**ENGL-0324-31460  Writing Techniques I**

Instructor: Leath, Leslie  
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Term: Summer 2017  
Last day to drop: 08/03/17  
Official day of record: 07/13/17  
100% Refund: 07-09-2017  
70% Refund: 07-17-2017  
25% Refund: 07-18-2017

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Comments:
Office Hours are held in WCTS 2312 A

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**Student Accessibility Resources**

Any student with a documented disability needing academic accommodations is required to contact the Student Accessibility Resources (SAR) Office located on each campus to schedule an appointment with the Coordinator of SAR. All discussions are confidential. Because SAR accommodations may require early planning and are not provided retroactively, students are encouraged to contact SAR as early in the semester as possible. SAR is responsible for approving and coordinating all disability-related services. TCC professors will honor requests for accommodation when they are issued by SAR.

**Campus Carry**

Effective August 1, 2017, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public community college campuses, except in locations the College establishes as prohibited. Prohibited areas include but are not limited to Theater and Performance Halls, Health Services, Testing Services, Counseling Services, Physical Education, Early College High School Programs, Child Care Facilities, and the TCC Police Department. Under the new law, openly carrying handguns is not allowed on college campuses. For more specific TCC regulations, [http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/](http://www.tccd.edu/services/police-department/open-carry/campus-carry-regulations/). For emergency information, please go to the following link: [https://www.tccd.edu/about/emergency-information/](https://www.tccd.edu/about/emergency-information/).

**Course Evaluation**

Student participation in the evaluation process is critical to the college's commitment to quality teaching and academic excellence. Students are strongly encouraged to participate in the process with constructive feedback that is relevant to teaching and course content. The average time to complete the course evaluation is approximately 5-8 minutes. Please take time to share your comments, suggestions, and concerns.

This course may be evaluated between 07/14/17 and 08/10/17. [Course Evaluation](#).

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**Text(s):**

**TEXT**

There will be no textbook for this course.
**REQUIRED MATERIALS**

1. Binder and dividers for your portfolio, USB/flash drive, **purple** pens for revising written work, notebook and loose leaf paper, and writing utensils are required.

2. You will need to be able to access an online Cloud program.

3. You will need a dependable computer with Internet access and the capability to open Microsoft Word and Power Point documents and PDF files.
   - You may download MS Word and Power Point viewers from [www.Microsoft.com](http://www.Microsoft.com) (Click on Downloads)

**TECHNOLOGY**

Please remember that technology issues are bound to arise at least once in the semester. While I am willing to work with you during any such technological problems, I am not an IT expert and am unable to fix technological hiccups. Combat these hiccups by starting work early and backing up your progress. If you need technical assistance contact the Help Desk at [dl.support@tccd.edu](mailto:dl.support@tccd.edu) or go to the Computer Lab in WSTU 2807 or call 817-515-6411.

You will be required to send all final drafts electronically to my email. You must type your final draft using MS Word and MS Works, and save files as MS Word.doc. You must check your email and Announcements on the course link on a regular basis so that you do not miss important class announcements, instructions and assignments. I will respond to email messages ASAP, typically within twenty-four hours during the week. On weekends, response will be within 48 hours.

**Focus:**

**ENGLISH --WRITING TECHNIQUES I**

**ENGL0324, Section 31460**

**July 10, 2017-August 10, 2017**

**INSTRUCTOR: LESLIE LEATH**

**INSTRUCTOR CONTACT INFORMATION**

*Instructor Email Address:* [leslie.leath@tccd.edu](mailto:leslie.leath@tccd.edu) (Web Advisor)

*Office:* WCTS 2313A

*Instructor Telephone:* 817-515-7739

*Instructor Mailbox:* WTLO 4308A

*Office Hours:* M-TH 5:00 to 5:30 PM

**COURSE DESCRIPTION**

**ENGL 0324** is a basic writing course focusing on fundamental writing skills such as grammar, punctuation, sentence structure, the utilization of standard English construction of well-developed paragraphs, and the introductory instruction in construction of multiple-paragraph essays. Students will generate ideas for and organize paragraphs and essays with an emphasis on revision. Placement is based on writing scores on a TCC-approved placement test. A grade of C or higher shall constitute satisfactory completion of the course. This course cannot be used to fulfill degree requirements.
COURSE GOALS AND LEARNING OUTCOMES

