

**Syllabus for ENC 0020 – College Prep Writing
Spring Term 2007-2008**

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Textbook: Paragraph Essentials: a writing guide by Linda Wong
(I also suggest that you purchase a college level dictionary.
You may use your dictionary during in-class writing assignments)

COURSE OBJECTIVES

You will increase your knowledge and skills of the writing process in order to enable you to write effective papers on the college level by:

- ◆ Reviewing grammar skills, sentence construction, and paragraph development in order to apply it to your writing.
- ◆ Learning how to select a topic, do pre-writing, write a rough draft, proofread, and write a final copy.
- ◆ Learning to write different types of paragraphs.
- ◆ Learning the fundamentals of grammar, from parts of speech through the analysis of sentence structures, with a focus on how to apply grammatical structures to your writing.
- ◆ Learning to recognize and correct common errors in grammar.

ATTENDANCE POLICIES:

- ◆ You are allowed three absences. **No more than 2 absences** in a class will be allowed. For every absence thereafter, 5 points will be subtracted from your final grade.
- ◆ **Punctuality is expected.** Three tardies will count as one absence. Tardy is considered being more than 5 minutes late.
- ◆ **When you are absent:** It is your responsibility to find out what you have missed. You are being provided with a schedule which gives details on everything we will be covering in class.
- ◆ **Make up work:** I **DON'T** give make-up assignments unless you have an excused absence or you have contacted me beforehand and given me a reasonable excuse for missing the assignment. A grade of "0" will be entered for all assignment not turned in on time. (This is a workshop course for learning and practicing skills, which have to be done in the classroom with me and in the lab with the lab staff. That is why attendance is so important for this course.)

LEARNING SUPPORT LAB PROCEDURES

- ◆ This course includes a lab component. You will be required to attend a lab session every week beginning **MONDAY, January 14, 2008**

- ◆ On our scheduled lab day, you will report to the classroom first, then we will go together to **the Learning Support Lab** in room D-203, where I will meet with you and assist you as needed.
- ◆ You are also expected to go to the lab on your own time so as to keep up with each week's **lab** assignments. You can begin going to the lab as soon as possible.
- ◆ If you finish **lab** early (before the last day of lab) and your folder is checked off, then you do not need to come to school on any subsequent days that we have lab.
- ◆ I will check your lab folder **two** times during the semester. If you don't have your lab completed on the first check I will take 10 points off of your current grade. If you don't have your lab completed at the final lab check, you will not pass the course.

CLASSROOM POLICIES:

- ◆ **Cell phones and/or MP3 players** should be turned off during class time.
- ◆ Please bring your **textbook** to class for every session.

GRADING PROCEDURES

In order to pass this course, you must satisfactorily complete three components:

1. The Lab. **(If you do not complete the lab, you will not pass the course.)**
Your completion of the Lab has to be certified by the lab staff).
1. Writing Assignments
2. Homework Assignments
3. Midterm Exam
4. Final Exam

◆ Lab	Pass / Fail
◆ Writing Assignments	45%
◆ Mid Term Exam	25%
◆ Final Exam	30%

PRESENTATION OF WRITTEN ASSIGNMENTS:

- ◆ All writing assignments must be neatly and legibly written in black or blue ink on regular, white paper.
- ◆ All writing assignments must be revised. The original written assignment must be returned with the revision.
- ◆ All revisions must be typed, double-spaced, and have the proper heading on the top left corner:

Name
Date
Ondaro ENC0020
Title of Assignment

Your final course grade is reported as follows:

S = You passed the course.

P = You failed the course, but made some progress in it.

U = You failed the course.

I know you can benefit from this course. Expect it to be hard work, but if you put forth the effort, it will pay off. Please feel free to discuss any concerns you may have with me.

COURSE SCHEDULE

- *Schedule is subject to change at any time.*

WEEK OF JAN 7	<ul style="list-style-type: none">• Course Procedures, Intro to Writing Process• Chapter 1: Parts of Speech Review DIAGNOSTIC PARAGRAPH
WEEK OF JAN 14	<ul style="list-style-type: none">• Lab Orientation• Chapter 2: Simple Sentences, Compound Sentences, Identifying Subjects & Verbs<ul style="list-style-type: none">• NARRATIVE WRITING DUE WED: NARRATIVE PARAGRAPH
WEEK OF JAN 21	<ul style="list-style-type: none">• Chapter 3: Past Tense Verbs, Compound Sentences, Conjunctive Adverbs, Run-ons, Comma Splices DUE WED: NARRATIVE REVISION
WEEK OF JAN 28	<ul style="list-style-type: none">• Chapter 4: Complex Sentences, Subordinate Conjunctions, Relative Pronoun Clauses, Fragments<ul style="list-style-type: none">• DESCRIPTIVE WRITING DUE WED: DESCRIPTIVE PARAGRAPH <ul style="list-style-type: none">• MIDTERM EXAM WENESDAY<ul style="list-style-type: none">• <i>Lab Check Friday</i>
WEEK OF FEB 4	<ul style="list-style-type: none">• Chapter 5: Participles DUE WED: DESCRIPTIVE REVISION
WEEK OF FEB 11	<ul style="list-style-type: none">• Chapter 6: Appositives & Participial Phrases<ul style="list-style-type: none">• COMPARISON / CONTRAST WRITING DUE WED: COMPARISON / CONTRAST PARAGRAPH
WEEK OF FEB 18	<ul style="list-style-type: none">• Chapter 7: Subject / Verb Agreement<ul style="list-style-type: none">• FINAL REVIEW DUE WED: COMPARISON & CONTRAST REVISION
WEEK OF FEB 25	<ul style="list-style-type: none">• PROCESS WRITING DUE WED: PROCESS PARAGRAPH• FINAL EXAM & FINAL LAB CHECK• PROCESS REVISION DUE BY EMAIL ON FRIDAY

ASSIGNMENT	POSSIBLE POINTS	MY POINTS
DIAGNOSTIC	5	
NARRATIVE PARAGRAPH	5	
NARRATIVE REVISION	5	
DESCRIPTIVE PARAGRAPH	5	
DESCRIPTIVE REVISION	5	
MIDTERM EXAM	25	
COMP / CONT PARAGRAPH	5	
COMP / CONT REVISION	5	
PROCESS PARAGRAPH	5	
PROCESS REVISION	5	
FINAL EXAM	30	