



Course Syllabus

BWRI 0201 – BASE Writing Skills

Revision Date: December 8, 2015

Catalog Description: Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of Standard English. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course. Will not meet graduation requirements. Co-enrollment in WRIT 0301 required. (0-2-2)

Lecture hours = 0, Lab hours = 2

Prerequisites: None

Semester Credit Hours: 2

Lecture Hours per Week: 0

Lab Hours per Week: 2

Contact Hours per Semester: 32

State Approval Code: 32.0108.68 12

Core Components and Related College Student Learning Outcomes

This course counts as part of the academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree. Yes No: If no, skip to Instructional Goals.

The items below marked with an X reflect the state-mandated outcomes for this course IF this is a CORE course:

- Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and syntheses of information
 - CT1: Generate and communicate ideas by combining, changing, or reapplying existing information
 - CT2: Gather and assess information relevant to a question
 - CT3: Analyze, evaluate, and synthesize information
- Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
 - CS1: Develop, interpret, and express ideas through written communication
 - CS2: Develop, interpret, and express ideas through oral communication
 - CS3: Develop, interpret, and express ideas through visual communication
- Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
 - EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion
 - EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion

- Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
 - TW1: Integrate different viewpoints as a member of a team
 - TW2: Work with others to support and accomplish a shared goal
- Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making
 - PR1: Evaluate choices and actions and relate consequences to decision-making
- Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
 - SR1: Demonstrate intercultural competence
 - SR2: Identify civic responsibility
 - SR3: Engage in regional, national, and global communities

Instructional Goals and Purposes:

The purpose of this course is to increase academic proficiency in written expression to fit a variety of academic and professional needs.

Learning Outcomes: [from the ACGM catalog]

After studying all materials and resources presented in the course, the student will be able to:

1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard English.

Methods of Instruction/Course Format/Delivery:

Co-Enrollment Requirement: Students are required to enroll in WRIT 0301.

Technical Skill Requirements: To be successful in this course, students should be able to

- 1) Use a web browser
- 2) Access and use Canvas
- 3) Access and use Microsoft Office or appropriate word processor
- 4) Use email for communication
- 5) Attach and send documents as email attachments
- 6) Download and install appropriate plug-ins as determined by system needs.

Course Format

This is a special lab based course in which you will work on improving writing skills necessary to successfully complete Developmental Writing courses. The instructor will be present during the class to provide individual, small group, or whole class instruction.

Class Attendance

This course requires spending the equivalent of 2 lecture hours (100 minutes) per week (for at least 14 weeks) in the writing lab and participation in the lab will be included in calculating the semester average for the writing course. Students must sign in and attendance will be monitored. This time is designed to be utilized studying/practicing skills taught in the developmental writing classes and reinforcing basic skills needed to succeed in writing classes. An instructor or tutor will be present in the lab at scheduled times to provide assistance and individual instruction. **NOTE: IF YOU DO NOT ATTEND LAB 70% OF THE REQUIRED TIME, YOU WILL FAIL THE COURSE.**

Attendance Policy – Student Handbook

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for nonattendance after they have accumulated the following number of absences:

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attending a class without officially withdrawing from that class will be given a failing grade; the student must follow official withdrawal procedures in the Student Success Center. See the Pathfinder Student Handbook. <https://www.panola.edu/student-success/documents/pathfinder.pdf>

Classroom Etiquette:

Students are expected to be respectful of the beliefs of others. This includes sensitivity to cultural, familial, language, and manifestations of dress indicative of a global community. Further, students are expected to maintain standard classroom decorum which includes taking turns in speaking, not talking out, attacking other students or faculty either physically, verbally, or emotionally. All language and comments should be appropriate for a community college classroom. Virtual etiquette will not deviate from that required in face to face instruction. Distractions to the concentration of fellow students should be avoided. This includes arriving late or leaving early. Cell phones and other electronic devices should not be in use during class or lab. These items should not be visible during class and should be turned off or placed on vibrate. Food or drinks (with the exception of water) are distractions and should not be brought to class or lab.

Academic Dishonesty:

Academic Dishonesty will not be tolerated at any level. Academic Dishonesty is defined as the act of or an attempt to pass off someone's work as your own. It also includes resubmitting work that you submitted in a previous course. Likewise, sharing answers with others, or bringing in unapproved outside resources into an exam is considered a breach of academic honesty. Additionally, the use of cell phones to send, receive, or retrieve any material related to assignments or assessments in the course during the class is also considered a breach.

Should a professor find a student in the act of being dishonest, the student will be subject to an automatic zero for the assignment. Repeated attempts or acts of dishonesty may result in the dismissal from the course with a grade of F attributed.

