

# Chuck Gonzalez Syllabus

CFCC-Ocala Campus  
ENC0001C Prep English I, Sections 01, 02  
ENC0001L Lab, Sections 01, 02  
Fall 2007; 4 Credits  
College Prep English I

INSTRUCTOR: **Chuck Gonzalez**

**OFFICE HOURS:** Location: 7-204C  
Monday 11:00-11:50 A.M.; 2:35-3:35 P.M.  
Tuesday 10:50 A.M.-12:05 P.M.; 3:05-4:10 P.M.  
Wednesday 9:00-9:50 A.M.; 2:35-3:35 P.M.  
Thursday 10:50 A.M.-12:05 P.M.; 3:05-4:10 P.M.  
Friday 9:00-9:50 A.M.; 11:00-11:50 A.M.

Phone: 352-854-2322 Ex.1394 Email: gonzalec@cf.edu

**Web site:** <http://www.cf.edu/~gonzalec>

**PREREQUISITES:** None

**CLAST:** The College Level Academic Skills Test (CLAST) is required for some degrees and for some programs. It is a state-mandated communication and math skills general exam. Check the latest CFCC Catalog or ask a counselor if it is required for your degree or if you are exempt from portions of it. This course is prerequisite for ENC1101. A passing grade in ENC1101 is required before you can take the CLAST.

**COURSE DESCRIPTION:** An English composition course designed for the student scoring 59 or below on the CPT or the equivalent on the SAT or ACT, who needs to develop basic skills in word choice, parts of speech, sentence structure, sentence conventions, grammar, and paragraphing. **No Student may enroll in this course more than three times without paying full cost of instruction.**

**COURSE OBJECTIVES:** The purpose of this course is to teach students the basic grammar and composition skills necessary for success in ENC0010C (College Prep English II).

**REQUIRED TEXT AND MATERIALS:** The Writer's World: Sentences and Paragraphs

- Lynne Gaetz and Suneeti Phadke, Pearson Prentice Hall, 2006
- A notebook for course writings and handouts
- Lined clean tear paper for in-class writing
- Blue or black pens, pencils
- Electronic storage device such as a thumbnail drive, or flashdrive.
- One package of scantron sheets
- A compact dictionary

## **COURSE REQUIREMENTS AND GRADING:**

Paragraph Essays (5) ALL REQUIRED TO PASS COURSE	30%
Tests (4)	20%
Attendance and Class Work	10%
Lab: MyWritingLab, PLATO, and other Instructor Selections	20%
Final Essay and Objective Exam	20%

## GENERAL GRADING PROCEDURES:

- This is the standard college-wide grading scale: 100% - 90% = A; 87% - 89% = B+; 80% - 86% = B; 77%-79% = C+; 70% - 76% = C; 60% - 69% = D; 59% - below = F
- All class assignments are graded on the one hundred point scale above.
- Students must obtain an overall average of seventy or higher in order to pass ENC0001C. Students not obtaining this overall score will receive an "N," not an "F." this "N" grade does not give credit for the course, and it requires the student to pay for and repeat the course. The "N" grade is not averaged into the student's grade point average.
- State law, Hose Bill 1545, requires CFCC to charge out-of-state tuition after two attempts to pass a college prep course. However, due to financial hardships and/or extenuating circumstances, a student may be able to qualify for a one time exception to the increased fees.
- The college adheres to all federal and state laws and rules pertaining to the privacy rights of students. Grades will not be posted nor will a student's grades be discussed with anyone other than the student, unless directed to do so by a college official or administrator or if given written permission by the student.
- Incomplete will be given only when a student, who has been successfully participating in class, has an emergency at the end of a semester that prevents that student from completing the course.

