CASPER COLLEGE COURSE SYLLABUS
ENGL 0800-01 Introduction to Reading and Writing I

Semester/Year: Spring 2016
Lecture Hours: 5
Class Time: Sec. 01:
        Days: M&W 10:00-10:50
        T&Th 10:00-11:15
Room:

Credit Hours: 5

Lab Hours: 0

Instrucor’s Name: Karen Moenkhaus

Instructor's Contact Information:
Office Phone: 268-3324
Email: kmoenkha@caspercollege.edu

Office Hours: MW 11 a.m. TTh 11 a.m. or by appointment. (Please leave a detailed message with your name and call back phone number on my answering machine or email me if you know you will be absent or late to class.)

Course Description: Reading and writing are both processes of composing and are requisites to success in all college courses. This first level developmental English course provides instruction for critical reading and critical thinking skills used to compose a variety of effective writings. Students will have the opportunity to practice writing skills, review grammar and mechanics, read a variety of materials, and learn methods of responding to readings.

Statement of Prerequisites: Students should take either the ACT or the Compass exam prior to enrolling in this class. Students who score 12 or below on the ACT or 50 and below on the Compass are enrolled in this course.

Goal: To prepare students for ENGL 0900 and/or writing tasks in other classes and careers.

Outcomes: Successful students in ENGL 0800 are able to:

Writing Outcomes:
Demonstrate the proper use of grammar and mechanics.
Recognize and use the fundamentals of sentence structure to write varied sentences.
Recognize and use the fundamentals of paragraph structure including topic sentence, supporting details, conclusion, and transitions.
Write paragraphs in a variety of styles.

Reading Outcomes:
Apply pre-reading, during-reading, and post-reading techniques to develop critical thinking and reading skills.
Apply annotation techniques to a variety of texts.
Utilize vocabulary building skills.
Recognize and locate main ideas in different parts of a passage.
Determine implied main ideas.
Identify supporting details.
Understand relationships that involve addition, time, comparison and/or contrast, and cause and effect.
Make inferences.
Respond to readings both orally and in writing.
**Course Objectives:** Achieve the outcomes for this course and prepare the students for the next step of their composition sequence. Also to build confidence in writing as students understand their own reading and writing processes. Lastly to make connections with what the students have read and then be able to express themselves thoughtfully through writing and discussion.

**Methodology:** Lecture, group discussion, computer-assisted instruction, written assignments, and readings to acquire and practice the conventions of writing and reading college level texts.

**Evaluation Criteria:** Students must complete all work assigned and achieve at least 70% on unit and final exams. Grading Scale: 90-100-A or S; 80-89-B or S; 70-79-C or S; 60-69-D or U; below 59-F or U. Students must receive a 70% or higher final grade in order to enroll in English 0900. Students have the option of S/U grade. Student’s grade is based on the following categories: written assignments-40%; book work and other homework – 20%; tests and quizzes – 20%; class participation and in-class activities – 20%.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

**Required Text, Readings, and Materials:**
*Along These Lines* by John Sheridan Biays/Carol Wershoven
Three ring binder and flash drive

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:** After posted withdrawal date in semester calendar, please contact instructor.

**Attendance Policy:** Please note that in-class work and participation make up a portion of your grade in this course, so attending class well prepared is crucial to your success. I will take attendance very class. Every day that you are not here will count as an absence, except for students participating in sanctioned, documented school activities. If you fall into this category, please come see me prior to an absence to discuss this. If you have a family emergency or an illness, you must contact me by phone or email that day to be able to make up and turn in work. No make-up work will be allowed for in-class assignments or group activities completed during class. Any student with ten absences (excused or not) (other than school sanctioned activities) will be withdrawn from the course. It is your responsibility to contact the instructor regarding missed classes.

**Late Work Policy:** All work is due by the date listed in the class calendar. If you have an excused absence, you must turn in work the next class. Late work is not accepted.

