

English 100

Section 01

Instructor: Koreen Nakahodo

Office Hours: Monday and Wednesday from 3-4, or by appointment.

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Course Description

The course is designed to provide a foundation for effective writing. Emphasis will be placed on grammar, paragraph and sentence organization, and essay organization. The course will offer practice in writing short essays. After successfully completing this course, the student will be prepared for English 101. This course is accompanied by a mandatory one credit lab.

Required Texts

Exercises for English Simplified, 8th edition by Blanche Ellsworth and John A. Higgins.
The Scott, Foresman Handbook for Writers, 5th edition by Hairston, Ruskiewicz, and Friend.

Required Extras

Access to computer, word processor, or typewriter (all papers must be typed).

A folder for your student portfolio.

Student Responsibilities

Class Attendance

Attendance and punctuality are mandatory. Students are responsible for making up work assigned during their absence from class.

Unexcused Absences

Your final grade will be deducted by 2% for each unexcused absence.

Excused Absences

An excused absence must be documented, signed, and dated by a physician and approved by the instructor.

Tardiness

Excessive tardiness may result in a grade deduction. If a student is more than 10 minutes late for class, he/she will be marked as tardy.

Late Work

Late papers will receive a grade deduction. All late papers will receive a 2% deduction for every day that the paper is late. Papers over a week late will receive a '0' (F).

Class Behavior

In class you are free to express your opinions with respect to the other members of the class.

Plagiarism

Plagiarism is unacceptable. Any student caught plagiarizing will fail the course. Guidelines for plagiarism is on page 41 of the student handbook.

Grading Breakdown

Grammar Quizzes (4)	20%
Attendance and class participation	20%
Papers (2)	20%
Homework	20%
Final Exam	20%

Grading Scale

- 'A' Outstanding scholarship and an unusual degree of intellectual initiative.
- 'B' Superior work done in a consistent and intellectual manner.
- 'C' Average grade indicating competent grasp of subject matter.
- 'D' Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
- 'F' Failed to grasp minimum subject matter; no credit given.

A passing grade for this course is a 'C.'

Papers

All papers must be typed, double-spaced, with one inch margins. Students must also use Times New Roman 12 pt font. All late papers will be subject to a grade deduction.