

**Western Nevada College**  
**Course Syllabus**  
**English 99 – Spring 2016**  
**Instructor: Angeline Vogl**

Number of Credits:	4
Prerequisite:	Appropriate score on WNC placement exam or equivalent
Transferability of Course Within Nevada:	None

**Course Description**

This course provides students with the tools to improve their writing for academic and professional advancement. It offers instruction in sentence structure, paragraph development and short essay writing, with attention to mechanics, usage and grammar, as well as descriptive and rhetorical writing techniques. Students will learn how to develop paragraphs and essays that clearly and effectively communicate their ideas, drawing on both personal experience and assigned readings to provide support.

**Course Objectives**

The primary objective of English 99 is to provide students with the tools to become better writers, to be better equipped to write in an academic environment. The course is designed to move students from effective sentence-level communication to the composition of articulate, thoughtfully developed paragraphs and academic essays. Upon completion of this course, students should be able to:

- Demonstrate correct usage of sentence skills: appropriate word choice; correct grammatical usage; correct capitalization, spelling and punctuation; recognizing and writing complete sentences;
- Understand and utilize the writing process, from prewriting and organization, through thoughtful revision and final editing, to the final writing product;
- Understand and practice the primary modes of written discourse: narration/description, compare and contrast, cause and effect, and argument/analysis;
- Formulate a strong thesis statement and carry its development into an essay;
- Generate specific evidence in support of a thesis statement;
- Establish a clear method of organization through the use of logic, transitions, and other connective devices;
- Develop unified, coherent paragraphs;
- Use correct manuscript form and Academic Voice;
- Practice critical reading (recognizing main ideas, support, and patterns of organization);
- Practice peer review and self-evaluation.

### Linkage of Course to Educational Program Mission

Although this course does not fulfill any general education or degree program requirements, it will assist students to develop college-level reading, writing, and critical thinking skills and prepare them to succeed in college-level courses.

**Instructor:** Angeline Vogl

**Email:** [Angeline.Vogl@wnc.edu](mailto:Angeline.Vogl@wnc.edu)

**Availability:** I am available to meet with students by appointment, before and after class, and I am always available via email.

### Required Materials

- Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. 10th Edition. Boston: Wadsworth, 2011.
- Standard notebook paper and a pen or pencil are required for in-class assignments.
- A pocket folder (instructor-provided) will serve as a writing portfolio, which must be maintained throughout the semester. Keep all writing assignments and exercises in it.
- Access to a word processing program such as Microsoft Word, Word Perfect or Open Office (available free at <http://www.openoffice.org/>)
- Every student is required to sign up for a Gmail account (free through Google) in order to access weekly class assignments, handouts and resource materials, such as this syllabus.
- Optional: A 70-page spiral-bound notebook to be used for notes and journal writing, which will be turned in and graded periodically throughout the semester.
- In addition, students will be able to access their grades on Canvas, so ability to access this WNC online learning program would be a plus. For first-time login instructions, go to <https://wnc.instructure.com/courses/1074625> .

### Course Requirements

Coursework and subsequent grading in ENG 99 will consist of the following elements:

- ***Class Discussion & Participation:***  
While much of the instruction in this class will consist of lecture and accompanying readings and other assignments, the ability to engage in meaningful discourse is essential in the classroom as well as in the workplace. Questions should be freely asked in class; all viewpoints are valuable and should be respectfully considered. Intelligent discussions will broaden your understanding and thus inform your writing. Come prepared to ask questions, offer insights, make statements, and point out discrepancies. Please also come prepared to listen respectfully to fellow students' opinions and questions.
- ***Writing Assignments:***

All assignments are due on the assigned date. All assignments (with the exception of in-class writing) must be submitted in typed manuscript format. Writing should not contain slang, contractions, and most abbreviations. Assignments should present the original thinking and language of the student. Be sure to review your work before turning it in. Editing and proofreading your work are part of the writing process and, as such, part of the grade.

– Homework will consist of readings from the textbook and assigned readings, writing and exercises. All homework (readings completed, writing assignments typed) is due the following class period, unless otherwise indicated. If you are absent the day your work is due, it must be turned in at the next class. Homework and other assignments will be posted on the class folder at the GoogleDrive link.

– Paragraphs and Essays. There will be three formal paragraphs and three essays due this semester, and **all must be completed in order for you to pass this class.** Each assignment will be accompanied by a scoring rubric, which will help you to meet the criteria for a successful assignment. We will do much of the work on these assignments in class; however, final drafts must be typed in proper manuscript form.

– Journal and Writing Portfolio. In addition to formal paragraph and essay assignments, students will write each day in class in journals. Daily journal writing will consist of a variety of assignments, from freewriting and creative exercises, to reflections on photos, art and brief readings. Journals will be assembled and turned in two times during the semester for a participation grade. Students are required to save their other writing assignments in the teacher-provided portfolio, which will also be turned in twice during the semester for a grade. Bring your journal and portfolio to every class.

### **Late Work**

Late work will not be accepted. If an emergency arises (NOT your printer running out of paper or ink!), contact your instructor ASAP. Communication with me before an assignment is due provides you with the only means to explain unforeseen circumstances and to exercise other options for making sure you are able to complete assignments.

