

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR DSLA 0314
WRITING I (ESL)**

**Semester Hours Credit: 3
(Not Transferable)**

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. The purpose of this course is to enable you to write sentences that are logical, clear and effective and to develop writing skills, which reflect the organization of ideas and application of grammar necessary to form well-developed expository and process paragraphs.
- B. This English-as-a-Second-Language (ESL) course is required for all speakers of languages other than English who have not had formal education in the United States and who have a TOEFL score below 400 (paper-based), 97 (computer-based), or 68 (Internet-based). It is designed for academic purposes. It is recommended that this course be taken immediately after Grammar I.
- C. N/A
- D. Prerequisite(s): You must have the prerequisite course, DSLA 0315, Grammar I, or a score above 80% on the Grammar Pretest to take Writing I.

II. COURSE LEARNING OUTCOMES

Upon successful completion of Writing I, the student will be able to write simple, coherent expository and process paragraphs that clearly communicate procedural steps to the reader.

III. INSTRUCTIONAL MATERIALS FOR STUDENTS

The instructional materials identified for this course are viewable through http://www.ctcd.edu/im/im_main.asp.

IV. COURSE REQUIREMENTS

A. Reading Assignments:

Your instructor will assign pages in the required text as needed. Announced and unannounced quizzes will be given on any materials assigned. Teachers expect students to do all assigned homework. Sometimes it will be handed in for a grade; sometimes the teacher will simply go over it in class.

B. Journals and Lab:

You must complete a journal with 20 full-page entries and write and correct at least 3 in-class and 3 out-of-class paragraphs as a minimum requirement. This will count in your 10% participation grade explained in the grade computation section. You must also complete a minimum of 16 lab hours, either in the computer lab or through special class sessions, which meet outside of regularly scheduled class times and are assigned by your teacher. You must complete your lab hours according to the schedule provided by your instructor. Write your schedule below:

Saturday, October 3, 2009 - 8 hours completed (halfway)

Saturday, November 21, 2009 - 16 hours completed (final deadline)

C. Class Performance:

Hand in all assignments on time. Your teacher may reduce late assignments by one (1) letter grade for each late day. Be present for all examinations. All missed exams must be cleared BEFORE the exam. If you have an emergency, you must have a doctor's note or a note that it has been cleared through the Director of International Student Services or site personnel in an equivalent position. Otherwise, you will receive a zero (0) for that test grade. Cheating or any form of dishonesty will result in a zero on the exam and possible dismissal from school. Any incidents of cheating will go on your permanent school record. Try not to speak in your native language. Speak in English as much as possible.

D. Class Participation:

1. Attendance: Unlike schools in other countries, CTC requires that you attend class. The CTC Catalog states that you may be administratively withdrawn from any class when your absences exceed a total of 4 class/meetings in the spring and fall semesters and 3 class/meetings in the summer. The final decision rests with the instructor. Your instructor may choose to lower your grade or recommend disciplinary action for excessive tardiness.
2. Length of Class: Class begins on **August 31, 2009**. It ends on **December 8, 2009**. If you arrive late or leave class early, it will count against you as an absence unless it's an emergency and it has been verified with the Director of International Student Services or the designated on-site person in authority. It is your responsibility to know the dates of class and to be here.

V. EXAMINATIONS

- A. There will be two major exams given: a midterm and a final. Each exam will include an objective part and a writing section. Reviews will be given for both exams.
- B. The final exam will be comprehensive and is in two parts: the objective final and two final paragraphs. The best paragraph will be selected for grading.
- C. The final paragraphs will be given on **December 1 and December 3, 2009** and the objective final will be given on **December 8, 2009**. You are required to be here at that time. You may not take your exam early unless you are 1) being deployed overseas or 2) moving out of the area and not coming back. This is a departmental policy. Emergencies may be cleared with your instructor who will make arrangements for you to take your exam late.

VI. SEMESTER GRADE COMPUTATIONS

Midterm	30%
Final	40%
Preposition/Spelling Quizzes/Homework	15%
Completion of lab and any required lab test	<u>15%</u>
	100%

To pass this course, you must have a 70% or above in your coursework and get a passing mark (P) on your final paragraph. Your teacher will not grade your final paragraph. Your paragraph will be given to a group of English teachers from the developmental department who will each give your paragraph a score. Your scores will be averaged for your final paragraph score. Teachers off Central Campus must make arrangements with site personnel.

The following grades will be assigned for the course:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
below 70	N	Needs to raise performance to acceptable level
	X or X (N)	Unacceptable performance due to poor attendance
	W	Withdrawal from course (by student)

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. Course Withdrawal: It is the student's responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who must or desires to officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign withdrawal form.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is

10-week session	Friday of the 7 th week
8-week session	Friday of the 6 th week
6-week session	Friday of the 4 th week
5-week session	Friday of the 3 rd week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws 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 “N” or “XN” for nonattendance.

