

Susan Taylor Syllabus

North Florida Community College

ENC 0020: Writing Skills II

Instructor: Mrs. Susan Taylor

Prerequisite: A grade of "C" or better in ENC 0010, or a CPT scores of 60-82.

Required Texts:

- Meyers, Alan. *Composing with Confidence: Writing Effective Paragraphs and Essays*, 7th Edition. New York: Longman, 2006.
- Henry, D.J. and Mimi Markus. *Thinking Through the Test: A Study Guide for the Florida Basic Skills Exit Test*, 3rd Edition (reading and Writing with Answers). New York: Longman, 2006. (This study guide comes bundled with textbook purchase.)
- *MyWritingLab*. CD-ROM. New York: Longman, 2006. (This software comes bundled with textbook purchase)

ENC 0020 Course Objectives:

- The ENC 0020 course will focus on the writing, revising and editing of a variety of expository essays.
- Students will continue to refer to and practice the competencies covered in ENC 0010, but in ENC 0020 essays are expected to be about 400 words long, showing all the qualities of organization and correctness of college level essays.
- Approximately 75% of the course will be centered on the students' writing and revision.
- Discussions regarding editing are recommended when students demonstrate a need for additional support in this area.
- Students will be evaluated on their ability to organize, write, revise and edit expository essays.

Methods of Instruction: lecture; discussion; in class and out of class writing assignments; reading assignments; quizzes taken electronically in the SSS Lab; *MyWritingLab* computer-based assignments

Evaluation:

Passing this course is based on the student's ability to pass the Florida College Basic Skills Test, which is comprised of two parts: Objective and Written Essay. Students must earn a **70% or higher on the Objective portion and earn a score of 3 or higher on the written essay.**

- If a student fails either portion of the final Exit Exam after two attempts, **(s)he will NOT pass the course. The grade of "D" will be assigned,** and the student must retake the course.
- If a student passes both portions of the final Exit Exam, the final course grade will be based on the number of points earned divided by the number of points possible.

Writing will be scored according to the Florida Department of Education rubric. See page 7 of this document for a copy of the rubric.

In order to eligible to take the final Exit Exam, students must meet the following two (2) criteria:

Show visible documentation of 12 clock hours in the Student Support Services lab

Earn an average of 70% or higher on all assigned course work

This course will be graded on a 10 point scale:

A = 89.5 – 100

B = 79.5 – 89.45

C = 69.5 – 79.45

D = 59.5 – 69.45

F = 59.49 and below

- Class assignments will include approximately
- 3 timed, in-class essays 100 points each (plus 1 pre-test);
- revisions of Practice A and Practice B in-class essays 100 pts each
- 1 out-of-class essay 100 points;
- weekly grammar quizzes 10 points each;
- a class notebook checked twice during the semester 50 points each
- weekly assignments using *MyWritingLab* software 10 points each

Course Expectations:

Lab attendance: ENC 0020 is a 4 hour class. As such, it is expected that students will spend 50 minutes per week in the SSS Lab. Attendance is documented electronically on AccuTrack in the lab and on *MyWritingLab*. Students must complete 12 full clock hours by the last class day of Week 14 (see testing schedule for exact date) in order to be eligible to take the State Exit Exam.

- By Wednesday, March 14, 2007, noon, students must show proof via AccuTrack of at least 8 hours of lab/library attendance. (An additional 8 hours is required for REA 0002).
- The instructor, based on the NFCC attendance policy, may withdraw any student who does not meet the March 16, 2007, lab attendance requirement.

Days Course Meets

MW or TR (1.5 clock hours per meeting each day)

Evening Course (3 clock hours per meeting)

#Allowed Absences

4

2

Other course/hour combinations may apply, but the formula (# clock hours of course per week x 2 absences = total absences allowed) applies.

Instructors may withdraw a student from the course after the maximum number of allowable absences is exceeded. A written warning is issued prior to withdrawal.

Scoring Criteria - Florida College Basic Skills Exit Test Writing

Score of 6	The paper has a clearly established main idea that the writer fully develops with specific details and examples. Organization is notably logical and coherent. Vocabulary and sentence structure are varied and effective. Errors in sentence structure, usage, and mechanics are few and insignificant.
Score of 5	The paper has a clearly established main idea that is adequately developed and recognizable through specific details and/or examples. Organization follows a logical and coherent pattern. Vocabulary and sentence structure are mostly varied and effective. Occasional errors in sentence structure, usage and mechanics do not interfere with the writer's ability to communicate.
Score of 4	The paper has an adequately stated main idea that is developed with some specific details and examples. Supporting ideas are presented in a mostly logical and coherent manner. Vocabulary and sentence structure are somewhat varied and effective. Occasional errors in sentence structure, usage, and mechanics may interfere with writer's ability to communicate.
Score of 3	The paper states a main idea that is developed with generalizations or lists. The paper may contain occasional lapses in logic and coherence and is mechanical. Vocabulary and sentence structure are repetitious and often ineffective. A variety of errors in sentence structure, usage, and mechanics sometimes interferes with the writer's ability to communicate.
Score of 2	The paper presents an incomplete or ambiguous main idea. Support is developed with generalizations and lists. Organization is mechanical. The paper contains occasional lapses in logic and coherence. Word choice is simplistic, and sentence structure is disjointed. Errors in sentence structure, usage, and mechanics frequently interfere with the writer's ability to communicate.
Score of 1	The paper has no evident main idea. Development is inadequate and/or irrelevant. Organization is illogical and/or incoherent. Vocabulary and sentence structures are garbled and confusing. Significant and numerous errors in sentence structure, usage, and mechanics interfere with the writer's ability to communicate.

***ENC 0020 Spring 2007 Testing Dates: MW classes**

Wednesday, January 11	Week 1	Pretest – objective (required)
Wednesday, January 17	Week 2	Pretest – timed essay (required)
Monday, February 12 Wednesday, February 14	Week 6	Practice Test A – objective Timed In-Class Essay A
Monday, March 12 Wednesday, March 14	Week 10	Practice Test B – objective Timed In-Class Essay B
Monday, April 9	Week	Final Practice – objective

Wednesday, April 11	14	Timed In-Class Essay – final pract.
Monday, April 16 Wednesday, April 18	Week 15	State Exam – Objective Test State Exam – Writing Test
Monday, April 24 Wednesday, April 26	Week 16	Review for Objective Test Retake Review for Writing Test Retake
Monday, April 30 Tuesday, May 1	Exam Week	State Exam final attempt- Second attempt/both tests

****Practice Tests*** will be given three (3) times throughout the semester. One test can be made up at the Testing Center within one week's time if appropriate documentation for the absence is provided to the instructor ***prior*** to the absence or ***immediately following*** the absence.

- Appropriate documentation includes doctors' notes, court summons, or other such legal document.
- *Please note that this courtesy will only be afforded to students **one time** during the course of the semester.*

Syllabi Addendum:
Lab Requirements for
ENC 0020 Basic Writing II

Students enrolled in this 4-hour course **MUST** have documented a minimum of 12 clock hours total time outside of classes. This time must be spent in the NFCC Student Success Lab.

Lab Requirements begin the week of January 8.
In the lab - Sign in using AccuTrack.

- Week 1 – Week 13 (January 8 – April 12, 2007)

12 hours – as specified above – MUST be completed by Thursday, April 12, 2007.

By Thursday, March 15, students must have completed a minimum of 8 hours of lab or you may be administratively dropped on March 16, 2007, according to the NFCC Attendance Policy.