### **Attendance**

Students are expected to attend all classes for which they have registered. Lectures and in-class participation are critical to successful completion of this course. WNC policy states that if a student misses a number of hours greater than the number of credits to be earned in the course, this may be considered excessive. In this class, **attendance counts toward your grade.** After 3 absences, you will begin losing points from your Participation grade. Keep in mind that excessive absences could lower your grade or even endanger your ability to pass the class.

### Academic Integrity

Acts of academic dishonesty (herein defined as cheating, plagiarism, falsifying data, or assisting others to do the same) will not be tolerated and could result in a zero for the assignment, an 'F' for the course, or worse (see WNC Policy Manual, Policy No. 3-4-5 for policies regarding student conduct). If you are unsure about any issue regarding academic integrity, ask your instructor, a reference librarian, or a tutor at the Academic Skills Center for guidance.

### Grading Policy

You must earn at least a "C" average (70%) to proceed to the next English course. While the instructor reserves the right to adjust the number and type of assignments as the course progresses, the final course grade will be based on the following percentages:

Attendance & Classroom Participation	10%
In-Class & Homework Assignments	30%
Paragraph & Essay Assignments	50%
Final Project	10%
TOTAL	100%

### Grades

A	94-100%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%
D	65-69%
F	below 65%

### Withdrawal Process and Responsibility

**NOTE:** In order to withdraw from a class, a student must fill out the requisite online form. The instructor cannot withdraw you from this course; you must do it yourself. If a student stops attending the course or fails to turn in major assignments, a grade of 'F' (not 'W') will be issued as the final grade. Know your rights and responsibilities by double-checking with the Financial Aid Office and Admissions & Records about the consequences of dropping or failing a class. If you run into problems, ask for help (445-3318). **The last date to switch course credit to "audit" or to drop with a 'W' is April 1, 2016.**

## Tips for Classroom Success

1. Be on time. Sometimes arriving late is impossible to avoid, but consistently arriving late is inconsiderate to your instructor and to other students and can affect your grade.
2. Come prepared. Bring notebook paper and a pencil or pen. Bring typed homework and your book, your writing journal and portfolio.
3. Turn off your cell phone and keep it out of sight. No text messaging, checking your Facebook page or even looking up info on Google. You will not need your laptop in class (in-class assignments must be turned in), but if you bring it, be sure that it is an aid to your work in class, not a distraction.
4. Respect your instructor and your classmates. Respect includes avoiding “side conversations” while class is in session, laughing at another student’s comments or error, or disrupting class in general.
5. Do not hesitate to ask questions. If you don’t understand something, or if you need help with an assignment, please ask. I am available both before and after class, or by appointment. Sometimes, 15 minutes of one-on-one time can make a big difference!
6. There are many resources available to help students at WNC:
  - Western Nevada College is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Any student with a documented disability needing academic adjustments is requested to speak with Disability Support Services and the instructor as early in the semester as possible. All discussions will remain confidential. Please contact Disability Support Services, Carson campus, Cedar 209, 775-445-4459 or [susan.trist@wnc.edu](mailto:susan.trist@wnc.edu).
  - Free Tutoring: Free tutoring services are available at the Academic Skills Center (ASC) in Carson, Bristlecone 330 (445-4260). Tutoring is also offered at the Douglas campus.
  - Media Lab (Library/Student Center): Students have access to word processors, computers and printers. The WNC Library also provides free access to thousands of books and periodicals, as well as help with research: <http://library.wnc.edu/>.

### **Proposed Schedule (subject to change)**

Week of Jan. 25	-- Intro to the course, expectations & requirements. -- The Writing Process & Diagnostic Assignment
Week of Feb. 1	-- Chapter 26 Sentence Basics -- Chapter 27 (Subordination & Coordination)
Week of Feb. 8	-- Chapter 3 (Writing Paragraphs – Topic Sentence) -- Chapter 29-30 (Verb Tense) -- Chapter 5 (Prewriting) & Paragraph #1 - Illustration
Week of Feb. 15	-- Chapters 32-33 (Nouns & Pronouns) -- "Painting" with Description
Week of Feb. 22	-- Chapters 34-35 (Prepositions, Adjectives & Adverbs) -- Chapter 7 (Description) & Paragraph #2 - Descriptive
Week of Feb. 29	-- Chapter 37 (Comma) and Punctuation -- Narrative writing for fun: "Story Time"
Week of Mar. 7	-- Revising using Descriptive Tools -- Revision - Fat Drafting Techniques
Week of Mar. 14	-- Chapter 38 (Mechanics) and Sentence Combining -- Chapter 10 (Compare/Contrast) & Paragraph #3 – Compare/Contrast
Week of March 21	<b>SPRING BREAK</b>
Week of Mar. 28	-- Chapter 14-15 (Writing an Essay) -- Chapter 16A (Illustration) & Essay #1 – Illustration
Week of Apr. 4	-- Chapter 18 & 19 (Summarizing, Quoting and Avoiding Plagiarism, Research) -- Chapter 21 (Revising for Consistency)
Week of Apr. 11	-- Elements of Argument; Essay #2 -- Persuasion -- Making Your Case
Week of Apr. 18	-- Writing Literary Response (Graphic Essay) -- Assign Final Essay, #3 (Writer's Choice)
Week of Apr. 25	-- The Writing Process & Incorporating Research
Week of May 2	-- Chapter 22-23 (Revising for Sentence Variety & Language) -- Revision Techniques - Expanding vs. Writing Small
Week of May 9	-- Writer's Workshop
Week of May 16	-- Final Project Due & Final Exam