

Getting ready

Prerequisites: Placement by testing or a successful completion of 0306

Required Material: Kim Flachmann "Mosaics. Focusing on Essays. 3rd edition. MyWritingLab access code card for on-line supplement

Optional Materials

or Reference Texts: 3-ring binder with notebook paper; blue/ black pen, pencil, clean PC formatted disk or Flash, working e-mail account, 4-5 different colors highlighters; Merriam-Webster's dictionary (at home or on-line), positive attitude, desire to succeed

* you will be notified in advance if additional materials are needed for this class

Assignments: Detailed class and homework assignments are recorded in this syllabus. Please, check the syllabus and complete all the assignments before coming to class. Additional homework may be given in class. Missing a class is not an excuse for not completing your homework. Please exchange contact information with your fellow students in case you need to find out what you missed in class and what additional work was assigned. On-line assignments are due before 10:30 a.m. on Wednesday – before class. **I do not accept late work.**

MyWritingLab (MWL) is an on-line supplement which we will be using in this course. It provides excellent instructions and practice exercises that are aligned with the textbook and our course curriculum. In order to fulfill the FLEX requirement of this course, you will have to spend at least 2 hours in MWL weekly in addition to the work you complete and submit via WebCT.

Every module in MWL has several video segments that explain certain rules, and 3 types of exercises: Recall, Apply, and Write. **Recall and Apply exercises are required.** We will use Write exercises as your journal entries. Different modules in MWL vary in length and number of exercises; I expect you to complete a **minimum** of 5 Recall and 5 Apply exercises in each module.

Please, use the following rule to determine if you spent adequate amount of time in the program: 2 hours of work weekly OR completion of all assignments and activities listed on the syllabus for that week.

Average workload: According to most college/university catalogues, a student should budget 2 hours of home work per every credit/contact hour. For example, you are earning 4 credits for this course; therefore, you should expect to spend 8 hours a week on your homework assignments. Here is a sample time distribution for this course:

Face-to-face:	1hr;
FLEX class time	3 hrs;
Homework	8 hrs;
TOTAL	12 hrs per week

Some people complete work faster, and some take more time, so the TOTAL amount of time you spend working on this course will slightly vary.

Communicating with your instructor: I encourage all my students to communicate with me and with each other regularly and frequently. You can reach me by phone 281-290-3288, or via WebCT e-mail, or anna.v.apple@nhmccd.edu. I will try to return your calls and reply to your messages within 24 hours. Saturdays and Sundays are my days off. I might check my messages over the weekend; however, if you contact me on Friday afternoon, do not expect my reply until Monday. Please review my class schedule before coming to see me in my office.

Computer lab rules and policies: Computers in the computer lab are for educational purposes only. Students are expected to follow the college computer use policy. In addition, students are not to use computers to check their personal e-mail, chat, browse different sites, shop, play computer games, etc. The computer screens have to be turned off when I lecture or when we are not using computers as part of the class work. Students who do not comply with the rules will be asked to leave the class, will be

assigned a full day's absence (see attendance policy), and will receive a zero for the class work. Make up work will not be allowed.

GRADE DETERMINATION:

Your grade will be determined by the following	Details	Percent of Final Average
MyWritingLab	Achieve mastery levels or complete all sets of exercises	20%
Quizzes	Grammar and reading quizzes given in class and on-line.	10%
Class participation and work in and out of class	Class discussions including on-line discussions when assigned, journals	10%
Paper 1	Definition or Narrative essay	10%
Paper 2	Compare/Contrast essay	10%
Paper 3	Persuasive essay	10%
Midterm	Timed essay	10%
Final	District common final exam – timed essay	20%
Total:		100%

LETTER GRADE ASSIGNMENT:

Letter Grade	Final Average in Percent
A	90 - 100
B	80 - 89
C	70 - 79
IP*	60 - 69
F	Below 60

* Please note that an "IP," which stands for "In Progress," is assigned to a student at the instructor's discretion based on a case-by-case basis. The instructor has the option of giving a student an "IP" in lieu of an "F" if a student has put forth a substantial effort throughout the course but is still unable to successfully satisfy the course requirements. If an "IP" is assigned to a student, the course must be repeated again to receive institutional credit.

