argumentative essay
  - Homework TBA____________________________________________

- Nov. 20th  Argumentation peer review  Argumentation Essay #4 due!
  - Homework TBA____________________________________________

Week 14: Thanksgiving

- Nov. 25th  Argumentation Essay #4 – FINAL DRAFT Due

- Nov 27 & 28th  Thanksgiving Break! No Class!! The College is Closed.
  - Homework: Writing Under Pressure - Read Chapter 20.

Week 15: Strategies for Essay Exams

- Dec. 2nd  Pass back Argument Essay – discuss revisions
  - Essay exam strategies & Essay exam strategies guided practice

- Dec. 4th  Practice essay exam

Week Sixteen: Wrap-up for the Course

- Dec. 9th  Final Essay Exam
- Dec. 11th  Conferences
- Dec 12-13th  Pick up graded final exams. Last day of class. Whoot Whoot!