

Mid-State Technical College

Introduction to College Writing

Fall 2011

**Instructor:** Anne Dyken

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**Office hours:**

Monday – 8-9 am; Tuesday – 8-9 am; Wednesday – 8-9 am and 2-3 pm; Thursday – 2-3 pm; Friday 8 – 10 am

**I am also in the Academic Support Center (room 126) at these times:**

Monday: 9:00 am – 1:00 pm

Tuesday: 9:00 –am- 12:00 noon.

Wednesday: 9:00 am – 12:00 noon

Thursday: 9:00 am – 12:00 noon

**The ASC is a place to go to get help on your work in any class. If you need help with the work for this class, come in and we will sit down and work together.**

**Text book:** Foundations First , Third Edition (by Laurie Kirszner and Stephen Mandell)

**Materials required for this course:** Notebook, folder or binder, loose leaf paper, removable storage device (flash drive), calendar or planner.

**You must be able to word process to succeed in this class.** If you don't know how, or if your computer skills could use some improvement, please come and see me in the ASC and I will get you started on improving those skills.

**Course description:** This is a writing course to introduce you to the skills needed to succeed in Written Communication. In this class, you will develop your ability

to generate ideas for your writing, use different approaches to organization and content, use outside resources, write drafts, and edit final drafts.

### **Competencies:**

- Use the process approach to writing
- Apply conventions of the English language
- Demonstrate variety in sentence structure
- Compose paragraphs that demonstrate various writing patterns
- Analyze information critically
- Compose multi-paragraph documents

**Attendance policy:** If you attend all classes and arrive on time, you will receive 15 extra credit points at the end of the term. If you miss more than nine hours of class, your chances of passing the class will diminish, but I won't drop you from the course. I assume you are an adult and that you know how to operate a computer well enough to drop this class if you feel you will not pass. If you miss class, please ask a classmate what you missed during your absence or check the class blog.

If you miss class and want to make up the work, you have three days to complete the work. The point value for a late assignment goes down 10% each day it is late.

Please keep all of your returned work until the term is over. This way, if we have a question about a grade, you can show me the assignment as proof.

### **Assignments:**

**Writing journal:** I will assign a topic for you each week. Usually this will be done in class. In your journal, please don't concern yourself with punctuation, grammar, or spelling. It is just a place to warm up and get some ideas down. You will earn ten points per week for your journal if you do the writing.

**Paragraphs:** Over the course of the semester, you will develop a variety of paragraphs and short essays to develop your awareness in purpose, audience, organization and support. You will write a **descriptive** paragraph (10 points), a **narrative** essay (25 points) and an **instructions** essay (40 points).

**Book exercises:** Throughout the semester, I will ask you to complete exercises in your book, Foundations First. Most of these exercises address issues with grammar, sentence structure, and organization. You will receive one point for each correct answer.

**Research assignments:** You will also develop your ability to locate, analyze, and paraphrase information on a topic of your choosing. Your final research assignment will be worth 50 points.

**Grading scale:**

60%-69% = D; 70-79= C; 80 – 89= B; 90 – 100= A

**Late assignments** will lose 10% of the possible points each day the assignment is late.

**Professional points:** You will begin the semester with 20 professional points. Inappropriate conduct may result in a loss of points.