

English 100 (01)

M,T,W,F 9:00-9:50

Spring 2002

Instructor: Koreen Nakahodo

Office Hours: T 10:00-10:50, F 10:00-10:50 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, and paragraph 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.

Course Objectives

At the successful completion of this course, the student should be able to

- J Identify and Correct Subject-Verb Agreement Errors;**
- J Use Verb Tenses Correctly;**
- ✓ Identify and Correct Pronoun-Antecedent Errors;**
- J Identify and Correct Sentence Fragments;**
- J Identify and Correct Fused Sentences**
- J Identify and Correct Dangling and Misplaced Modifiers;**
- J Identify and Correct Punctuation Errors;**
- J Utilize Pre-Writing strategies;**
- J Produce a Thesis Sentence;**
- Produce a Well-Organized and Well-Written Short Essay (2-4 pages);**

Required Texts

Exercises for English Simplified, 9th edition by Blanche Ellsworth and John A. Higgins.
The Scott, Foresman Handbook for Writers, 6th edition by Hairston, Ruszkiewicz, and Friend.

Required Extras

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

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 may be affected 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 5 minutes late for class, he/she will be marked as tardy.

Late Work

Late papers will receive a grade deduction. Late papers will lose 10% of the final grade 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. Class members who do not adhere to this rule will be asked to leave the classroom and will be marked absent (unexcused) for the day.

Students are asked to turn off all electronic devices (cell phones) before entering the classroom. Talking on the phone during lectures or class discussions is unacceptable. Students will be asked to leave the class and will be marked as absent (unexcused) for the day.

Plagiarism

Plagiarism is presenting the work of another as your own. The guidelines for plagiarism are on page 50 of the General Catalog (2001-2002). They include, but are not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement (citation) of the source is always mandatory.
2. Paraphrasing the work of another without proper acknowledgement.
3. Submitting the work prepared by another as one's own. (Chaminade General Catalog, 50).

Any student caught plagiarizing will receive a failing grade for the course.

Grading Breakdown

Grammar Test	10%
Punctuation Test	10%
Papers and Assignments	20%
Final Exam	10%
Final Portfolio	50% * If you do not receive a passing grade for the portfolio, you will not pass the course. A passing grade for the portfolio is a `C' or higher.

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.

Assignment #1

Write me a letter that includes the following:

- 1. A summary of the course;**
- 2. Your understanding of the plagiarism policy for this course;**
- 3. Your understanding of the attendance policy for this course;**
- 4. Your understanding of the phrase "respect for others";**
- 5. Your understanding of the late paper policy;**
- 6. A reaction to the syllabus;**
- 7. Questions about the course;**
- 7. At the end of the letter include the following sentence:
"I have read the policies and procedures outlined in this syllabus."**
- 8. Sign and date the letter.**

Please type the letter and turn it in at the beginning of the next class period.