**Cell Phones/ Electronic Cigarettes:** All portable media devices (cell phones, iPods, mp3 players, etc.) are not to be used during class. Out of respect for everyone in the classroom, electronic cigarettes are not allowed in the classroom.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.
**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:** Assignments are subject to revision and/or deletion based upon the instructor’s assessment of needs and progress of each student working from this syllabus. Note: See weekly Assignment handout.
Weekly Assignments for ENGL 0800
Fundamentals of Reading and Writing I
*Subject to Change*
Spring 2016

Week 1: January 19 - 21
Syllabus, Diagnostics
Along These Lines - Chapter 1 (p. 1-12 – writing process & prewriting strategies)
Chapter 30 - Vocabulary: a/an/and through capital/capitol (p. 541-543)
Parts of Speech Review

Week 2: January 25 - 28
Along These Lines – Chapter 1 – (p. 13-18) Topic sentences
Chapter 28 – “Punctuation” (Capitals, numbers, abbreviations” (p. 521-529)
Chapter 30 – Vocabulary: cereal/serial through forth/fourth (p. 543-545)
Weekly writing: pre-writing strategies and focused paragraph
Reading: Audience/Purpose/Tone

Week 3: February 1 - 4
Along These Lines – Chapter 25 “Making Subjects and Verbs Agree (p. 474-483)
Chapter 2 “Illustration (“transitions” for examples)
Chapter 2 – (p. 37-54) Examples
Chapter 30 – Vocabulary: hear/here through pair/pear (p. 545-549)
Weekly writing: Final draft of paragraph with examples
Reading: Annotation

Week 4: February 8 - 11
Along These Lines – Chapter 20 “Avoiding Sentence Fragments” (p. 415-423)
Chapter 16 ”The Simple Sentence” (p. 366-381)
Chapter 3 – Description (p. 55-60) (Specific details)
Chapter 30 - Vocabulary: passed/past through sole/soul (p. 549-551)
Weekly Writing: Sensory Details
Reading: Main ideas and summarizing (Twenty word summaries)
Week 5: February 15 – 18 (No class Monday, February 15 – President’s Day)

*Along These Lines* – Chapter 17 “Beyond the Simple Sentence: Coordination

Chapter 30 - Vocabulary: stair/stare through who’s/whose (p. 551-553)

Weekly Writing: Chronological Order
Reading: time order

Week 6: February 22 - 25

*Along These Lines* – Chapter 19 “Beyond the Simple Sentence: Subordination

Chapter 30 - Vocabulary: woman/women through your/you’re and extra list (p. 553)

Weekly Writing: Spatial Order
Reading: Implied main ideas

Week 7: February 29 – March 3

*Along These Lines* – Chapter 18 “Avoiding Run-on Sentences and Comma Splices

Chapter 30 – Vocabulary Comprehensive Test

Weekly Writing: Order of Importance
Reading: Inferences

Week 8: March 7 - 10
Midterm review and test

Week 9: March 14 - 18 (Spring Break – No Classes)

Week 10: March 21 - 24

*Along These Lines* – Chapter 28 Punctuation (Commas – pg. 508-513 plus handout)

Weekly Writing: Description
Reading: Description

Week 11: March 28 - 31

*Along These Lines* – Chapter 26 “Using Pronouns Correctly”

Weekly writing: Revisions of Description
Reading: Fact & Opinion

Week 12: April 4 - 7

*Along These Lines* – Chapter 26 “Using Pronouns Correctly” continued
Chapter 6 “Compare/Contrast”

Weekly Writing: Compare/Contrast

Week 13: April 11 - 14

*Along These Lines* – Chapter 28 “Quotations”
Chapter 4 “Narrative”

Weekly Writing: Revise Compare/Contrast
Week 14: April 18 - 21
  *Along These Lines* – Chapter 28 “Apostrophes” (p. 519-523)
  Weekly Writing: Narrative

Week 15: April 25 - 28
  *Along These Lines* – Chapter 23 “Modifiers”
  Weekly Writing: Revise Narrative

Week 16: May 2 - 5
  Weekly Writing: Critique of Portfolio
  Mastery Test
  Review for Finals

Week 17: May 9 – 12 (Finals)
  Final Exam