

**Writing Skills Development**  
Learning Skills 333/331C  
Spring 2015 Syllabus



**I. CONTACT INFORMATION**

**Instructor:** Kathleen Rozman

**Instructor's Office:** 115 G (Student Services Building)

**Telephone:** 645-1350 or 646-4070

**Office Hours:** Tuesday/Thursday: 10:20 a.m.-10:50 a.m. (HSS 102)

Friday: 10:00 a.m.-11:00 a.m.; 11:00 a.m. – 12:00 noon

**E-mail:** krozman@mpc.edu

**LNSK 333/331C Classroom:** HSS 102

**Time:** 11:00 - 11:50 Monday and Wednesday; **must** be taken in conjunction with computer lab (LNSK 331C at 11:00-12:15 Tuesday and Thursday)

**LNSK 333 Units:** 2 units; Pass / No Pass grading basis

**LNSK 331C Units:** Units vary according to the number of hours per week spent in lab:

1 unit = 3 hours per week; 48 hours per semester

This class is offered on a **PASS / NO PASS** grading basis.

**Text and Materials:**

- binder (1 ½" suggested; **used for this class/lab only**)
- binder paper
- binder dividers (5 – 6 will be needed)
- highlighters: green, yellow, pink, blue (specific colors please)
- 1 package of index cards
- a container or organizer for index cards
- water (bring a bottle to class with you each day)

**II. STUDENT LEARNING OUTCOMES**

1. The student will classify basic parts of speech, sentence types and apply that knowledge in the examination and review of their own writing.
2. The student will demonstrate the use of a multi-sensory process approach to writing to formulate a coherent paragraph or short essay.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Articulate an increase in their understanding of individual learning inefficiencies and personal strengths as they relate to written expression.
2. Examine their personal level of comfort or anxiety related to the writing experience.
3. Define and use a process approach to writing including prewriting, drafting, obtaining feedback, editing/revising and publishing.
4. Define and identify basic parts of speech and sentence patterns.
5. Identify and formulate topic sentences, supporting ideas, and details to write a coherent paragraph.
6. Organize paragraphs into a simple 3-paragraph essay.

#### IV. COURSE CONTENT

##### I. Fundamentals of Grammar / Sentences

- A. Review of nouns, pronouns, adjectives and verbs
- B. Concept of tense
- C. Sentence types
- D. Noun-verb agreement
- E. Basic punctuation rules (. ? ! , )

##### II. Writing Process

- A. Writing anxiety
- B. Plan—prewrite & organize
- C. Draft—1<sup>st</sup> draft, rough
- D. Input—feedback & editing
- E. Revision—editing
- F. Input—final review & feedback
- G. Publish—editing and layout

##### III. Paragraph Development

- A. Topic sentences
- B. Supporting details
- C. Paragraph unity
- D. Proofreading checklist

##### IV. Five-Paragraph Essay Format

- A. Introduction
- B. Body
- C. Conclusion

##### V. Technology Tools

- A. Kurzweil 3000 and/or Read & Write
- B. Microsoft Word
- C. Google Docs

#### V. GRADING

Grades will be evaluated on the basis of the following:

- 1. Attendance and class participation
- 2. In-class and homework assignments (book and handouts)
- 3. Review quizzes
- 4. Final paper /project
- 5. Binder organization

This is a non-transferable course that is graded on a **PASS / NO PASS BASIS** only. I will grade assignments and issue grades to you the purpose of relative evaluation of your performance. To receive credit for this course you **must successfully accumulate 70 – 100% of the available class points** on required assignments and show reasonable progress on the course objectives. Since a goal of this course is to prepare you for the core English requirements, this course may be repeated for credit, up to two times, as long as you continue to make measurable progress.

#### VI. ATTENDANCE

Regular attendance is mandatory. Students are allowed **no more than four absences** per semester. The student should contact the instructor by phone (645-1350) or leave a message if he/she will not be in class **more than one consecutive day**.

Students are expected to be punctual. *A student who is 20 minutes or more late to class without prior arrangement with the instructor will be counted as absent.* **Classes start on the hour.** If you do come in late, please do so quietly and consciously in order to respect the classroom environment and other students' learning process.

Missed class work must be made up by arrangement with the instructor; however, there is no way to make up missed lectures .

## VII. **CLASSROOM BEHAVIOR/EXPECTATIONS**

When possible, please be seated, with your class materials and homework on your work area, ready to work when the class begins **on the hour.**

Keep voices low while waiting for class to begin, especially while in the hallway where other classes are in session.

Please leave your work area neat—straighten your keyboard and mouse, push in your chair, brush erasures to the floor, leave your computer on unless instructed otherwise.

**NO FOOD** is allowed in the classroom. Bottled water is acceptable and encouraged during class.

Cell phones are to be **OFF** during class. If you must leave a cell phone on for the purpose of children or emergencies, please turn it to vibrate and leave the classroom if it is necessary to answer the call. Violation of this rule will result in the student being asked to leave the class for the day and he/she will be marked absent for that class period.

**DO NOT DOWNLOAD** games, programs, or music to the lab computers as this can contaminate the hard drive and cause a lot of work and inconvenience for others.

**Environmental Sensitivities** are a concern for some students and can be part of a serious, debilitating disability. Please refrain from wearing cologne/perfume or scented body products which may trigger symptoms such as headaches, nausea, confusion and memory difficulties. If environmental sensitivity is an issue for you, please report this to the instructor at the beginning of the semester.

Courtesy and good manners are expected and always appropriate. It is essential that a learning environment respectful of everyone's needs be maintained. If at any time your behavior in class is disruptive, rude or making it difficult for others to learn, you may be given a warning. If this behavior continues during the semester, you may be asked to leave that day and the following day as well. If this behavior persists, the Academic Vice President may be involved in further discipline.

***COMMUNICATION IS THE KEY TO CREATING A GOOD LEARNING ENVIRONMENT AND WILL HELP YOU TO ACHIEVE YOUR GOALS. IF YOU HAVE A CLASSROOM CONCERN, PLEASE TALK WITH ME PERSONALLY.***