

Demonstrate mastery of basic structural and mechanical elements of writing as indicated on the Grading Standards sheet

- Critically evaluate each other's writings as well as other readings
- Write essays, such as those expected in English 1010, with a minimum of five paragraphs that demonstrate college-level writing ability
- Know how to use a dictionary and thesaurus, as well as an online dictionary source
- Demonstrate the ability to use multiple resources to learn, such as textbooks, the Internet, Connect Writing, the library, the Tutoring Center, the Writing Center, and peers.

Additional Course Objectives:

Since writing is so closely tied to reading, improving one's writing skills can also help improve one's reading skills, so students should also be able to do the following when reading:

- Locate key ideas (topic sentences, thesis statements, etc.)
- Accurately paraphrase key ideas in their own words
- Recognize implied ideas as well as directly stated ideas
- Distinguish between evidence and inference
- Grasp the symbolic nature of language
- Recognize underlying assumptions
- Evaluate the clarity of written material
- Identify signal words
- Understand vocabulary in context
- Recognize key supporting details

Also, many of the activities, readings, and course materials in English 0990 have been designed to help students improve in all of their classes, not just English 0990, so students should be able to demonstrate the following college success skills:

- Understand a syllabus and course schedule
- Keep track of multi-task assignments
- Manage time to be able to complete assignments by due dates (short-range as well as long-term projects)
- Attend classes prepared with required materials
- Participate appropriately in class
- Actively participate in collaborative learning environments (such as pairs and small groups)
- Read and accurately record notes from the board or projector screen and verbal instructions from an instructor
- Appropriately interact with instructors, campus administrators and staff, and fellow classmates
- Maintain awareness of grades and progress in the class

Course Requirements:

Although English 0990 is a standardized course, individual instructors may vary how the course objectives are met; however, the first five requirements below are the absolute minimum requirements for **all** sections of English 0990.

1. **Three Typed Paragraphs and Revisions of Two Paragraphs:** Each paragraph will have at least 150 words. Each paragraph should be numbered and dated, and each is worth a maximum of 25 points if turned in on time; each revised paragraph must have a

revision list and the original paragraph attached. Paragraphs with excessive errors or which are not typed will not be graded and will be turned back to the student to rewrite and submit again before the next scheduled class period. The student's original paragraph must be turned in with the re-written paragraph. Topics for paragraphs are assigned based on readings and exercises in the textbook. Outlines and rough drafts must accompany each typed paragraph. These paragraphs are considered practice for the test paragraphs, and it is important for students to do their own work in order to prepare adequately for tests. A maximum of five points for each of the following criteria is available on the practice paragraphs: Unity, Development, Coherency, Grammar, and Neatness. The revised paragraph is worth a maximum of 25 points. Label each paragraph according to the instructions in the syllabus (for example, P#1, P#2, P#3, etc.). Points will be reduced or not awarded at all for late work, depending on instructor preference.

2. **Three Test Paragraphs:** These paragraphs are timed and supervised. The best two of three test paragraph scores will be averaged together to create one test score. Test paragraphs are graded on the following five criteria:
 - a. Be unified, developed, and coherent with a topic sentence that is either directly stated in a topic sentence or clearly implied
 - b. Have a minimum of 150 words
 - c. Contain at least one compound sentence and one complex sentence
 - d. Reflect college-level thinking
 - e. Contain a minimum of technical errors
3. **A Practice Essay, Two 500-word Minimum Five-Paragraph Essays, and One Revision of Essay #1:** Students will write essays during the latter part of the semester. All the essays must be turned in and must be acceptable according to the grading criteria for essays for a student to be eligible to pass this class and advance into English 1010.
4. **Assignments, Class Work, and Quizzes:** These assignments will be randomly checked and assigned points. Complete Connect Writing assignments, using the Internet and a Connect Writing Access card, are worth 20 points each. The Connect Writing assignments will require using the Internet. Quizzes are based on material covered in class and Connect Writing assignments. Scheduled quizzes are worth 20 points each. Quizzes must be completed in class and may not be made up if a student is absent or late to class. Instructors will negotiate with individual students for college-related absences and the policies regarding making up quizzes for scheduled, college-related absences. Many assignments are completed in stages, so missing a class session can have negative implications for later assignments. **It is vital to attend classes.**
5. **Midterm and Final Exams:** These exams are cumulative exams worth 100 points each. During the week before Final Exam week, students will take a comprehensive exam covering all the material in the course, and during Final Exam week, students will take a comprehensive grammar exam. Instructors may reduce the total points for each of these final assignments if a student takes exams late.
6. **Additional requirements, not specifically stated here, may also be assigned by individual instructors.**