Tentative Instructional Outline:

Week Number	In-class activities	Homework is due on the day it is recorded
1		
WED 08/30 F2F	Orientation; course expectations, about Flex course and how it is different from traditional and DL courses; Sign up for WebCT, MWL...	
2		

Week Number	In-class activities	Homework is due on the day it is recorded
FLEX	1. Journal: Post 1 message on the discussions board – Write a paragraph answering the question: “Who am I?” 2. Syllabus Scavenger hunt – submit via WebCT assignments; 3. MWL – The Writing Process – complete the following: The Writing Process (all recall and apply	1. Review Ch. 1-6 in your textbook; 2. MWL – The Writing Process: Essay organization (all recall and apply exercises, 1 writing exercises);
WED 09/06 F2F	1. Lecture on the writing process; 2. Patterns of organization and modes of writing; 3. Grammar review – Introduction / parts of speech, phrases and clauses;	1. Grammar – Introduction starts on p. 503 – study the entire Unit. 2. MWL – The Handbook – Parts of Speech, Phrases, and Clauses.
3		
FLEX	1. Journal – Read all postings from previous discussion board and write at least 2 paragraphs answering the question: “Who are we as a class?” See discussion posting for more details. Post in the WebCT Discussions 2. Take an on-line quiz over Ch. 58; 3. Take an on-line quiz over the essays in the handout.	Ch. 58 starts on p. 777 – complete all; Submit all “Write Your Own” exercises via WebCT assignments (for example, for ch. 58 it will be ex. 3, 6, 9, and review ex. 3 on p. 774).
WED 09/13 F2F	1. Review of Narrative essays and quiz over Ch. 10; 2. Class discussion of the reading assignments; 3. Assign paper # 1 – narrative; 4. MWL – The Writing Process – Effective Essays – Narrating Essays (complete only recall and apply exercises)	Ch. 10 p. 139 – 153 study/review. You do not need to complete the part “Working with your own essay” Read all essays in the handout. Ch. 26 read only the first essay “The Sanctuary of School”
4		
FLEX	1. Journal complete one of the writing activities in MWL for Narrative essays (MWL – The Writing Process – Effective Essays – Narrating Essays); 2. MWL – The Writing Process – Revising Essays and Editing Essays (complete only recall and apply exercises)	Ch. 59 p. 789 – complete all and submit all “Write your own” exercises via WebCT assignments;
WED 09/20 F2F	1. Lecture on editing and revisions; 2. In-class peer editing and revisions of paper # 1;	First complete draft of paper # 1 is due at the beginning of class. You must have a disk or a flash to save your work.
5		

Week Number	In-class activities	Homework is due on the day it is recorded
FLEX	<ol style="list-style-type: none"> 1. Journal complete one of the writing exercises in MWL – The Writing Process – Revising Essays or Editing Essays; 2. MWL – Writing Effective Essays – Defining Essays 3. Turn in answers to questions for Ch. 31 via WebCT - Assignment tool; 	<ol style="list-style-type: none"> 1. Ch. 15 p. 259 – 272 (study/review) 2. Ch. 31 p. 466 – Read only the first essay “<i>Ways to AI</i>” 3. In Writing answer the following questions on p. 469: 1, 2, 4, 7, 8, 9;
WED 09/27 F2F	Definition essays – discussion, reading check; Paper # 1 is due at the beginning of class; Library orientation;	Must see a tutor in the library tutoring center to review your paper and get one of the drafts signed and dated by the tutor.
6		
FLEX	<ol style="list-style-type: none"> 1. Journal –complete one of the writing exercises in MWL – Writing Effective Essays – Defining Essays; 2. MWL – The Handbook – Subjects and Verbs; 	Ch. 34 p. 527 – Study/review all; submit all “Write your own” exercises via WebCT assignments
WED 10/04 F2F	Run-on sentences and sentence fragments - workshop	Ch. 35, 36 – study/review all; submit all “Write your own” exercises via WebCT assignments
7		
FLEX	<ol style="list-style-type: none"> 1. Journal complete one of the writing exercises in MWL – Writing Effective Essays – Defining Essays or Narrating Essays or any other section we have already studied; 2. MWL – The Handbook - Fragments; 3. MWL – The Handbook - Run-on sentences 	Review the PowerPoint presentations in WebCT;
WED 10/11 F2F	<ol style="list-style-type: none"> 1. Description essays – discussion and practice; 2. Commas – review and practice 	Ch. 9 p. 115 – 130; Ch. 48 –Commas – study/review all
8		
FLEX	<ol style="list-style-type: none"> 1. Journal – complete one of the writing exercises in MWL – Writing Effective Essays – Defining Essays or Narrating Essays or any other section we have already studied; 2. MWL – The Handbook - Commas; 	Go to the bookstore and purchase a BlueBook for your midterm examination; Contact the Assessment Center (located in the library) to schedule time for your midterm examination.

