

# Sharon Rinkiewicz Syllabus

## Enc 0010 College Prep Writing I

**Instructor:** Ms. Rinkiewicz

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**Texts:** *Along these Lines: Sentences and Paragraphs with My Writing Lab*  
*Prentice Hall Grammar Workbook*  
Dictionary  
Thesaurus

Please note all of this is a package deal ordered specifically for my class, so make sure you get the correct texts when you go to the bookstore. **To avoid confusion, bring this syllabus with you.**

**Required Materials:** pen, pencil, notebook with three subjects and folder, extra folder with prongs for your portfolio, and stapler.

**About the course:** Enc 0010 is the first half of developmental writing courses designed for preparation in Enc 0021 and ultimately for Enc 1101. This course provides the basics of grammar, usage, punctuation, and sentence structure with the overall goal of improving student writing. In addition, students will apply these skills to writing a variety of paragraphs including, but not limited to, illustrative, narrative, descriptive, and process. The only way to learn how to write is by writing. In addition, you will also read some short essays to further develop your reading comprehension and writing skills.

### **Upon successful completion of this course, students should be able to**

- Understand the parts of speech
- Apply correct subject verb and pronoun agreement
- Use correct word choice
- Use adjectives and adverbs correctly
- Vary sentence structure by using simple, compound, and complex sentences
- Avoid common errors such as runons and fragments
- Punctuate correctly
- Conjugate and use regular and irregular verbs correctly
- Write a topic sentence
- Write a well developed paragraph in a variety of modes
- Use specific examples and descriptions
- Use effective prewriting strategies such as listing, outlining, brainstorming and freewriting
- Revise paragraphs for fluency and ideas
- Apply effective proofreading and editing skills

**This course has an online component:** Throughout the term, we will be working with [mywritinglab.com](http://mywritinglab.com), an online resource through Prentice Hall, which will provide additional support and practice, so you can achieve mastery of the concepts taught in class. On the third day of class, a representative will walk you through this component, so you will know how to use it. Your textbook should have come with a student access kit to My Writing Lab. You will need to bring this with you, so you sign in properly. While I understand that some of you may not have computers at home, you will have access to this online component through BCC's English lab, and there are over 100 computers in Learning Resources for student use. **A huge amount of your homework will be done through My Writing Lab and submitted to me for a grade. Note that each module is worth three grades. Failure to complete just one module will guarantee you three zeros.**

Every time I assign a module, you will print out a copy of your individual progress report, highlight the areas you worked on for that week, and submit it to me for a grade. Make sure you write your name on this clearly and staple the pages together; otherwise, **you will not receive credit.**

**Benefits of working with this component:** The benefits of this component are numerous. First, rather than turning in the traditional textbook assignment and having to wait a week to see if you understood the assignment and the concept taught, you will know automatically. Next, you have multiple tries. For instance, let's say you are working on subject/ verb identification. You complete one module and score a 60%, but you aren't happy with that score. So, try again and again until you are satisfied. Because this program will not allow you to move backwards or repeat anything, you are forced to learn the material, not memorize the question. Because you will need a minimum of 80% to pass any single unit, this helps ensure that you can earn a good grade in the course. You will also have access to the tutor center through phone, fax, or email, and you can also submit a paper through the tutoring center before you turn it in to me for a grade. In addition, this will help prepare you for the tests in class and in the BCC English lab. Simultaneously, this will take you through three different levels of understanding and critical thinking.

**Managing your time:** Admittedly, you have a very demanding workload; therefore, effective time management is crucial to succeed without driving yourself crazy. Because this is a summer term, this course is very fast paced. Much of the homework for this class can easily be completed within thirty-fourty-five minutes. Whenever I give a writing assignment, I will usually give you several days to complete it. However, do not wait until the day before it is due to start. Doing a little each day will give you more time to think, more time to revise and proofread.

**BCC English Lab:** All Enc 0010 students are required to take and pass the ten skills tests in the BCC English lab. In order to pass the lab portion of the course, you must have an average of 70% or higher. On the second day of class, you will have a short orientation to the lab and its requirements and tips for success. In order to help ensure that everyone passes the lab portion of the course, all students are required to complete the study packets or work from their grammar workbooks, whichever I specify for a given test. From time to time, I will do my best to provide you with practice tests, which will be modeled like the ones in the lab. You will have a maximum of three attempts to pass each test; the lab portion of the course is worth 20% of your final grade. I will take the highest score earned for each test when computing averages. If you fail the lab, you will fail the course.

