



# Mountwest

## Community & Technical College

### ENL 095 – Accelerated Learning Program Developmental Writing

**Fall 2015**

**Section:**

**Room:**

**Office:**

**Telephone:**

**Email:**

**Office Hours:**

**Course Description:** ENL 095 is designed to prepare students for success in ENL 111 or ENG 101 and further college-level writing assignments. Students will review the basic rules of Standard American English grammar, punctuation, and sentence and paragraph format while learning to write college-level essays. This three-hour course counts toward full-time enrollment status and financial aid eligibility but does *not* count toward the number of hours required to complete any degree program.

**Course Placement:** Placement in ENL 095 is based upon evaluation of the WritePlacer exam, an ACT Verbal Score below 18, an SAT score below 441, completion of ENL 092 (COM 092), or receiving No Credit in ENL 092 (COM 092) or ENL 094 (COM 094).

**Co-requisite:**

The Accelerated Learning Program (ALP) pairs a developmental course (ENL 095) with a 100-level course (ENL 111) in the same semester. To take this section of ENL 095 you must also be enrolled in ENL 111, section 102.

**Required Textbook:** MyWritingLab electronic textbook

**Required Course Materials:**

- Pen or pencil
- Active MCTC computer account with working MCTC email address
- USB Flash Drive to save your computer work
- Loose-leaf notebook paper for class notes and informal writing assignments

**Computer Requirements:**

- All graded assignments must be typed and double-spaced using Times New Roman 12-point font.
- Assignments sent via email must be saved in Rich Text Format and sent as an attachment.

Note: computers are to be used exclusively for class work. Anyone accessing e-mail, Facebook, or using the computer for any other non-academic reasons will receive deductions from that day's participation points.

**Course Methodology:** This is *not* a self-paced class; however, after a student completes a diagnostic test on My Writing Lab, he or she will be given assignments based upon his or her own learning challenges. These individualized assignments must be completed *in addition to* assignments given to the entire class. Many assignments may be completed in class. However, students will need to spend time outside the classroom in order stay current on assignments.

A gradebook on the Website automatically records students' scores and completion of assignments and time spent on each assignment. The gradebook is accessible by students and by the instructor.

**General Education Outcomes:** Students successfully completing ENL 095 will communicate more effectively using written and oral communication and critical thinking skills.

Although the course is primarily designed to improve students' written communication skills, the importance of using proper spoken English in professional situations, such as in the classroom, will be informally stressed.

Successful students also will be able to use Internet navigation software to access Websites used in the course and to use Microsoft Word to prepare documents.

**Learner Outcomes for Developmental Writing**

1. Increase reading comprehension skills (pre-read, read, review, outline, annotate, note take)

2. Increase vocabulary skills (context clues, word-parts, dictionary/thesaurus, create & use graphic organizers)
3. Develop literal reading skills (identify main idea/supporting details)
4. Develop interpretive reading skills (inferences/draw conclusions/read visual aids)
5. Develop critical reading skills (analyze/synthesize, identify purpose and tone)
6. Use and adjust writing to effectively communicate (audience/purpose/the writing process)
7. Use of Standard English and grammatical correctness in written communication (Standard English/grammar)
8. Construct developed paragraphs and essays using appropriate thesis statements, and supporting details (organization/structure/outlining)
9. Demonstrate clear flow of ideas through the use of transitions and logical progression of ideas (clarity of thought/transitions/organization)

### **Mountwest CTC General Education Learning Outcomes**

- Communicate effectively with others
- Apply mathematics and basic scientific concepts for problem solving activities
- Utilize technology competently
- Use critical thinking skills
- Develop an awareness of ethical behavior
- Recognize the richness of diversity

**Assessment of Learning Outcomes:** Grammar exercises, writing assignments, quizzes, and in-class activities will be used to determine if students are learning the skills required in this course.

**Evaluation/Grading:** Final grade options for ENL 095 are A, B, C or F. Those who receive an F grade will be required to repeat ENL 095. The grading scale is

A	90-100
B	80-89
<u>C</u>	<u>70-79</u>
F	69-0

All assignments are evaluated on a point system. The student must earn at least 70% of the total points possible in the course to receive credit.

