Semester/Year: Fall 2006
Credit Hours: 3
Lab Hours: 0
Lecture Hours: 3
Class Time: 7:00-8:15 PM
Days: TuTh
Room: CE 138
Instructor: Evelyn Brummond
Office: 104 Center Building
Office Telephone: 268-2377 (ext. 2377)
E-mail Address: brummond@caspercollege.edu
Office Hours: 9:00-10:00 am MW
3:30-5:30 pm TuTh
AND BY APPOINTMENT

Required texts: The Informed Writer, Charles Bazerman, 5th ed.
A good dictionary

Goal: The main objective of this course is to improve students' proficiency in academic writing. To that end, appropriate academic writing will be exemplified, analyzed and practiced. Students will also read and evaluate appropriate scholarly materials and incorporate them into their own writing.

Methodology: Students will be asked to write paragraph responses, expository essays, and documented argumentative essays. Initial writing exams will be planned and partially drafted in class and then revised out of class. Other, longer written assignments will require out-of-class planning, drafting, and revision. Writing topics will be suggested by assigned reading and related class discussion.

Outcomes and Evaluation: Final grades will be based on the completion of
1) All assigned reading (from texts and handouts)
2) In-class writing tests and revisions
3) The midterm essay
4) The documented argumentative essay (the "library" paper)
5) The portfolio assignment, culminating in the final paper and department assessment exercise
6) In-class "pop" quizzes

In-class tests, the midterm assignment, the documented essay, and the portfolio assignment are assigned a total point value (100 possible points for in-class tests, 250 for midterm and documented essay assignments, 450 for the portfolio assignment, and 10 points for pop quizzes.) Total points earned by the end of the term, then, determine grades as follows:
Brummond
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• 90%-100% of the possible points = A
• 80%-89% " " " " = B
• 70%-79% " " " " = C
• 60%-69% " " " " = D
• 59% and below = F

**Attendance:** Missing a certain number of classes will *not* automatically lower a student's grade. However, since discussion and testing are in-class procedures, it is very difficult to have poor attendance and do well in the course. This is especially true for first-time freshmen and students who are returning to college after a considerable absence. Making arrangements for make-ups for missed work is a student's individual responsibility. **Work not made up within one week of a missed due date will be recorded as an "F" grade.** A student missing a total of four or more continuous class meetings can be removed from the class for poor attendance.

**Course Calendar:** Students should refer to assignment sheets to prepare reading material and writing assignments by the stipulated dates. Students should schedule sufficient time to do the assignments properly and should listen for changes and updating.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodation to any student with a documented disability. If students have need for such accommodation in this course, they should confer with the instructor as soon as possible.

**Chain of Command:** If students encounter problems with the course, they should first contact the instructor to resolve the problem. If they are not satisfied with the solution offered by the instructor, they should take the issue through the appropriate chain of command: department head, division chair and lastly the vice president for academic affairs.

**Academic Dishonesty:** Students should refer to the "Casper College Student Conduct and Judicial Code" (in the *Casper College Student Handbook*) for complete information about the general rights and responsibilities of Casper College students. Special attention should be paid to the sections on plagiarism and academic dishonesty. Proven plagiarism or other forms of academic dishonesty can result in failure in the course or expulsion from school.
Reading assignments come from Bazerman's *The Informed Writer, The Prentice Hall Reference Guide to Grammar and Usage*, and selected handouts. Reading and writing assignments must be completed by the stipulated dates.

**Week One**
- Course introduction
- Diagnostic exercise
- Reading test
- Discussion: Writing Diagnostics

**Week Two**
- Labor Day Holiday - no class
- Discussion: Academic Writing Conventions
- Read: Chapter One, Bazerman, "Writing"
- Writing Exam #1

**Week Three**
- Read: Chapter Two, Bazerman, "Reacting to Reading"
- Discuss Writing Exam #1
- Revision of Exam #1 due

**Week Four**
- Continue Chapter Two
- Writing Exam #2
- Casper College Literary Conference

**Week Five**
- Read: Chapter 3, Bazerman, "Paraphrasing"
- Continue Chapter 3
- Read: Chapter 4, Bazerman, "Summarizing"
- Discuss Exam #2

**Week Six**
- Revision of Exam #2 due
- Read Chapter 5, Bazerman, "Essays"
- Exam #3

**Week Seven**
- Discuss Exam #3 Revision of
- Exam #3 due
- Begin midterm exercise
Week Eight
Continue midterm exercise
Midterm exercise due

Week Nine
Research instruction - in the Goodstein Foundation Library
Documentation overview

Week Ten
Documentation exercises
Documented essay due
Begin portfolio exercise

Week Eleven
Discussion of Portfolio Paper #1
Portfolio Paper #1 due
Begin Discussion of Portfolio Paper #2

Week Twelve
Continue discussion of Portfolio Paper #2
Portfolio Paper #2 due
Begin discussion of Portfolio Paper #3

Week Thirteen
Continue discussion of Portfolio Paper #3
Portfolio Paper #3 due
Vacation - no class

Week Fourteen
Continue discussion of Portfolio Paper #4
Portfolio Paper #4 due

Week Fifteen
Complete portfolio assignment

Week Sixteen
Semester test instructions and appointments
English department assessment

Week Seventeen
Final test due