**Julene Hamilton**

**WR 95**

**Office: MKH 206**

**Office Phone: 917-4699**

**Materials:**

Required Texts: ***English Essentials text and WR 95 Course Materials Packet*** printed for Linn-Benton Community College

3 ring binder, notebook with folders, a separate green book for writing journal, USB key to save your work in the computer lab

**Course Description:**

College Writing Fundamentals reviews the writing process, components of good writing, and rules of Standard English.  You will learn pre-writing strategies and practice the drafting process.  You will also write short documents, mostly essays.

**Course Outcomes:**

Upon successfully completing WR95, you will be able to:

* Effectively use the writing process
* Clearly identify and analyze focused ideas using specific, relevant, and sufficient support (evidence)
* Organize and create a piece of writing so that it makes sense and flows well for the reader
* Edit, proofread and revise writings in Standard English
* Identify and use writer's resources (test readers, handbooks, help desks, Internet)
* Provide constructive feedback to peers in peer review
* Enter your next writing courses with skills needed to succeed

**Your Course Grade**

* **Your overall course grade** will be based on the following:

**(20%)   Class Participation--classroom activities, reader response workshops, and homework.**

**(30%)   Formal Writing Assignments**-Three formal essays (One revision for Essays 1 & 2 accepted for higher grade)

**(20%)    Grammar Checks** (Fragments, Run-ons, Commas)

**(30%)    Final Exam (A two-hour, timed essay).**

**Course grade scale:** 100%-90%= A    89%-80%=B     79%-70%=C     69%-60%=D   59%-0=F

* **Pass/No Pass Option.**To change to P/NP,notify Registration by end of the 7th week. (An earned A, B, or C will read as a "Pass" on your transcript; a D or F will read as a No Pass--neither P nor NP get factored into your GPA.)
* **If you do not complete the course work or stop attending class**, the following might be assigned instead of a letter grade.

INC - Incomplete: if a personal crisis or illness occurs very late in the quarter, after most work has been completed.  Student must have completed 75% of course work with passing average.  Student must contact instructor.

Y - No Basis for Grade: If attended less than 25% of class and submitted insignificant amount of class work.  Basically for people who disappear.

W - Withdraw: Will appear on your transcript if you officially withdraw from class after week 2 and before week 8 of the quarter.  Good option if you will not receive a passing grade but missed the deadline to drop with a refund.  A "W" on your transcript will NOT count against your GPA.

WP-Work in Progress: Indicates satisfactory progress on student's part, though student is not ready to move to the next level.  Course must be paid for and taken again in order earn a completion grade next time.

**College Registration Deadlines:**

Last day to add a full-term class                    end of Week 2,

Last day to drop a class with refund             end of Week 2

Last day to withdraw from class or change to P/NP-end of Wk 7

**Course Policies-You are advised to read these policies that apply to you**

* For your success, regular attendance is strongly advised.
* Homework is due within the first 5 minutes of the beginning of the class; otherwise, it is considered late (eligible for coupon).
* Homework can only be turned in late if you use a late coupon.
* Missed *quizzes*canbe made up IF arranged in advance.
* Other missed *in-class work* cannot be made up.
* *Final exam* can be made up IF you arrange in advance with the instructor or can verify an emergency or crisis.
* If you miss the deadline for the first two formal writing assignments, you can turn it in on the revision due date. Though this means you cannot revise it after it is graded unless you use a late coupon.
* Our classroom environment is one where instructor and students respect all ideas and opinions and encourage one another to take risks as learners. I will keep the learning environment safe for learning and focused on the task at hand. Your job is to be aware of your responsibilities as a student, which includes not disrupting the learning environment (See "Student Conduct" section of Student Handbook).
* Read your copy of the Student Rights and Responsibilities. You may get a copy at the Student Life and Leadership office or on the web at http://www.linnbenton.edu/studentrights.

