# English 1000 – The Writing Process

**Fall 2010 Section 44460**

**4205 Dunbar**

# Tuesday/Thursday 8:00-9:50

Instructor: Gina Mendola Program Director: Erinn Bentley

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Phone: (586)713-7873

Office Hours: Tuesday/Thursday 10-11 am and by appointment

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**Required Materials**

* A Writer's Resource: A Handbook for Writing and Research. Elaine Maimon
* 2 Notebooks
* 2 Pocket Folders

## Course Description

English 1000 builds on your existent writing skills through an exploration of the writing process. By moving together through the stages of prewriting, drafting, revising, and publishing, we will explore several kinds of writing this semester in order to help you prepare for success in your first-year writing course and beyond. Course goals include:

* Developing dexterity with writing processes of prewriting, drafting, revising, editing, publishing and reflecting.
* Preparing you to be an active member of a writing community by both giving and receiving commentary on your work from others in the class (including myself).
* Developing skills to write papers that articulately present and elaborate on original ideas.

**Course Requirements**

In addition to guiding students through the writing process, ENGL 1000 also provides supplementary resources across campus to help further students’ writing abilities. Writing studio consultants will be meeting with you as a class **every Thursday at 9:00am** (with the exception of the first week). **Attendance at studio sessions is mandatory** and your assigned studio consultants will be in close contact with me regarding participation.

**Attendance**

As ENGL 1000 is a progress-based class, regular attendance is extremely important. I will, however, allow **2** absences throughout the semester, but any additional absences will be reported to the program director. Leaving class early and arriving more than 15 minutes late both count as a complete absence. If you know you will be missing a class period ahead of time, please let me know so I can set you up with the work. For all other absences, it is up to you to find out what you’ve missed **before** the next class period.

#### PARTICIPATION

Your participation is a necessary component to your success in this course. It is expected that you will participate in class discussions, activities, and writing assignments.

#### CLaSSROOM etiquette

You are all adults and are expected to behave as such. If you do not respect your classmates, your instructor, or the classroom environment, you will be asked to leave. Cell phones must be set to silent while in class and texting is not permitted. Laptops are also not permitted unless otherwise noted.

#### ASSIGNMENTS

We will have 5 projects throughout the semester, as well as daily journal writing and classroom activities. **You can expect to write every day**. As ENGL 1000 deals with the process of writing, you are expected to save every draft of your individual writing process. Projects will be collected in folders containing all drafts, from first to final. **Late work is not accepted.**

**Academic Honesty**

You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog (pp. 274-276) that pertains to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with me if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

**STUDENTS WITH DISABILITIES**

Any student seeking accommodations for a documented disability must contact The Office of Disability Services for Students in order for those accommodations to be accepted. A ruling by this office must be made before any accommodations are made for the student. For more information students can contact the office at (269) 387-2116

**Course Credit**

English 1000 is a Credit/No Credit course. Because of this, I do not use letter grades. Your evaluations will instead use the following rubric to show your progress as a writer:

1. **Excellent**: Demonstrates ability to thrive in this aspect
2. **Competent**: Demonstrates ability to succeed in this aspect
3. **Progressing**: Possesses some strong traits; improvement needed

1 **Developing**: Significant area of concern; in need of instruction and assistance

Passing this course is **REQUIRED** to advance to ENGL 1050, IME 1020, or BIS 1420.

**FINAL EXAM :** TBA