**REQUIRED LAB:** You must attend a fifty minute lab each week. Attendance to each scheduled lab day in the Learning Support Center (LSC, Room 3-101E) is mandatory. Both MyWritingLab and PLATO will be assigned. PLATO and MyWritingLab activities are available on the Web for completion as homework. Credit will be awarded based on one-hundred percent completion of all assignments. Five points will be deducted for each incomplete assignment in either MyWritingLab or PLATO. You must complete each Mastery Test in PLATO. If you fail a Mastery Test, you must complete the related Tutorial and then retake the Mastery Test. Specific assignments for MyWritingLab will be given in lab for completion each week. I will determine your lab grade via online reports. Always bring your textbook and a pencil/pen and paper to class and lab.

**TESTS AND QUIZZES:** There will be four unit tests throughout the semester. There also may be occasional quizzes as part of Class work grade. In addition, a comprehensive, objective, in-class final exam will be given as practice for the actual departmental final exam. The grade earned on the class practice final may be substituted for any lower unit test grade.

## ESSAYS:

- Each of the five essays will be one paragraph in length: Illustration (Example), Narration, Comparison and Contrast, Cause and Effect, Argument
- Each will include two pre-writing stages, first draft, and final draft. Some drafts will be written in class.
- All essay final drafts will be typewritten. All typewritten essays must be in MLA format and submitted on time. The college uses Microsoft Word. All writing must be legible to receive credit.
- A pre-writing exploring strategy and plan are required for the five essays. Failure to prepare either one before the first draft of the paragraph results in the loss of half a letter grade for that essay assignment. A full letter grade is lost if both are lacking.
- Essays will be graded on their compliance with given directions and with elements of the college wide rubric including development, organization, unity, coherence, topic sentence, style, grammar, content, suitability, and format.
- All writing must be suitable for the assignment and audience. Writing that does not meet these standards is returned and twenty points will be deducted from the final assignment grade upon resubmission.
- **Essays must be submitted in hardcopy in class when due for full credit. Exact due dates will be announced in class. Late essays will lose one letter grade for each class day late. Late essays must be submitted during the class time. Three class days late fails essay. NO EXCEPTIONS! EXCUSES WILL NOT BE CONSIDERED!**
- **Electronic submissions of essays will not be accepted.**
- **Both electronic and hardcopy backups of each essay should be kept during the writing process and after submission to instructor.**

- **Essays requiring two drafts must show revision for improvement in order to receive a passing mark.**
- **All essays will lose a full letter grade for each of the following: failure to have required drafts, failure to include required peer reviews, failure to attend the scheduled peer review sessions, failure to take part in the reading and written evaluation of two peers' essays, failure to include pre-writing exploring strategy and plan**
- **Essays must be stapled in the following writing process order, or they will be returned and penalized one letter grade upon re-submission:**  
TOP of stack:  
 Final draft,  
 peer reviews,  
 first draft,  
 Prewriting plan  
 Prewriting explore strategy  
 Research, if applicable,  
 Smarthinking reports, if applicable  
BOTTOM of stack.
- **Each final draft essay will lose one half letter grade for each error of these types: fragment, run-on sentence, comma splice, and spelling (including usage errors).**
- **Use of the Learning Support Center, the Writing Lab, and Smarthinking.com are highly recommended for additional support with writing before final submission to instructor.**

**HOMEWORK:** Essay assignments will be homework. This is a writing class and failure to be prepared for class will mean a waste of your instructional time. Please be prepared. In addition, readings and exercises in the textbook are to be completed as homework during the dates they will be discussed. Use the chapter section called "The Writer's Room" for paragraph topic suggestions only. See Course Outline/Schedule below for the paragraph essay assignments.

**FINAL EXAM:** Due to the fact that the ENC0001C has a departmental (standardized) final exam, the final exam will occur for all sections at a time different from the time of the class. The essay portion of the exam will be given on the same day as the objective portion of the exam. They are given during exam week, and the exam session lasts two hours. **Final exam cannot be made up without an I (Incomplete) grade assigned.**

**EXTRA CREDIT:** **Extra credit is only awarded for involvement in the college wide learning theme.** A total of five points may be earned. Added to the final course average, the five points comprise five percent of the course grade. No work for extra credit will be accepted after the last day of class (submissions during exam week or the weekend before it will not be considered for credit).