Week Number	In-class activities	Homework is due on the day it is recorded
WED 10/18 F2F	<ol style="list-style-type: none"> 1. Review of Definition, Narrative and Description essays – in class timed writing practice; 2. Prepare for midterm 	Review types of essays, paragraph structure, essay structure and the writing process fro midterm exam.
9		
FLEX	Midterm examination – must make arrangements to take the test in the testing center between 10/18 and 10/25.	Must have a blue book for the midterm – can be purchased in the college bookstore.
WED 10/25 F2F	<p>Review Ch. 13; Assign paper # 2 Compare/Contrast Brainstorming and drafting;</p>	Ch. 13 p. 210 – 227; MWL – Writing Effective Essays – Comparing/Contrasting Essays
10		
FLEX	<ol style="list-style-type: none"> 1. Journal - complete one of the writing exercises in MWL – Writing Effective Essays – Comparing/Contrasting Essays; 2. MWL – The Handbook – Pronoun Reference; 3. MWL – The Handbook – Pronoun – Antecedent Agreement; 	Ch. 42 p. 619 – study all; submit all “Write your own” exercises via WebCT assignments; Create your first draft of paper #2
WED 11/01 F2F	<ol style="list-style-type: none"> 1. Draft of paper # 2 is due at the beginning of class; 2. In-class editing and revisions of paper # 2; 	Ch. 43 p. 626 Study all; submit all “Write your own” exercises via WebCT assignments; Must review your paper with a tutor in the tutoring center sometime this week
11	Official Withdrawal date “W” is on 11/10/06	
FLEX	<ol style="list-style-type: none"> 1. Journal – complete one of the writing exercises in MWL – The Writing Process – Thesis Statement; 2. MWL – The Writing Process – Thesis Statement; 	Work on your draft of paper # 2;
WED 11/08 F2F	<ol style="list-style-type: none"> 1. Paper # 2 is due at the beginning of class; 2. Intro to Research, review of chapters 18 and 19; 3. Introduce paper # 3 – career research 	Ch. 18
12		

Week Number	In-class activities	Homework is due on the day it is recorded
FLEX	<ol style="list-style-type: none"> 1. Journal – complete one of the writing exercises in MWL – Writing Effective Essays – any one of the sections we already studied; 2. MWL – The Essay With Sources; 	Ch. 19 Complete and submit via WebCT assignments practice 1 and 2.
WED 11/15 F2F	Library research – By the end of class you will have to have found at least 4 sources you are going to use for your paper;	
13		
FLEX	<ol style="list-style-type: none"> 1. Journal - complete one of the writing exercises in MWL – Writing Effective Essays – select any of the sections we have already studied; 2. Read and annotate all articles/ sources; 3. Complete an outline for paper # 3 and include the note numbers for quotes and ideas you are going to use in your paper. You can find a template in the Course Content - WebCT 	See a tutor in the tutoring section for help with your paper # 3;
WED 11/22 F2F	<ol style="list-style-type: none"> 1. Draft of paper # 3 is due at the beginning of class; 2. Editing and revision of paper # 3; 3. Instructor feedback; 	Create MLA Works cited page for your paper # 3 and submit via WebCT Assignments
14		
FLEX	<ol style="list-style-type: none"> 1. Journal - complete one of the writing exercises in MWL – Writing Effective Essays – select any of the sections we have already studied;; 2. MWL – Writing Effecting Essays – Arguing 	Ch. 17 “Arguing” p. 304 – study all;
WED 11/29 F2F	<ol style="list-style-type: none"> 1. Paper # 3 is due at the beginning of class; 2. Review Ch. 17, possibly a quiz; 3. Preparing for finals, practice writing. 	Create a final copy of your paper # 3 and proofread before turning it in! <u>Go to the book store and buy a Blue Book for your final!</u>
15		
FLEX	<ol style="list-style-type: none"> 1. Journal; 2. Timed writing on a given prompt. Administered through WebCT; 3. Review, instructor feed back; 	Ch. 33 p. 482 Read only the first essay “We are training our kids to kill” In writing answer the following questions: 1, 2, 4, 5, 7, 9 on p. 491 and submit via WebCT assignments
Wed 12/06 F2F	Review for the final; Writing practice on a sample prompt. Sign up for the final and come on campus to take the final exam.	
16		

Week Number	In-class activities	Homework is due on the day it is recorded
	Calibration for grading District Common Final	
	Team Grading of the District Common Final	

Final Examinations

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule.