

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR DSWR 0304
FUNDAMENTALS OF WRITING II
Semester Hours Credit: 3**

INSTRUCTOR: Kristin Heath
E-mail: kristin.e.heath@us.army.mil
Phone: 580-353-7551

I. INTRODUCTION

Fundamentals of Writing II is a continuation of DSWR 0303 and emphasizes composition skills at the paragraph and essay levels. The course includes a study of sentence-level grammar and punctuation and emphasizes the organizational skills needed to write a basic essay. This is a required course for students who have scored between 200 and 239 and a 4 or 5 on the THEA, ASSET, or Placement Test, or for students who have successfully completed DSWR 0301. Successful completion of this course allows the student to enroll in English Composition and Rhetoric, ENGL 1301. At Fort Sill, this course will combine elements of DSWR 0303 and 0304.

II. GENERAL OBJECTIVES OF THE COURSE

Upon successful completion of this course, Fundamentals of Writing II, the student will be able to:

- A. Recognize and effectively use the components of well-constructed sentences, the basis of all good writing.
 - Recognize and use sentence basics: prepositional phrase, subjects, verbs, and clauses.
 - Differentiate among a complete sentence, fragment, run-on, and comma splice.
 - Recognize and effectively use commas, semi-colons, apostrophes, colons, quotation marks, capital letters, numbers, and underlining in paragraph writing.
 - Recognize and effectively use misplaced and dangling modifiers.
 - Recognize and effectively use coordinating, subordinating, and adverbial conjunctions.
 - Differentiate and effectively use commonly confused words, look- and sound-alikes, commonly misspelled words, contractions.
- B. Write well-constructed sentences that adequately communicate their thoughts.
 - Identify and explain prepositional phrases, subjects and verbs, and clauses.
 - Differentiate among run-on, comma splice, and fragment errors, and rewrite errors into effective sentences.
 - Distinguish between regular and irregular verbs, and effectively use them in sentences.
 - Recognize and use subject-verb agreement, consistent verb tense, correct pronouns.
 - Recognize and correctly use adjectives, adverbs, modifiers, parallelism, punctuation, mechanics, commonly confused words, sensitive language, and homonyms.

- C. Organize well-constructed sentences into paragraphs that are concise and adequately support a central idea.
- Identify and apply the writing process to construct an effective paragraph.
 - Recognize and effectively use the components of a paragraph.
 - Expand paragraph components into essays.
- D. Recognize and understand the components and various strategies and modes of effective essays.
- Differentiate among illustration, examples, cause-effect, and argumentation essay modes.
 - Recognize and use the writing process.
- E. Organize well-written paragraphs into concise, credible, clear, and correct essays with adequate development and support.
- Differentiate between a paragraph and an essay.
 - Deconstruct an issue into at least three components that support it.
 - Divide and arrange support components of an issue into related paragraphs.
 - Recognize and use transitions for writing coherence.
 - Recognize and arrange essay paragraphs using chronological or emphatic order.
- F. Demonstrate critical thinking through analysis and evaluation of student's own and others' essays.
- Analyze and evaluate one's own paragraphs and essays.
 - Analyze and evaluate peer and model essays.
 - Identify, review, and synthesize one's own pattern of errors.
 - Apply corrective changes based on evaluations and error patterns.
 - Rewrite corrected essays.

III. INSTRUCTIONAL MATERIALS

A. Required Texts: Long, *College Writing Resources with Readings*, Pearson Longman, 2007, and a college edition paperback dictionary. You can find the textbook at http://www.ctcd.edu/im/im_main.asp or www.mbsDirect.net.

IV. COURSE REQUIREMENTS

A. Attendance: Prompt and regular attendance is required in the classroom. Students entering the classroom after class begins or leaving before class ends disrupt the educational process. For this reason, instructors may choose to lower a student's grade for an excessive number of tardies or instances of leaving early. A student may be dropped from class for excessive absences. Further information regarding the attendance policy is available in the current college catalog. Students are allowed three (3) excused absences. Four absences will result in a grade of "F" for the course.