Class Policies

Textbook Work:

The *Exploring Writing* textbook is a great resource for students to use in and out of class. Instructors will use the textbook in every class to guide class activities and discussions. Students should always bring their textbooks and course materials to class.

If a student purchases an *Exploring Writing* textbook online, it is the student's responsibility to ensure that the textbook is not an Annotated Instructor's Edition. Students who are found to possess an Annotated Instructor's Edition will need to surrender that text and purchase a student edition. Possessing an Annotated Instructor's Edition will be treated as cheating, and the student will face the consequences outlined later in the syllabus.

Sharing a course packet is not allowed. Students must purchase their own Course Packet from the DSC College Bookstore. If students are unable to purchase a Course Packet or a textbook, copies are available on reserve in the DSC Library for use in the library only. Students can make copies of the Course Packet on an as needed basis.

Connect Writing:

Students will find the Connect Writing Access card bundled with each new *Exploring Writing* textbook which they purchase in the DSC Bookstore. Getting a text on-line or purchasing a used textbook will require the student to purchase the Connect Writing Access card at the DSC Bookstore separately.

The assignments on Connect Writing will require students to access the Internet. These assignments will be checked periodically.

Attendance and Tardiness:

Every absence will directly affect a student's grade. Each day in class, students will complete work, deal with assignments in stages, and discuss relevant material each time class meets. If students are not in class, they will miss materials and instruction which are vitally important to the course. Even if students cannot attend class, work is still due on the scheduled days. Most assignments are identified on the schedule so that a student can work ahead if he or she anticipates an absence. However, students should check with their individual instructors or other students in class to confirm the assignments because the schedule may have changed. It is a student's responsibility to notify the instructor ahead of time of an absence, especially for a college-related activity. Work is still due before students depart on college-related activities. (refer to <http://www.dixie.edu/humanres/policy/sec5/523.html>)

Early Work/Late Work:

Out-of-class work is due on the date marked on the calendar. Some, but not all, English 0990 instructors give extra-credit points for work that is turned in before the due date up to midterm. In-class work may not be made up. Writing exercises occur throughout the semester; only the students attending class that day will be eligible for those points.

Late work is usually not accepted regardless of the excuse. The instructor may comment on late assignments and return them, but late assignments may not receive a grade. However, individual instructors of English 0990 may choose to accept late work and reduce points or not accept late work at all. Whether a student earns points on an assignment or not, or whether the instructor checks every item or not, the student is expected to complete the assignment to be prepared for quizzes, exams, and test paragraphs. Typically, no credit is given for incomplete work.

Notebook:

Students should keep their Course Packet and all their work (graded and not graded) for this class in one notebook. Students should bring their text, dictionary, and notebook (with extra paper) to each class session. Students are expected to take notes and write in class every day. Students need to keep track of their own grade in this course. The Points Available sheet in the Course Packet has space to record points.

Typed Papers:

Out-of-class work must be typed. The preferred font is Times New Roman; the preferred size is 12 point. All in-class assignments must be written legibly in blue or black ink on lined 8 x 12" paper with clean edges. Typed papers should have 1" margins on all four sides. Any handwritten work should also have consistent margins and be legible. **Work on scraggly-edged or odd-sized paper will not be accepted.**

How to Turn in Work:

Many instructors will have a "New Work" or "To-Be-Graded" folder where students will place their work on the due date. All work must have the following in the top left-hand corner, double spaced.

