COURSE TITLE: Developmental Writing (Combined)  
COURSE NUMBER: ENC 0022

COURSE DESCRIPTION (with prerequisites):
This course is designed to augment writing skills by concentrating on writing sentences, paragraphs, and short themes. This course is designed for those students whose placement scores indicate remediation. Prerequisite: Placement scores on ACT 0-16; PERT 0-102; SAT 200-430. A grade of “C” or higher in this course is required before advancing to ENC 1101. 4 semester hours non-college credit. [P]

NAME(S) OF INSTRUCTORS: Carol Saunders  
Margaret Scheffer

EFFECTIVE ACADEMIC YEAR: 2014-15

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:

GRADING POLICY:  
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100  
B – 80 – 89  
C – 70 – 79  
D – 60 – 69  
F – 59 or less  
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:  
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.
A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Information Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.
TUTORING RESOURCES:
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
The purpose of the communications area in the core curriculum is to enable the student to read critically and communicate effectively in clear and correct English.

C-1 Demonstrate the writing process through various formats using the conventions of Standard American English.

C-2 Use rhetorical modes effectively in written and oral communication.

C-3 Illustrate critical thinking in writing or oral communication.

C-4 Construct a documented essay using research and technology skills.

C-5 Analyze universal human experiences in essays and literature.

LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR ENC 0022</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sustain focus on a specific topic or argument</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>• Demonstrate command of the conventions of standard written</td>
<td>C-1</td>
<td>CF, W, E, H</td>
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<tr>
<td>English, including grammar, usage, and mechanics</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Support and illustrate arguments and explanations with relevant details, and examples</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Create a logical progression of ideas or events, and convey the relationships among them</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Establish a thesis that addresses the specific task and audience</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Develop and maintain a style and tone appropriate to the task, purpose, and audience</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Choose words and phrases to express ideas precisely and concisely</td>
<td>C-1, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Assess the quality of one’s own writing, and, when necessary, strengthen it through revision</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Use varied sentence structures to achieve cohesion between sentences</td>
<td>C-1, C-3</td>
<td>CF, W, E, H, T</td>
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<tr>
<td>When writing to inform or explain, students must convey information clearly and coherently</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>When writing to inform or explain, students must demonstrate understanding of content by reporting facts accurately</td>
<td>C-1, C-2, C-3</td>
<td>CF, W, E, H</td>
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<tr>
<td>Accurately incorporate source material into one’s own work while avoiding plagiarism</td>
<td>C-1, C-2, C-3, C-4</td>
<td>W, H, E</td>
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<td>When writing arguments, students must establish a substantive claim</td>
<td>C-1, C-2, C-3, W, H, E</td>
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<tr>
<td>When writing arguments, students must link claims and evidence with clear reasons, and ensure that the evidence is relevant and sufficient to support the claims</td>
<td>C-1, C-2, C-3</td>
<td>W, H, E</td>
<td></td>
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<tr>
<td>When writing arguments, students must acknowledge competing arguments or information, defending or qualifying the initial claim as</td>
<td>C-1, C-2, C-3</td>
<td>W, H, E</td>
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<tr>
<td>Appropriate</td>
<td>C-1, C-2, C-3</td>
<td>W, H, E</td>
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<tr>
<td>Gather the information needed to build an argument, provide an explanation, or address a research question</td>
<td>C-1, C-2</td>
<td>CF, W, H, E</td>
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<tr>
<td>Recognize effective transitional devices within the context of a passage</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Recognizes commonly confused or misused words or phrases</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Places modifiers correctly</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses coordination and subordination effectively</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Recognizes parallel structure</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Avoids inappropriate shifts in verb tense</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Maintains agreement between pronoun and antecedent</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Avoids inappropriate pronoun shifts</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Maintains clear pronoun references</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses proper case forms</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses adjectives and adverbs correctly</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses appropriate degree forms</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Avoids fragments, comma splices, and fused sentences</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses standard verb forms</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Maintains agreement between subject and verb</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
<td></td>
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<tr>
<td>Uses standard spelling</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses standard punctuation</td>
<td>C-1</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Uses standard capitalization</td>
<td>C-1, T-1, T-2</td>
<td>T, CF, W, E, H</td>
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<tr>
<td>Use technology as a tool to produce, edit, and distribute writing</td>
<td>C-1, T-1, T-2</td>
<td>W, E, H</td>
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</tbody>
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MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The student will
1. attend class with consistency (See attendance policy).
2. learn the material presented and assigned.
3. make up any work missed during an excused absence within one week after returning to school.
4. complete all assignments with promptness and accuracy.
5. obtain a passing score on quizzes, chapter tests, and major exams.
6. participate in classroom activities.
7. complete all writing assignments.
8. treat classmates and instructor with respect.