B. Assignments: Students will receive both grammar and written assignments periodically, and these assignments must all be completed promptly. Instructor may collect these assignments at any time, and students may be required to keep a journal.

C. Final Exam: On the final examination, a student must demonstrate competence in the subject matter of the course. See Section VI below.

D. Extra Help: Students who need extra help should make an appointment with the instructor as soon as possible.

E. Cheating and Plagiarism: Plagiarism is a serious infraction of College policy, and cheating on an exam is equally serious. Students found guilty of cheating or plagiarism will receive an "F" on the assignment or will be dropped from the course. Serious and repeated infractions of this type may result in disciplinary action by the College.

V. EXAMINATIONS AND ASSIGNMENTS

A. Graded essay, grammar, assignments, and objective exams will be given throughout the semester. Students must complete ALL assignments and objective exams to be eligible to take the final exam and complete the course successfully.

B. Make-up work will be allowed only to students who have excused absences. Only the course instructor may excuse absences. Make-up exams are given by appointment only.

C. If the student is absent from class, it is his/her responsibility to contact the instructor to determine missed instruction. Each student must make appropriate arrangements to acquire assignments, announcements, lecture notes, and other pertinent information missed.

D. Students who do not take the final examination will receive an "F" for the course. Final examinations are given only during the scheduled times, and students may not take a final examination early.

VI. SEMESTER GRADE COMPUTATIONS

Grades will follow the grade designation for developmental courses as described in the college catalog.

- A - Performance at an excellent level
- B - Performance at a clearly adequate level
- C - Performance at a borderline level but passing
- D - Performance below passing standards; needs improvement
- F- Performance unacceptable due to poor attendance or failure to complete the assignments and/or final examinations
- W - Withdrawal from course

900-1000 Points	A
800-899 Points	B
700-799 Points	C
600-699 Points	D
599-below	F

To receive a passing grade in this course, a student must do the following:

- A. Complete all assignments and scheduled exams.
- B. Attend class regularly. Four absences will result in the grade of "F" for the course.
- C. Pass all exams with an average of 70% or better.

The final essay examination will require the student to demonstrate the ability to communicate effectively in writing on a given topic within a specified time limit.

Specifically, the student's essay must contain the following:

1. A clearly stated thesis that directly addresses the prompt question
2. Clear organization and smooth transitions
3. Adequate development and support with specific details and examples
4. Sustained unity and focus
5. Use of clear and standard English with demonstrated control of sentence structure

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Withdrawal from Course: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or Application for Refund. The withdrawal form must be signed by the student.

An application for Withdrawal will be accepted at any time prior to Friday of the 6th week of classes for 8-week courses.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" for nonattendance.

Withdrawal from a developmental course (on which concurrent enrollment in a college level course is dependent) may result in Administrative Withdrawal from the college-level course also.

B. Administrative Withdrawal from Course: An administrative withdrawal may be initiated when the student fails to meet college attendance requirements by accumulating more than three absences. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

C. Incomplete Grade: It is the student's responsibility to drop himself/herself from classes, not the instructor's responsibility. If you stop attending class but fail to officially drop the course, the instructor will NOT give you an "I" (incomplete); you will receive the grade that you have earned. For instance, if you have only completed 60% of the course work, and you have an average of 100 for that 60% of completed coursework, your grade for the course will be 60, which is a "D," which is usually non-transferable. If you did not average 100 for all 60% of that course work, you will fail the class. If you completed 70% of your course work, but you have an average of 85 for your course work, you will fail the course. Only under specific circumstances agreed upon by the instructor and the student will the instructor give a grade of "W" (withdrawal).

D. Cellular Phones and Beepers: Cellular phones, i-Phones, i-Pods, MP3 players, and all online devices are to be TURNED OFF while the student is in the classroom. You are NOT to be online while in class.