First and Last Name

English 0990 – Section Number

Assignment Name and Number

Two-digit Day/Two-digit Month/ Four-digit Year

For example, the following heading would identify Joe College's first Typed Paragraph assignment:

Joe College

English 0990-01

P #1

01 September 2011

Title

Organizing a standard college paragraph is easier than one might imagine. In a practice paragraph, the topic sentence comes first. It is followed by three reasons which have at least two concrete details each. Sometimes a concluding sentence is written at the end...

Any assignment with more than one page must have the student's last name and a page number in the upper right-hand corner of page 1 and any subsequent pages. This label follows the guidelines set forth in the Modern Language Association (MLA) manual for documentation. Students in college will use a documentation manual for instructions for typing papers and documenting sources. Most Humanities and English faculty use the MLA manual. Social Science and Education faculty use the APA (American Psychological Association) style manual. The DSC Library homepage has on-line help with MLA and APA. All papers in English 0990 will follow the MLA guidelines. Students must learn to comply with a documentation style guideline during their college career.

Cheating:

Even the appearance of cheating should be avoided. The following situations are considered cheating:

- Plagiarism (claiming someone else's work, no matter how it was obtained, as your own)
- Copying someone else's paper, homework, or tests
- Allowing anyone to copy papers, homework, or tests (Be cautious about saving your papers on public computers; use a portable memory device like a flash drive)
- Sharing information about the contents or answers to homework or tests with other students
- Accepting information about the contents or answers to homework or tests from other students
- Looking at a cell phone, iPad, or other electronic device during class for any reason

Cheating will result in a failing grade for the assignment and possibly for the entire term. It will also result in a referral to the Dean of Students or the Vice President of Student Affairs and possible expulsion from Dixie State College.

Students in English 0990 sign a Security Statement at the beginning of the course to demonstrate that they understand the seriousness of cheating at this level.

The following is a copy of the Security Statement that students are asked to sign and turn in. This is placed here as a reminder that students have agreed to abide by the behaviors listed.

English 0990 Security Statement

Due to the nature of this class, students are expected to treat discussions and course materials as confidential. Sharing or accepting information from writings, quizzes, mastery tests, homework, or test paragraphs is considered cheating. Students who are caught could lose points for that assignment, could fail the entire course, or could be suspended from Dixie State College.

Required Effort and Attitude:

Most assignments will require that students work out of class: reading, working problems, using the library, using the computer lab, studying, and writing. How students think about assigned work is important. It can be viewed as busy work, something that gets in the way of having a good time, or something that students put off or give minimal effort to doing. Students should think of course work as an opportunity to think and learn, to interact with the material of the course, and in this course, as a chance to think, learn, and shape ideas, search memories, and

share experiences on paper. Writing, thinking, and reflecting require time, effort, some peace and quiet, and a willing attitude. The only way to learn to write better is to write often and to practice. If a student is not willing to do that, or if an instructor is convinced that a student is not doing the work himself or herself, the instructor will ask a student to withdraw from the course.

Most college success skills research informs students that for each hour of actual class time each week, they should be spending at least two hours studying, preparing, and engaging with course material outside of class. If a student has a 15 credit schedule of courses, he or she will spend 15 hours per week sitting in an actual class. That same student should then spend a minimum of 30 hours outside of class studying. That is 45 hours a week. That is a full-time job, and many students attend school and work at the same time, so it is important to strive for balance and to use a planner to keep everything organized.