### **COURSE OUTLINE/SCHEDULE**

<b><u>WEEKLY DATES</u></b>	<b><u>CLASS TOPICS</u></b>	<b><u>HOMEWORK</u></b>
20-24 Aug. WEEK 1	Orientation, course overview, procedures, and requirements. Modern Language Association (MLA) format. Part I The Writing Process Chapters. 1-3 pp. 3-42 LAB: Introduction to MyWritingLab	Chapters 1-3 pp. 3-42  Four Major Errors Handout
27-31 Aug. WEEK 2	Paragraph Writing: The Illustration (Example) Paragraph, Ch. 4 pp. 44-48 Part II The Editing Handbook, Grammar Section 1: Some Parts of Speech, Chapters 6-7 pp. 109-146 LAB: Introduction to PLATO	Chapters 4, pp. 44-48 <u>Write Illustration paragraph</u>  Chapters 6 – 7 pp. 109-146
4-7 Sept. WEEK 3 Labor Day	Complete above.  Avoiding Four Major Errors	Complete above.

<u>WEEKLY DATES</u>	<u>CLASS TOPICS</u>	<u>HOMEWORK</u>
Holiday, 3 Sept.		
10-14 Sept. WEEK 4	<u>ILLUSTRATION PARAGRAPH #1</u> first draft with pre-writing DUE Peer review paragraph #1 Revised paragraph #1 due Part II The Editing Handbook, Grammar Section 2: Problems with Verbs, Chapters 8-9 pp. 147-177	Complete <u>illustration paragraph</u> final draft  Chapters 8-9 pp. 147-177
17-21 Sept. WEEK 5	Part II The Editing Handbook, Grammar Section 2: Problems with Verbs, Chapter 10 pp. 178-196 Unit Test 1 (Chapters 6-10 pp. 108-190) Part II The Editing Handbook, Grammar Section II: Problems with Verbs, Chapters 11-12 pp. 197-223	Chapter 10 pp. 178-196  Chapters 11-12 pp. 197-223
24-28 Sept. WEEK 6	Review Unit Test 1 Paragraph Patterns: The Narrative Paragraph, Chapter 4 pp. 49-54 Part II The Editing Handbook, Grammar Section 3: Verb Agreement and Consistency, Chapters 13-14 pp. 224-247	Chapter 4 pp. 49-54 <u>Write Narration paragraph</u> Chapters 13-14 pp. 224-247
1-5 Oct. WEEK 7	<u>NARRATION PARAGRAPH #2</u> first draft with pre-writing DUE Peer review paragraph #2 Revised paragraph #2 due Part II The Editing Handbook, Grammar Section 4: Effective Sentences, Chapter 15 pp. 248-260	Complete <u>narration paragraph</u> final draft  Chapter 15 pp. 248-260
8-12 Oct. WEEK 8	Unit Test 2 (Chapters 11-15 pp. 197-259) Paragraph Patterns: The Comparison and Contrast Paragraph, Chapter 4 pp. 70-74 Part II The Editing Handbook, Grammar Section 4: Effective Sentences, Chapters 16-17 pp. 261-287	Chapter 4 pp. 70-74  Chapters 16-17 pp. 261-287
15-19 Oct WEEK 9	Review Unit Test 2 <u>In-class Writing: COMPARISON AND CONTRAST PARAGRAPH #3</u> Peer review paragraph #3 Revised paragraph #3 due	<u>Complete comparison and contrast paragraph</u> final draft
22-26 Oct. WEEK 10	Part II The Editing Handbook, Grammar Section 5: Common Sentence Errors, Chapters 18-20 pp. 288-307 Part II The Editing Handbook, Grammar Section 6: Modifiers, Chapter 21 pp. 316-331	Chapters 18-20 pp. 288-307  Chapter 21 pp. 316-331
29 Oct.-2 Nov. WEEK 11	Unit Test 3 (Chapters 16-21 pp. 261-332) Part II The Editing Handbook, Grammar Section 6: Modifiers, Chapter 22 pp. 333-342 Paragraph Patterns: The Cause and Effect Paragraph, Chapter 4 pp. 75-80	Chapter 22 pp. 333-342  Chapter 4 pp. 75-80
5-9 Nov. WEEK 12	Review Unit Test 3 <u>In-class Writing: CAUSE AND EFFECT PARAGRAPH #4</u> Peer review paragraph #4 Revised paragraph #4 due Part II The Editing Handbook, Grammar Section 7: Word Use and Spelling, Chapter 23 pp. 344-358	Chapter 23 pp. 344-358 <u>Complete cause and effect paragraph</u> final draft
13-16 Nov. WEEK 13 Veteran's Day Holiday,	<i>Part II The Editing Handbook, Grammar Section 7: Word Use and Spelling, Chapter 24 pp. 359-367</i> Paragraph Patterns: The Argument Paragraph, Chapter 4 pp. 81-	Chapter 24 pp. 359-367  Chapter 4 pp. 81-88

