

Writing 90 BC

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Office Hours: WH 211---T/Th: 9:00-10:00
BC 123 ---T: 2:30-3:20 and by appointment

Main Campus Instructional Assistance
Willamette Hall: College Skills Zone
Hours: Monday through Friday---8:00 to 5:00

Course Description

The Write Course (WR 90) emphasizes the skills required for effective communication. We focus on the rules of the road for writing in English so that students learn to write with increased confidence.

Course Outcomes

- Write paragraphs that have a clear focus, good support, and a satisfying conclusion
- Use a variety of sentence structures effectively
- Edit for correctness in run-ons, fragments, commas, commonly confused words, and capitalization
- Use a word processing program to produce short papers in standard MLA college format
- Demonstrate an understanding of college culture and student success behaviors (Provisional)

Required Materials and Accounts

- ◆ WR 90 Course Materials Packet (<http://bookstore.linnbenton.edu/lbenton/default.asp>)
- ◆ *The Quick and Dirty Handbook for Writers*
- ◆ Three-ring binder for packet, graded homework, notes, handouts, and assignments
- ◆ LBCC Student Email Account (<http://www.linnbenton.edu/lbcc-email>)
- ◆ One 10 ½" x 8" spiral notebook (no larger than 70 sheets) for journaling and freewriting

Keys to Success

1. **Attendance is important to your success: if possible, always come.** Research shows that consistent attendance results in higher passing rates and higher GPAs. Class is an active time where everyone participates in doing the work of learning. Put simply: your learning depends upon your participation in class activities and completing the homework assignments.

Weekly Workshops: Attendance is required in order to receive credit for workshops. You may miss one workshop and still receive full credit by completing the workshop in the College Skills Zone by Monday of the following week. Workshop assignments more than one week overdue receive no credit.

2. **Weekly Homework Assignments:** I will post your weekly homework assignments on my instructor webpage by Thursday before class. If you need a hard copy, please let me know. You must be present in order to earn credit for homework. If you are absent, you can still earn credit on the homework by seeing me during my office hour and having your homework checked. Homework more than one week past due receives no credit.

3. **Writing assignments are completed in the computer classroom.** If you are absent on the day we are in the computer classroom, it is your responsibility to meet with me outside of class to make up the writing assignment. Writing assignments that are not made up within one week of the original due date cannot be made up.

4. **Tests help you learn the skills taught in this class. Tests and exams cannot be made up and result in a 0 unless** you arrange in advance an extension or verify an emergency or crisis. Writing assignments completed as part of a test cannot be revised to raise your grade.

5. **Use the College Skills Zone.** Open Monday through Friday from 8 am to 5 pm, the CSZ is an excellent place to get help with assignments, prepare for tests, and learn about student success strategies.

6. **When in doubt, seek me out.** Please see me when you have questions or concerns or just want another explanation. You are not bothering me when you come to my office hour – that’s why I am here.

Course Content

The pace of the course will vary depending upon the needs of this particular class. The topics below will be interwoven:

Student-Success Strategies	Editing strategies
Punctuation for sentence elements	Sentence elements (clauses, phrases)
Paragraph focus/main idea	Sentence Combining
Paragraph support/development	Capitalization
Sentence variety	Fragments

Grading Policy

• Homework and In-Class Activities (Exercises/Practice Quizzes)	15%
• Workshops (Held once a week in the College Skills Zone: WH 225)	15%
• Quizzes (Skill or Concept Mastery Quizzes)	15%
• Writing Assignments and Journals (in the computer classroom)	20%
• Two Tests (Taken in week five and week eight)	20%
• Final Exam (A two-hour, timed writing assignment)	15%

Extra Credit Policy: I normally do not give extra credit assignments because I already give many opportunities for students to improve their grade and demonstrate mastery of our course outcomes. However, I will allow for extra credit this term for those of you interested in deepening your understanding of college culture and student success behaviors. So if you think an extra assignment would help you master this outcome, then I encourage you to come see me to talk about the possibility of extra credit.

Course grades will be determined as follows:

90% - 100% = A, 80% - 89 % = B, 70% - 79% = C, 60% - 69% = D, 0% - 59% = F

INC - Incomplete: if a personal crisis or illness occurs. Student must have completed 75% of course work with a passing average.

P/NP - Students who choose a pass/no pass (P/PN) option instead of a letter grade will need to notify the registration office by the end of seventh week. A pass will be awarded for A, B, or C work.

W – A student officially withdraws by the end of week seven.

Accommodations: LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

LBCC Board of Education Statement on Diversity: We believe that the LBCC community is enriched by diversity. Everyone has the right to think, learn, and work in an environment of respect, tolerance, and goodwill. We actively support this right regardless of race, creed, color, sexual orientation, or any countless ways in which we are diverse.

LBCC Comprehensive Statement of Nondiscrimination: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, [541-917-4425](tel:541-917-4425); Lynne Cox, T-107B, [541-917-4806](tel:541-917-4806), LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

Cell Phone Policy: Cell phones should be silenced and out of sight unless you have instructor permission to leave it out but silenced. If instructor permission is granted, please step out of the classroom quietly to take your call or respond to a text message.

Week-One Assignments

Monday: Meet in BC 205. Welcome/Introductions/Surveys

Tuesday: Meet in BC 205. Bring your course packet. Before class read pages 11-14 and page 17.

Wednesday, First Hour: Meet in BC 205. Bring your course packet to class. Turn in the Syllabus Questionnaire handed out in class on Monday.

Wednesday, Second Hour: Meet in BC 206, the computer classroom. Before class, make sure you can access your LBCC email account. By the end of class, you will turn in your first writing assignment.