(For a detailed list, see the district master syllabus


1. The student will demonstrate an understanding of parts of speech in a sentence.
2. The student will conform to Standard Edited American English conventions in writing.
3. The student will demonstrate an understanding of purpose and audience in writing.
4. The student will demonstrate the ability to select and create appropriate writing topics.
5. The student will write various types of paragraphs.
6. The student will demonstrate an understanding of how to organize and structure a paragraph.
7. The student will practice steps in the writing process.
8. The student will formulate effective topic sentences and thesis statements.
9. The student will use appropriate transitional words and phrases.
10. The student will demonstrate appropriate and varied word choice.
11. The student will develop at least one argument essay.
12. The student will complete timed in-class writings.
13. The student will demonstrate good test-taking skills.
14. The student will complete a final essay.
15. The student will demonstrate basic computer competency.
**COURSE REQUIREMENTS:** Student success is measured by assessment techniques aligned to course goals and learning outcomes. Assessments will include a series of writing assignments amounting to a minimum of 2000 words. Additional assessments can include, but are not limited to, quizzes, in class assignments, homework, computer lab work, group work, journals, and reader responses. These assessments will be required:

- 3 paragraph assignments demonstrating topic sentences and appropriate details—two of these will be argumentative
- 2 multiple-paragraph essays; these will be argumentative
- Grammar component: Will include in-class activities, homework, quizzes and revision activities
- Revision component: A final portfolio which includes all written assignments and clearly demonstrates revising and editing from prewriting to final draft for all paragraph and essay assignments

**DISTRICT RETEST POLICY**

TSI Retake: If a student is not satisfied with his/her performance on the TSI Assessment, he/she may pay for and retake the TSI Assessment at any time. If the student retests and places into a credit course, he/she may stop attending the Developmental Education class. The student would earn the grade on record at the time of the TSI-A retest. Students who satisfy their TSI requirement by retesting have the option to continue with the Developmental Education class. Students should consult with their academic advisor and financial aid before discontinuing any class.

**Grading Criteria:**

**GRADING CRITERIA**

A student will be assigned a final letter grade of A, B, C or F. A grade of C or higher will constitute satisfactory completion of the course. In order to earn a passing grade, a student must earn a final numerical average of 70%. Students earning a C or higher in ENGL 0324 but not passing a TCC-approved placement test will progress to INRW 0399. Students earning a passing score on a TCC-approved placement test will progress to ENGL 1301.

Grade Scale:

A= 100-90
B=89-80
C=79-70
F=69 and below

***There are no Ds for this class

**LATE WORK**

Late work affects both you and me. It affects you because you have to worry about an assignment longer, and it affects me because I have to find time to grade. You will be responsible for completing all course requirements by their due dates. If you are going to have a problem with an assignment or a due date, contact me before the assignment is due. If you turn in an assignment after its due date, you will be assessed a 5 point penalty and you may not receive the same depth of feedback as assignments turned in on time. Missing work can be made up within two weeks after the due date but you MUST get my approval.
Class Dates:

COURSE DATES

- Week 1-2: Course Introductions, Writing Process, Grammar Activities, Paragraph 1, Essay 1
- Week 3-4: Writing and Revision Process, Grammar Activities, Paragraph 2 and 3, Essay 2, Portfolio Preparation, Mid-Term Exam
- Week 5: Portfolio Preparation and Submission, Final Exam

Daily Assignments:

COURSE CALENDAR

Week 1

M-TH

- Welcome!!
- Course Introductions
- Prewriting Strategies/Exploring
- Paragraph 1: prewrite, 1st draft, revise and edit, final draft
- Grammar activities
  - Paragraph and Essay Components
  - Paragraph 2: prewrite, outline, revise and edit
  - Writing Outline
  - Grammar activities