## **Evaluation/Grading**

<b>Class Participation</b>	<b>100</b>
<p>Each day you attend class on time and participate in class discussions, you will receive your participation points for that day. If you do not attend class, are late for class, are not prepared for class, or are disruptive in some way, you will receive either deducted points or no points for that day. One hundred points are divided by the number of class meetings. For example, if we meet 30 times, each day's participation points would be worth 3.33 points.</p>	
<b>Rough Draft Assignments (4x100)</b>	<b>400</b>
<p>For each of the four research essays that are due in your ENL 111 class, a rough draft is due in this class. No outside research sources are required for the rough draft. However, the rough draft is a formal, written assignment. Grading will focus on thesis statement and thesis support.</p>	
<b>Graded Class Assignments</b>	<b>40</b>
<p>Any informal writing assignments or quizzes would fall into this category. Informal writing assignments are used for essay preparation and will not require prewriting stages or topic exploration.</p>	
<b>Response Essays (3x20)</b>	<b>60</b>
<p>Three times during the semester you will be asked to respond in writing to one of your reading assignment. I will provide you with a printed writing prompt. Your response will show your understanding of the text and class discussions. Each response will be typed and will be between one half and one full page.</p>	
<b>My Writing Lab</b>	<b>100</b>
<p>Your only required text for ENL 095 is Pearson's My Writing Lab. My Writing Lab is an online resource geared to help students with grammar and writing mechanics. You will be assigned three modules to complete throughout the semester. These modules are Basic Grammar; Sentence Skills; and Punctuation, Mechanics and Spelling.</p>	
<b>Total Points Available</b>	<b>700</b>

**The Writing Center (Rm 304):** In addition to the instructor being available to assist students with grammar skills and writing drafts during class and office hours, students will have access to additional assistance from tutors through the Writing Center. The tutors are certified teachers in grammar and writing and also have been trained in using My Writing Lab and other Web sites.

### **Writing Center Hours:**

**Brainfuse:** As a student of Mountwest CTC, you have free access to Brainfuse, an online tutoring service. You can submit your essays to Brainfuse, and a writing tutor will revise your essay and return it to you with comments. Allow 24 hours for your paper to be returned from Brainfuse. Access Brainfuse by clicking on the left panel of your course's Blackboard page.

**Attendance Policy:** Students who are absent in excess of 15% of the total class meetings may be dropped from the class. Some departments/programs may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all missed coursework. **Failure to officially withdraw may result in a failing grade for the course.**

If there is an attendance component for the final grade, students who have not met the required attendance percentage at mid-term, cannot pass the class. **Students who exceed the allotted absences or whose GPA falls below the required GPA at mid-term, may not be eligible for financial aid disbursement.**

### **Additional Attendance Information:**

If you should be absent from class for any reason, you should email your instructor to make him or her aware of your absence ahead of time. It is also **your responsibility to find out what you have missed and to submit the completed assignment(s) by their scheduled due dates.** Absences involving hospitalization, family death, or other serious issues must be taken to the Community and Technical College Advising Center (with appropriate documentation).

If I need to cancel class for any reason, I will email you before the scheduled class meeting. It is highly unlikely that I would cancel class without first emailing you. Regular attendance is imperative for your success in this class. You cannot succeed in

this class if you are not in the class. If you foresee this to be a problem, please plan accordingly.

### **Class Participation:**

To receive credit for the class meeting, you must come to class on time. You must also participate in class discussions. Absences and tardiness will greatly affect your participation grade. Using your cell phone, iPod, or any other electronic device that is not absolutely necessary for class participation will count against your class participation grade.

### **Late Work:**

No assignments will be accepted after their original due dates unless prior arrangements are made with me. If you must be absent the day an essay is due, you may submit it via email.

**My MCTC:** Students are responsible for all information that is communicated online via "My MCTC." Students should get in the habit of reading MCTC e-mail several times daily as instructors often use e-mail to notify students about assignments and cancelled classes.

### **Additional Policies**

- Silence cell phones during class.
- Do not answer phone calls or send text messages. Doing so will greatly affect your participation grade.
- MP3 players and other entertainment devices are not permitted in class.
- Respect everyone's right to his or her opinion.
- When disagreeing with another student, be courteous and polite.
- Avoid profanity when speaking in class.
- This syllabus is not considered a legal document and is subject to change.

### **Plagiarism:**

Plagiarism, simply stated, is when someone uses someone else's written work without correctly giving credit to the original source. Of course, this can happen in many different ways both intentionally and unintentionally. You are required to acknowledge ideas or concepts that represent someone else's thinking. If you are caught plagiarizing in this class, you will receive a zero on the assignment and could face serious disciplinary action, including dismissal from the college.

### **Additional Policies Affecting Students:**

- See Mountwest Catalog at <http://www.mctc.edu/>

- Academic Honesty – refer to the Mountwest Catalog
- Disabled Student Services – Contact the Office of Student Services
- Financial Aid Information - ofa@mctc.edu (Check MyMCTC for status)
- Student Information at myMCTC (for which you are responsible as a student)  
<http://www.mctc.edu>
- Inclement Weather Procedures - <http://www.mctc.edu/safety/weather-related-closings/>

**Additional Notes:**

Due to liability issues, students who are dropped for nonpayment may not remain in or attend class. A student will be asked to leave class and may not return until the Registrar's office receives approval for reinstatement from the Cashier's office. To receive approval for reinstatement, students must go to the Cashier's office on the first floor of the Mountwest building and either pay their bill or sign a payment plan. Once an arrangement has been made with the Cashier's office, students will take verification to the Registrar's office. The Registrar will re-enroll the student into the dropped course, unless the class is already full. If the class is full, the instructor will receive a call or e-mail notification from the Registrar requesting permission to overload the class. If the instructor denies an overload, a student will not be allowed to re-enroll and must work with the advising center to determine other course options.