<u>WEEKLY DATES</u>	<u>CLASS TOPICS</u>	<u>HOMEWORK</u>
12 Nov.	88	
19-21 Nov. WEEK 14 Thanksgiving Break, 22-23 Nov.	<u>In-class Writing: ARGUMENT PARAGRAPH # 5</u> Peer review paragraph #5 Revised paragraph #5 due Part II The Editing Handbook, Grammar Section 8: Punctuation and Mechanics, Chapters 25-26 pp. 369-393	Chapters 25-26 pp. 369-393 <u>Complete argument paragraph final draft</u>
26-30 Nov. WEEK 15	Part II The Editing Handbook, Grammar Section 8: Punctuation and Mechanics, Chapter 27 pp. 394-405 Unit Test 4 (Chapters 22-27 pp. 333-405)	Chapter 27 pp. 394-405
3-7 Dec. WEEK 16	Review Unit Test 4 Part II The Editing Handbook, Grammar Section 9: Editing, Chapter 28 pp. 406-415	Chapter 28 pp. 406-415
11 Dec. 4:00- 6:00P.M. WEEK 17	<b>FINAL EXAM WEEK – Essay &amp; Objective</b>	Room TBA

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**Lab Activities:**

**MyWritingLab – Weekly assignments must be completed at 70% mastery for each folder topic. Mastery can be achieved with one set beginning Week #2. Students are assigned both Recall and Apply sets for each topic folder, not including the diagnostic tests.**

**MyWritingLab Weekly Assignments (Students have the entire week to complete, including the weekend. Work must be complete before the first day of class of the next week):**

- Diagnostic Pre-Test ( by 9-3-07)
- Prewriting, and Paragraphs (by 9-9-07)
- Topic Sentences, Developing and Organizing a Paragraph (by 9-16-07)
- Revising the Paragraph, Editing the Paragraph, and Illustration Paragraph (by 9-23-07)
- Parts of Speech, Pronoun Antecedent Agreement, and Pronoun Case (by 9-30-07)
- Pronoun Reference, Subject and Verbs, and Verb Tense (by 10-7-07)
- Regular and Irregular Verbs, Subject-Verb Agreement, and Narrative Paragraph (by 10-14-07)
- Consistent Verb Tense, Sentence Combining, and Comparison and Contrast Paragraph (by 10-21-07)
- Sentence Variety, Standard Vs. Non-Standard English (by 10-28-07)
- Fragments, Run-Ons, and Parallelism (by 11-4-07)
- Adjectives, Adverbs, and Cause and Effect Paragraph (by 11-11-07)
- Misplaced or Dangling Modifiers, and Spelling (by 11-18-07)
- Argument Paragraph, Easily Confused Words, and Commas (by 11-25-07)
- The Apostrophe, Capitalization, and Quotation Marks (by 12-2-07)
- Diagnostic Post Test (by 12-09-07)