Week 2

M-TH

- Essay writing
  - Discuss Essay #1: Argumentative/Persuasive
  - Argument/Persuasive Writing: Introduce
  - Argument/Persuasive Essay readings and work on reader’s response
  - Grammar activities
  - Writers’ Workshop
    - Develop resource team of revisers and editors
    - Paragraph 2: 1st draft, revise and edit, final drafts due
    - Portfolio Requirements: Discuss
    - Prewriting Argument Essay
    - Essay Outline
    - Revising and editing
    - Grammar activities
  - Workshop: Topic-TBA
Week 3

M-TH

- Essay #1: 1st Draft due
- Essay #1: Final Draft due
- Writers’ Workshop
  - Revising and editing essay
  - Conference #1 Workshop: Topic-Parallel Structure
- Mid-Term Exam

Week 4

M-TH

- Discuss argument/persuasive readings and reader’s response due
- Writers’ Workshop
  - Paragraph #3: Argument/Persuasive
    - Prewriting, outline, 1st draft, revise and edit
  - Prewriting and Outline for Essay #2: Argument/Persuasive Essay
  - Portfolio Cover Letter: Prewriting and outline due
  - Revising and editing outline
  - Essay #2: 1st draft due
  - Essay #2: Final draft due
- Grammar activities
  - Grammar Quiz
- Paragraph #3: Final draft due
- Homework Check

Week 5

M-TH

- Writers’ Workshop
  - Portfolio Cover Letter:
    - Outline and 1st draft due
- Revise and edit
- Portfolio Cover Letter: final draft due
  - Portfolio Due: **No Late Submissions Will Be Accepted**
- Portfolio review by peers
Additional Class Information:

ACADEMIC LEARNING CENTER

Getting writing assistance from the Academic Learning Center is a requirement in this course and will directly impact your Portfolio grade.

The Academic Learning Center (located in the West Wing of the library, third floor WTLO) includes the Writing Lab, Academic English (ESOL) Support, and Peer Tutoring.

Here, TCC students can find a variety of services free of charge:

- Writing tutoring (face-to-face or through online real-time interaction)
- Feedback on speeches and PowerPoint presentations
- English language support (ESOL)
- Writing-related workshops
- Grammar reviews
- Peer-to-peer tutoring in a variety of subjects

To schedule an appointment or ask a question, please call us at 817-515-7147, or visit our web page at http://libguides.tccd.edu/NW-AcademicLearningCenter for more information.

CLASSROOM POLICY

- Turn off and put away all electronic devices including cell phones, Ipods, MP3 players, etc. If you have a laptop and wish to have it open during class, please use it for class and do not surf the internet or play games. If you have an emergency and need to have access to your phone, talk about it with me ahead of time.
- Please do not eat during class. Drinks with a lid are ok.
- Help me maintain an atmosphere of mutual respect among all members of the class. If you need to leave early let me know so you do not cause a distraction. Otherwise, I expect you to be in class from beginning to end.
- I reserve the right to make changes to the syllabus, calendar and other material as needed, but I will let you know of these alterations in advance.

ATTENDANCE STATEMENT

Students taking developmental mathematics, reading and writing courses are required to attend class and keep up with course assignments. Since attendance and participation are essential to student success, the following guidelines apply:

- Students in an on-campus course who miss 15% of the class meeting and do not keep up with course assignments may be dropped at the discretion of their instructors.
ACCESSIBILITY SUPPORT SERVICES

Students who require special academic accommodations need to report to the staff Accessibility Services to document their needs and then discuss their requirements with the instructor as soon as possible so that appropriate measures can be implemented.

PLAGIARISM

Copying from another source word for word, pasting the information into your paper without documentation, and trying to pass it off as your own original writing will not be tolerated. Any essay or assignment that is turned in with evidence of plagiarism will receive a zero.

TCCD Academic Calendar for important College Dates.  
TCCD Student Handbook for information on attendance and withdrawal policy, dishonesty and plagiarism, and student accessibility resources.  
Access Course Evaluations for instructions on evaluating courses.  
Attendance for attendance requirements.