Withdrawing from a course:

It is the responsibility of the student to withdraw from or drop a course. A student interested in doing so should consult the Academic Calendar to determine the last day to drop. The student must follow official withdrawal procedures in the Student Success Center. Be advised that according to legislation, students in the state of Texas will only be allowed to drop 6 courses over the tenure of their academic endeavors.

Think carefully and meet with the instructor before withdrawing from any course. However, if you do not drop the course and you stop attending, you will likely receive an “F” for the course.

Course Materials:

- * Textbook: Langan, John. *The Reading-Writing Connection*. Townsend Press, Inc. 2013.
ISBN # 978-1-59194-301-3
- * 3-ring binder with a spine of about an inch; one set of tabbed dividers
- * optional electronic storage device (aka flashdrive or thumb drive)

Course Requirements and Class Policies:

**Note that your grade in BWRI will be based on your grade in WRIT 0301. The grade in Writing 0301 will be based on the following criteria.

* Daily Assignments / Quizzes (enforcement activities)	20 %
* Two Exams (Mid-term and Final @ 15% each)	30 %
* Three Essays (10% each)	30 %
* End-of-Semester Portfolio	10 %
* Attendance & Professionalism	10 %

Daily Assignments and Quizzes: This portion of your grade (20%) reflects attendance, preparation, and participation. Daily work will include in-class writing often referred to as freewriting (usually a question from the assigned reading for the day), responses to drafts by other students, and perhaps oral presentations by individuals or groups. I will make a decision about your oral presentations later on in the semester. Collect all daily work in a section of your portfolio once it is graded. *Remember that these assignments cannot be made up if you miss class.

Mid-Term and Final Exam: These two exams are worth 15% each and will be discussed at length when closer to the actual dates of administration. The mid-term is tentatively scheduled for mid-March, and the final exam is definitively scheduled according to the Panola College Final Exam Schedule.

Three Essays: You will submit 3 polished papers, each with at *least* one prior draft. Specific topics and detailed grading criteria will be provided.

End-of-Semester Portfolio: The word portfolio comes from the Latin word meaning “to carry a sheet or leaf of paper.” Artists, photographers, designers, and investors carry portfolios with examples of their work to show the range and level of their talents. The WRIT 0301 portfolio is designed to encourage your growth and to demonstrate your achievement as a writer and a thinker. We will use the portfolio to collect the writing and thinking you do this semester.

It is very important that you keep all the writing you do for this class, including all rough drafts, freewriting, scribbles, and lists of ideas. Much of our work will be done in a computerized writing environment, but you need to keep all handwritten material as well. Keep *everything* in your portfolio.

To create your portfolio, please purchase a 3-ring binder with a spine of about one inch. Add a few dividers so that you can section off the different kinds of things you will include such as course information and handouts, daily work and quizzes, vocabulary and mechanics assignments, etc. I will evaluate your portfolio once around mid-term to give you feedback on its acceptability, and then at the end of the semester. Final, holistic portfolio evaluation is 10% of your course grade.

Attendance and Professionalism: This portion of your grade (10%) reflects your attendance and overall professionalism. Please note that unlike some lecture courses, regular attendance in WRIT 0301 is required, expected, and recorded. Attending regularly or not, you are responsible for keeping up with all

assignments announced in your absence. You will not be able to make up or receive credit for work specifically designed to be done in class.

Course Grade:

Letter Grades for the Course will be assigned as follows:

- A:** $90 \leq \text{Average} \leq 100$
- B:** $80 \leq \text{Average} < 90$
- C:** $70 \leq \text{Average} < 80$
- D:** $60 \leq \text{Average} < 70$
- F:** $00 \leq \text{Average} < 60$
- Q:** $00 < \text{Average} < 60$ (and meets guidelines below)

Or Pass the Writing Section of the TSI Assessment. Students who pass the Writing Section of the TSI Assessment can choose to withdraw from the course immediately and receive either their current grade or a W, or they may choose to finish the semester and receive the grade earned based on the grading schedule.

You must have a C or better to qualify for the next course!!!

Q Grade: Students who fail to master the educational objectives of the course but complete the semester showing progress in the discipline will be assigned a Q grade. This grade will prevent a student from receiving a grade of F. To receive the Q grade, a student:

1. Must have no more than 5 absences to a MWF class or no more than 3 absences to a TR class.
2. Must have no more than 5 unresolved tardy marks.
3. Must have attended at least 90% of the required lab time.
4. Must have completed at least 90% of assigned work.
5. Must not have violated the Academic Dishonesty policy published in this syllabus.

If a student is awarded a "Q" they must repeat the same course the next long semester or retake and pass a TSI assessment before the next long semester begins. The repeated class will receive the grade earned, but the "Q" from the previous semester will not be amended. Students who are TSI deficient in two or more areas may not skip a semester if a grade of "Q" is attributed.

Receiving a "Q" can only occur once per developmental class.

Other:

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building. Or, go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>