

English 100
Fall 1999
MWF 10:00-10:50am
Instructor: Koreen Nakahodo
Office Hours: By appointment
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Course Description

The course is designed to prepare you for a freshman level writing course. The course is divided into three sections. The first section focuses on the "building blocks" essential to effective writing: vocabulary development, sentence structure, and paragraph organization. The second section examines the writing process and the different forms of the essay: narration, description, exemplification/illustration, and comparison and contrast. The last section of the course allows the student to demonstrate his/her writing proficiency by writing essays based on a service learning project or reading assignments. At the end of the course, the student should feel confident enough to succeed in English 101.

Course Objectives

- to build a college level vocabulary
- to develop college level writing skills
- to examine and apply the different forms of writing
- to utilize correct punctuation and sentence structure

Required Texts

English Simplified by Blanche Ellsworth and John Higgins
The Scott, Foresman Handbook for Writers (5th edition)
Handouts

Policies and Procedures

Attendance and Punctuality: Class meetings are essential. Excused absences must be documented and approved by the instructor. Each student is allowed one unexcused absence. Any further absences will result in a 2% deduction from the student's final grade for each class missed. Tardiness is unacceptable and will also affect the student's final grade. A student will be considered tardy if he/she is more than 5 minutes late to class.

Freedom and Responsibility: You are free to express your opinions and share your ideas with courtesy and respect to all members of the class.

Paper Format: All papers must be typed, double-spaced, 12point font, New Times Roman, and on white paper with one inch margins. Please use only one side of the paper. Failure to comply with the paper format will result in a grade deduction for that* paper.

Late Papers will be reduced by one letter grade for each class period that it is late. A paper will be considered late if it is turned in after the beginning of class on the day that it is due. Papers that are more than 5 class sessions late will not be accepted by the instructor and will receive a grade of '0'.

Class Project

Each student must turn in a class project. Students will be able to select between two options.

Option A: Essays based on various reading assignments and handouts. The goal of the project is to allow the student to apply the knowledge gained in the course.

Required Texts

Winnie the Pooh by L.L. Milne
The Tao of Pooh by Benjamin Hoff
4 handouts

Required Assignments

Illustrative essay based on Winnie the Pooh and The Tao of Pooh
Comparison and Contrast Essay based on handouts
Narrative essay based on handouts and class experience

option B: Service Learning Project. The student will tutor elementary school children. The goal is to allow the student to apply his/her skills while tutoring others. The student will then use his/her experiences to write 2 essays.

Requirements

8 one hour tutoring sessions
Attend a lecture on service learning by Bro. Tom Spring
Meeting with the director of tutoring project at the school
2 one hour tutoring workshops
Waiver form (with out this form, the student may not select option B)
Evaluation form from the director of the tutoring project.
Note: an unsatisfactory evaluation form will result in a '0' for the project grade.

Required Assignments

Weekly Journal
Descriptive essay based on one tutoring session
Illustrative essay based on the tutoring experience

Handouts will provide detailed guidelines for each project. Students will be notified of all meeting times (for option B) in advance.

Grading Breakdown:

Attendance	10%
Class Journal	10%
4 papers	40%
Class Project	30%
Writing assignments	10%

Mandatory: class letter outlining your understanding of the policies and procedures and grading breakdowns for this course. This letter will be due on the first week of class.

English 100 Lab

The purpose of this Lab is to give you individual attention to assist you the writing process. This is an opportunity to explore structural or organizational errors in your writing. Each student will meet with the instructor on a weekly basis. There will be 11 mandatory meeting sessions.

Required Texts

The Scott, Foresman *Handbook for Writers* (5th edition) by Kriszner and Mandel.
A spiral notebook for your journal.

Requirements

This is a required lab; therefore your attendance is mandatory. We will be meeting once a week at your designated time outside of our classroom. The instructor will assign you a meeting time after your availability is turned in to the instructor.

Attendance: If you miss more than 2 sessions without a documented excuse, you will lose 20% of your lab grade. Also, since the sessions will be approximately 20 minutes long, if you are more than 5 minutes late for a meeting session, you will be marked absent for that session. Excused absences must be documented and approved by the instructor.

Papers: You will be required to do 2 papers for this lab. Each paper must adhere to the paper format. The scale given above will grade each paper.

Learning Journal: You will be required to keep a learning journal. In this journal you will be addressing any grammatical or typographical or structural errors in your writing. For example, if you are consistently confusing their with there in your papers, you would log this down in your journal. You would consult your journal', as you are proof reading your work so that you do not commit the same error again. The journal will be graded on the same scale as all other assignments. By the end of the semester, you should have a record of all of your errors. This will allow you to address these errors for future papers during your academic career. Note: this is different from your class journal.

Grading Breakdown

Attendance	20%
Papers	50%
Journal	30%

Grading: All assignments will be graded on a 10 point scale.

- 10 = A- A job well done. The completed assignment has surpassed the standards provided by the instructor. The assignment adhered to the proper paper format and contained no typographical or **grammatical** errors.
- 9 = A- A job well done. The assignment supposed the standards, but contained one or two errors in the text.
- 8 = B- The assignment met the standards provided and contained one or two errors.
- 7 = C- The assignment met the standards provided by the instructor and contained several errors (3-5) in the text.
- 6 = D- The assignment failed to meet the standards provided, or the assignment met the standards provided but contained 6 or more errors in the text.
- 0 = F- The assignment was not completed. The assignment was not turned in on time.

Plagiarism: Plagiarism is unacceptable and may result in a failure for the course. Review the Student Catalog for a definition of plagiarism.

English 100 Lab

A mandatory one-credit lab is required for each student enrolled in English 100. Lab meetings will take place outside of the classroom and will be graded separately from the class. However, failure to pass English 100 lab with a grade of C or higher means that the student must repeat the English 100 lab and English 100 course regardless of a passing grade (C or higher) given for the English 100 course.