If you have been placed in a DSLA course due to THEA, TOEFL, or other college placement tests and you are taking other college-level courses, you will not be allowed to withdraw from the developmental course. Also, even though you may pass the THEA during the semester, you must remain in the developmental course for the remaining semester. If you withdraw under these conditions, the college may totally withdraw you from your program.

- B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course.” Prior approval from the instructor is required before the grade of a “XN” for Incomplete is recorded.
- D. Cellular Phones, Beepers, and Children: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Children are not allowed to sit in class due to the liability issue.
- E. American's With Disabilities Act (ADA): Students requiring accommodations for disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and other students in the room. Failure to act with civility can result in disciplinary action up to and including expulsion from CTC.

VIII. COURSE OUTLINE

- A. Unit One: *Introduction to Writing and General Grammar Review*
 - 1. Learning Outcomes:

- Given 5 written sentences, you will be able to clearly identify the subjects, verbs, direct objects, indirect objects, predicate nouns, predicate adjectives, prepositional phrases by underlining them in less than 1 hour with 70% accuracy. (Knowledge, Comprehension)
- Given 5 sentence patterns, you will be able to write 2 simple, coherent, correct sentences in each pattern using correct internal and end punctuation with 70 % accuracy. (Synthesis)

2. Learning Activities

- Write simple sentences with subjects, verbs, and simple modifiers (adjectives, adverbs, and prepositional phrases). (F2, F7, F10-12)
- Write simple sentences using present, past, and simple progressive tenses. (F2, F7, F10-12)

3. Equipment and Materials

- Overhead projector
- Instructor prepared transparencies for editing exercises
- Instructor prepared handouts
- Computer lab (C19)

4. Audio-Visual Aids

- mywritinglab

5. Lesson Outline

- Chapter 1: *Why Write?*
- Chapter 10: *Making Subjects and Verbs Agree*
- Chapter 27: *Punctuating Sentences*
- Chapter 30: *Keeping Verbs in Order*
- Chapter 31: *Mastering Little Words: Articles and Prepositions*

B. Unit Two: Using Clauses

1. Learning Outcomes:

- Given 5 written sentences, you will be able to clearly mark adjective, adverb, and noun clauses and identify

their function in the sentence with 70% accuracy.
(Knowledge, Comprehension)

- Given 5 sentence patterns, you will be able to write 2 simple, coherent, correct sentences in each pattern with 70 % accuracy. (Synthesis)

2. Learning Activities

- Write sentences using adjective clauses. (F2, F7, F10-12)
- Write sentences using adverb clauses. (F2, F7, F12)
- Write sentences using noun clauses. (F2, F7, F10-12)
- Combine simple sentences to make compound, complex, and compound-complex sentences.
(F12)
- Identify verbals (gerunds, participles, and infinitives) and use them in original sentences of your own.
- Edit sentences to identify and correct errors. (F12)

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3. Equipment and Materials

- Overhead projector
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5. Lesson Outline

- Chapter 5: *Recognizing Sentences and Fixing Fragments*
- Chapter 7: *Joining Sentences Through Subordination*
- Chapter 8: *Joining Sentences with Pronouns*

C. Unit Three: Creating Expository and Process Paragraphs

(* This unit runs concurrently with the previous units so that students are writing for the length of the course while they are honing grammar skills.)

1. Learning Outcomes:

- Given a reading passage, you will write a summary of the passage which must rate a 3 or better on a holistic scale.
- Given a topic, you will create a topic sentence and expound on the topic with a minimum of three major points in the

expository pattern that, when rated on a holistic scale of 1-6, rates a 3 or better. (Synthesis, Evaluation)

- Given a topic you have never worked with, you will be able to organize the topic and details into a process pattern that, when rated on a holistic scale of 1-6, rates a 3 or better. (Synthesis, Evaluation)
- Given other student paragraphs, you will edit and revise these and your own paragraphs. (F2, C4, C9, C10, C12, C14)
- Apply spelling, punctuation, and capitalization rules. (C5-C7)
- Improve your individual vocabulary level and sentence level errors by keeping a journal and monitoring your own progress. (F13, F14, F16, F7-F12)
- Use electronic and other media, such as video, to reinforce and supplement the learning process. (C18-C20)

2. Learning Activities

- a. Brainstorm and negotiate ideas alone or with group (C9-14, F13-17)
- b. Compose topic sentences (F2, F7-12)
- c. Create outlines and supporting details about topics (C5-8, F2, F7-12)
- d. Compose concluding statements (F12)
- e. Combine all elements to make a cohesive process paragraph (C1, C5-8, F2, F7-12)

3. Equipment and Materials

- a. Overhead projector
- b. Instructor prepared transparencies for editing exercises
- c. Instructor prepared handouts
- d. Computer lab (C19)

4. Audio-visual Aids

- a. mywritinglab

5. Lesson Outline

- a. Chapter 3: *Writing Powerful Paragraphs*
- b. Chapter 21: *Describing a Process*
- c. Chapter 26: *Summarizing and Responding*
- c. Write 2 journals a week for 10 weeks (20 total).

*More in the text may be covered if there is time left over in the semester.