Help for Students:

The following resources are available to students:

- Computer labs are available on campus in the library in the Holland Centennial Commons and in the Smith Computer Center. The computers in the Browning Resource Center are reserved for ENGL 0470, 1470, and 0990 and developmental math students. The reading students have priority for the computers. Information about the hours for the library and Smith Computer Center can be found on the DSC website (<http://www.dixie.edu>)
- The Writing Center and Tutoring Center are located in the Holland Centennial Commons on the fourth floor. Refer to http://dixie.edu/english/dsc_writing_center.php and <http://dsc.dixie.edu/tutoring/>. The Writing Center can offer assistance with paragraphs, essays, and writing assignments, as well as 0990 homework. The On-Line Writing Lab can be accessed from the Writing Center's homepage. Style guides for MLA and APA documentation guidelines are found on the DSC Library homepage.
- Students may be asked to use the Testing Center for out-of-class testing situations. Information about the Testing Center's hours and policies can be found at <http://dixie.edu>
- Calling, e-mailing, or visiting with instructors before assignments are due is the best way to have questions answered correctly. Usually, appointments are not necessary to see an instructor during office hours.

Disabilities:

If a student has a medical, psychological, or learning disability and chooses to request reasonable academic accommodations due to this disability, the student must provide an official request of accommodation to each of his or her professors from the DSC Disability Resource Center within the first two weeks at the beginning of classes. The DSC Disability Resource Center, located next to the DSC Testing Center, will determine a student's eligibility and establish the appropriate accommodations related to the disability. Disability Resource Center does make confidential, appropriate accommodations, but only for those students officially registered with the DRC. Call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

Disruptive Behavior:

Behavior that interferes with the learning of other students will not be tolerated. The Dixie State College Policies and Procedures Manual, Section 3-34, states: "Teachers at Dixie State College have the right to manage the classroom environment to ensure a good learning climate. Toward

this end, teachers (or college security) may dismiss and remove disruptive students from individual class activities. If a student's behavior continues to disrupt class activities, the teacher may dismiss and cause the removal of disruptive students from his or her course."

Students who are asked to leave class should do so quietly and without confrontation. They will be expected to schedule a meeting with the instructor before being allowed to attend class again. If students start a disturbance, the instructor will call Campus Security to have the students removed from campus. Students are not allowed to interfere with the learning of others.

The Browning Resource Center classrooms and study areas are cell-free zones. Cell phones are a serious distraction to everyone in the class, including the instructor. It is inappropriate to make or receive phone calls, to text, or to check messages once a student enters a classroom, especially during scheduled class time.

Students should remember to turn off their phones before entering the classroom (especially if their class is in the Browning Resource Center). If students must leave their cell phones on for any reason, they should set them to vibrate or disable the ringer. If students' cell phones disturb the class, the students will be asked to leave class and consult with the instructor about being readmitted to class. If a student is caught looking at a cell phone or other electronic device or texting during class, the instructor will assume the student is cheating, and the student will forfeit any points for that day and will be asked to leave class.

DSC Dmail: Students who enroll at Dixie State College of Utah are assigned an email account through the college's Dmail system. This is the official email that the college uses to contact students. **It is the student's responsibility to access this account on a regular basis.** If a student would prefer using another email address, he or she should update the personal information in My DSC Web Services. English 0990 instructors use Dmail consistently throughout the course to provide updates, to offer assistance with assignments, and to keep in touch with students.

Grading Scale

100 to 93 %	A	(1185 to 1097)
92 to 90 %	A-	(1096 to 1061)
89 to 88 %	B+	(1060 to 1037)
87 to 83 %	B	(1036 to 978)
82 to 80 %	B-	(977 to 943)
79 to 78 %	C+	(942 to 919)
77 to 75 %	C	(918 to 883)
74 to 70 %	C-	(882 to 824)
69 to 68 %	D +	(823 to 795)
67 to 63 %	D	(794 to 741)
62 to 60 %	D-	(740 to 706)
59 to 0 %	F	(705 and below)

The prerequisite grade for enrolling in ENGL 1010 is a **C or better**, so a student scoring below 883 points in ENGL 0990 would have to take ENGL 0990 again and pass it successfully in order to enroll in ENGL 1010.