Periodic attendance reports will be submitted by your instructor to the Dean of Student Services. Absences from class may result in the student's loss of some or all financial aid.

**Academic Support:**

Mountwest Community & Technical College provides access to Brainfuse, an online tutoring service that can be accessed through any *Blackboard* course under "Course Tools."

Peer Tutoring is a free service available to current students who are interested in receiving one-on-one assistance from a peer who has successfully completed the course. Please contact Dr. LeAnne Olson to get started: [olson2@mctc.edu](mailto:olson2@mctc.edu) or (304)710-3436.

**Procedure for Students with Disabilities:**

Mountwest Community and Technical College is committed to equal opportunity in education for all students, including those with physical, learning, and psychological disabilities. It is the responsibility of students with disabilities to contact Jill Kelley at 304-710-3368 or Debbie Spencer at 304-710-3369, in the Office of Student Services and

provide documentation of their disability. Following this, a letter will be sent to each of the student's instructors outlining the academic adjustments and/or auxiliary aids he/she will need to ensure equality in classroom experiences, outside assignments, testing and grading. The instructor and student will meet to discuss how the adjustments and/or auxiliary aids requested will be provided. For more information, please contact Mountwest Community and Technical College Office of Student Services; phone 304-710-3141.

Please contact: Jill Kelley, [kellyj@mctc.edu](mailto:kellyj@mctc.edu), 304 710-3368, Student Services Room 101 J or Debbie Spencer, [spencerd@mctc.edu](mailto:spencerd@mctc.edu), 304 710-3369, Student Services Room 101 M

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- Financial Aid Information - [ofa@mctc.edu](mailto:ofa@mctc.edu) (Check MyMCTC for status)
- Student Information at myMCTC (for which you are responsible as a student) <http://www.mctc.edu>
- Inclement Weather Procedures - <http://www.mctc.edu/safety/weather-related-closings/>

### **Weekly Schedule**

ENL 095 ALP – Fall 2015 MW

Week 1 8/17-23	Mon – Introduce course, Ice Breakers, Syllabus, Wed – Blackboard, Parts of Speech, MWL Path Builder
Week 2 8/24-30	Mon – BC Breakdown Pt. One, MWL Modules Wed – BC Breakdown Pt. Two, MWL
Week 3 8/31-9/6	Mon – Sentence Structures, Assign Theme Essay Rough draft Wed – Further discussion of Theme Essay Assign Response #1 (Take to Writing Center!)
Week 4 9/7-13	Mon – <b>Labor Day – Classes Canceled</b> Wed – Response #1 is due, workshop: thesis, outline
Week 5 9/14-20	Mon – Theme Essay Outline is due Discussion: What are you learning on MWL?



What are you struggling with?  
Wed – **Theme Essay Rough Draft is due**

Week 6  
9/21-27  
Mon – Three-step process, workshop, MLA Format  
Wed – Discussion: Final thoughts about the essay, MWL  
**MWL: First Module (Basic Grammar) is due**

Week 7  
9/28-10/4  
Mon – Verb Conjugations  
Wed – To Be Verbs, Assign Response #2 (Take to WC)

Week 8  
10/5-11  
Mon – Further discuss Covers, MWL  
Wed – Response #2 is due

Week 9  
10/12-18  
Mon – Covers Essay Outline is due, Pronoun Agreement Exercise  
Wed – **Covers Essay Rough Draft is due**

Week 10  
10/19-25  
Mon – Return rough drafts, make revisions  
Wed – Discussion: Where are you struggling in essay writing?  
What can you do to be better prepared?  
**MWL: Second Module (Sentence Skills) is due**

Week 11  
10/26-11/1  
Mon – Pronoun Quiz, MWL, Assign Response #3 (WC)  
Wed – Further Milgram discussion

Week 12  
11/2-11/8  
Mon – Response #3 is due  
Wed – Ethics Essay Outline is due

Week 13  
11/9-11/15  
Mon – **Ethics Essay Rough Draft is due**  
Wed – Three-step process, MWL

Week 14  
11/16-11/22  
Mon – Discussion: Grade evaluation  
Wed – Pronoun Quiz

Week 15  
11/23-11/29  
Mon – **No Class: Thanksgiving Break!**  
Wed – **No Class: Thanksgiving Break!**

Week 16  
11/30-12/6  
Mon – **Expository Essay Rough Draft is due**  
Wed – Workshop, MWL  
**MWL: Third Module (Punctuation, Mechanics and Spelling) is due**

Final Exams: Monday, December 7 – Thursday, December 10

Thanksgiving Break: Nov 23-27

Grades are due Monday, December 14

**\*\*This is not a legally binding document and is subject to change\*\***