The instructor will
1. explain clearly all material to be covered.
2. make assignments.
3. administer, score, and correct quizzes and tests and return to students within a reasonable time frame.
4. maintain a pleasant and respectful environment.

ASSIGNMENT AND/OR COURSE OUTLINE

FIRST WEEK
Orientation and course introduction
HERE’S HOW – “Chapter 1: Learn to Recognize Verbs,” pp. 1-10
Writing Assignment - Diagnostic writing

SECOND WEEK
HERE’S HOW – “Chapter 2: Know Subjects,” pp. 11-32
Writing Assignment – Here’s How: Assignment Two, p. 4

THIRD WEEK
Test over Chapters 1 & 2
Writing Assignment – Exercise III, p. 183. Put sentences in order, check your answers and write the sentences in logical order.
FOURTH WEEK
HERE’S HOW – “Chapter 7: Employ Simple Sentences,” pp. 113-123
Begin “Chapter 8: Create Compound Sentences,” pp. 124-139
Writing Assignment: Writing compound sentences

FIFTH WEEK
HERE’S HOW – Complete “Chapter 8: Create Compound Sentences,” pp. 124-139
Writing Assignment: A “How to” paragraph – use two compound sentences

SIXTH WEEK
EMR: Writing Skills Exit Exam #1, pp. 387-396
HERE’S HOW – “Chapter 9: Develop Complex Sentences,” pp. 140-159
Writing Assignment: Describing paragraph – two compound; two complex sentences

SEVENTH WEEK
HERE’S HOW – Complete “Chapter 9: Develop Complex Sentences,” pp. 140-159
Writing Assignment: Write a narrative paragraph
Test over Chapter 8 & 9

EIGHTH WEEK
Reading Skills
HERE’S HOW—“Chapter 11: Write Themes Right,” pp. 185-200
Writing Assignment: Write a thesis sentence, plan and rough draft

NINTH WEEK
HERE’S HOW—“Chapter 3: Understanding Tense,” pp. 33-56
Test on Chapter 3
Writing Assignment: Argumentative paragraph

TENTH WEEK
HERE’S HOW – “Chapter 4: Use Nouns and Pronouns Correctly,” pp. 57-82
Test on Chapter 4
Writing Assignment: How to Do Something essay

ELEVENTH WEEK
Grammar Skills
HERE’S HOW—“Chapter 12: Spell Accurately,” pp. 201-213
“Chapter 13: Punctuate and Capitalize Properly,” pp. 214-224
Writing Assignment: Describe a place essay

TWELFTH WEEK
Continue Grammar Skills
Writing Assignment – Write an original sentence with each of the first ten (10) sets, pp. 207-208, and in Exercise 1, p. 223, Write sentences and punctuate correctly.
THIRTEENTH WEEK
   HERE’S HOW—“Chapter 5: Make Subjects and Verbs Agree,” pp. 83-96
   Writing Assignment: Explain using examples essay
   Test over Chapter 5

FOURTEENTH WEEK
   Test over Chapter 6
   MyWritingLab Assignment: Adjectives; adverbs; test prep

FIFTEENTH WEEK
   Final Exam Review
   Grammar Exam

SIXTEENTH WEEK
   Final Exam Review
   Final Exam Essay

See your Instructor First Day Handout for individual instructor assignment schedule.