You will be tested in the following areas:

- Parts of speech
- Subject/ verb identification
- Sentence structure
- Sentence errors (fragments, runons, and comma splices)
- Subject/ verb agreement
- Pronoun agreement
- Verb tenses
- Adjectives and adverbs
- Punctuation (commas, apostrophes, and semicolons)
- Capitalization

### ***Course policies***

#### **Participation and Preparation**

Participation and preparation are essential in order to succeed in this course. You should prepare for class by reading the assigned chapters BEFORE you enter class, complete homework assignments, and bring all required materials such as books, paper, and writing utensils. If you show up to class without any of these items, you are not prepared. All work should be turned in ON TIME. Any late work will receive an automatic ten point reduction. Anything more than one week late WILL NOT be accepted. Being absent is not an excuse for late work. Regardless of your reason for missing, you are still

responsible for all work assigned. In the event of an absence, **it is your responsibility to get a hold of me to find out assignments missed**, so you won't be far behind when you return.

### Passing the course

In order to succeed in this course, you must earn a C or higher in all course work assigned, pass the lab portion with an average of 70% or higher, and pass both sections of the final exam.

Your grade will be computed as follows:

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Homework and My Writing Lab	10%
Quizzes	10%
Papers	25%
BCC Lab	20%
Exams	30%
Portfolios	5%

### Papers:

While we will spend a good deal of class time covering the grammar aspect of this course, the heart and soul of this course is the writing. Keep in mind that all papers are worth 25% of your final grade. Missing or failing just one paper can almost guarantee a failing grade for the course. Writing is complex skill that requires a considerable amount of critical thinking skills. It is hard work, but it can be learned with practice. **Because I want you to succeed and I want you to develop into good writers and critical thinkers, all students are required to rewrite their papers, regardless of the original grade.** If, when you rewrite your papers, and you have corrected your errors and revised the content of your paper according to the suggestions I made, your grade will go up. Your revision grade will replace the lower grade as if nothing ever happened, so this is to your benefit. However, in order to receive credit, you must staple your original to your rewrite.

### Easy "A" days:

Periodically, throughout the term, you will have a quiz based on the grammar concept just taught. If you have taken notes and participated in class, done your homework, and studied, you should have no problem passing this quiz with flying colors. Note, this is an "easy A," not a guaranteed A. This quiz will be given during the first five minutes of class time; if you show up to class after the quiz has been given, you will not be permitted to make it up.

### Tentative Schedule

<b>June 25</b>	<i>Introduction to course</i> <i>Getting to know you</i>
<b>June 26</b>	<i>BCC lab orientation</i> <i>Quiz on syllabus</i> <i>Sound Alikes/ Look Alikes 254</i> <i>Parts of speech video</i>
<b>June 27</b>	<i>Orientation to My Writing Lab (bldg 17, room 219)</i>
<b>June 28</b>	<b>Easy A day</b> <i>video</i> <i>Introduction to parts of speech (handout)</i> <i>Introduction to prepositional phrases (handout)</i>
<b>July 2</b>	<b>Parts of speech lab test due</b> <b>Easy A day</b> <i>Prepositional phrases cont</i> <i>The simple sentence 1-22</i>
<b>July 3</b>	<b>Homework due, Easy A day</b> <i>Simple sentence cont</i> <i>Mock test</i>

- Introduction to coordination 24-42*
- July 4** **Holiday—no class**
- July 5** **Sub/ verb ID test due**  
*Coordination*
- July 9** **Homework due**  
*Subordination*
- July 10 Lab test sentence structure due**  
*Fragments*  
*runons*  
*Homework due*
- July 11 Lab test sentence errors due**  
*Narrative paragraph 329-360*  
*Review for Midterm*
- July 12 Homework due,**  
**Self study apostrophes**  
*Commas*  
*semicolons*
- July 16 paper due, Midterms due**  
**Punctuation test due**  
*Sub/ verb agreement*
- July 17 Sub/ verb agreement test due**  
*Pronoun agreement 182-196*  
*Self study capitalization (grammar wkbk)*
- July 18 Pronoun agreement test due**  
*Descriptive writing*
- July 19 Capitalization test due**  
*Adjectives & adverbs 93-104*  
*Verb tenses 117-138*
- July 23 Adjective & Adverb test due**  
*Verb tenses cont*  
*Process writing 407-426*
- July 24 Process paragraphs (cont) 407-426**
- July 25 Rewrites due**  
**Verb tense test due**
- July 26 Process paragraphs due**  
*Illustrative paragraph 387-406*
- July 30 Process paragraphs due**  
*“Stop Ordering Me Around”*  
*In class paragraph*
- July 31 In class paragraph**  
*Review for final*
- Aug 1** **Final exam (paragraph)**  
*Review for final*
- Aug 2** **Final exam (objective)**