Disability Services.  If you are a student with a documented disability, you may be eligible for accommodations through the Office of Disability Services (MKH 105).  For more information, please see your instructor or call 917-478p

**WR 95 Writing Format**

You are often expected to format papers for college in a certain way.  Your instructors might not be clear about that until you hand them something that is "not done correctly."  It is best to protect yourself in advance by asking them for an example of how they want your work formatted.  For this class, you do *not*have to type in class journal and homework assignments or brainstorming for papers.  But when you write one of our formal essays, you are expected to use a computer and follow this criteria:

* **12 point size**; use a very standard-looking font, such as Times New Roman or Courier, nothing fancy or italicized;
* **Double spaced**
* **Each paragraph indented and lined up**(hit Tab once)
* **Title** (Use title capitalization-see example below. Don't bold, underline, italicize, or make the title larger than the text)
* **Full Heading,** which is the pile of info on top right or left. (You must include all six items listed:

Your name

Course number/ Course instructor / Course day and meeting time

Date you are turning assignment in

Assignment description (brief but specific!)

*Below is an example of how your paper should look.*

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Jane Smith

WR 95- Hamilton

Class T/Th 4:00

Oct.1, 2011

Essay Writing #2

This is Title Capitalization

Your essay should end up looking like this by the time you turn it in for a grade.  Notice the double spacing.  This is critical because it allows us coaches to make comments inside the text so that we can help you along the way.  DO NOT double space by hand by constantly hitting the Enter button when you get to the end of the lines.  Computers have a ‘wrap-around' feature where they automatically move to the next line and keep adjusting your text for you as you add and subtract things.  Only hit the Enter button when you are starting a new paragraph!!!!

Also notice how each paragraph is indented; do this by hitting the Tab button once.

**WR 95---Essay Criteria: A Checklist**

**How I will be evaluating your papers**

* Essay follows assigned topic-hitting the target for what writer was asked to do
* Meets length and all other formatting requirements (double-spacing, indenting, full heading, title, font, point size)
* Shows evidence of drafting process and utilization of feedback from peers or other test readers
* Organization: Essays flows so that ideas are grouped together in a logical way, using paragraph breaks; accurate, clear topic sentences; and transitions to guide reader through text. Essay has intro, body, and concluding paragraphs
* Essay is full of rich, specific detail that serves as evidence for claims made, paints a clear picture, and engages reader
* Conclusion provides sense of closure and answers the "So What?" question, showing your reader why whatever you wrote about is significant to you. This is where your main point must be clear
* Essay shows that writer has a relatively solid understanding of run-ons, fragments, and commas
* Essay is proofread sufficiently so that reader is not distracted by errors and can focus on content and leaves reader with positive impression that time and care were taken before submitting the document.

**Your Writing Resources**

**NOTE:**  Each area listed below could change its hours, so it's a good idea to double-check the specifics before you depend on its services.  The best thing to do is get familiar with LBCC's Website so that you can check on these any time.

* For help writing your paper or to get feedback on it before you turn it in to me, go to The **WritingCenter,**which is in the Learning Center. No appointment needed. You can even go there and work on a paper at a computer right there while getting help from time to time. They can also help you get started.

Hours (Drop-in and by Appt.):   Monday through Friday 9 a.m. - 4 p.m.

* **Or use our on-**line writing feedback site at *lbcc.writingcenteronline.net*

* For grammar and punctuation help, go to the**College Skills Zone,**located in the Learning Center. (Someone there might also be able to help you get started on your papers.)

Hours: Monday, Tues, and Friday from 8:30-3:00; Wed. & Thurs 8:30-5pm

* **Computer Access:**

            Learning Center:  Mon  and Wednesday: 7:30 a.m. to 7 p.m.

                                       Tues and Thurs                        7:30 a.m. to  9 p.m.

                                       Friday                                    7:30 a.m. to 4 p.m.

             Forum Computer Lab: Times vary.  Go get their schedule.  Forum 204

**BENTON CENTER**--Corvallis (541) 757-8944    (Ext. 5101)

**Learning and Career Center  BC 222**

Monday             9am-9pm

Tuesday            9am-9pm

Wednesday       9am-9pm

Thursday           9am-9pm

Friday               9am-4pm

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**LEBANON CENTER**-Lebanon  (541)-259-5800

**Computer Open Lab**

**Study Skills,  Reading, and Writing Help Desk**

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**SWEET HOME CENTER (**541) 367-6901  Call for availability.

**ESL Support: Please take advantage of our trained staff:**

First of all, know that those of you who are multi-lingual and are learning English as a second language have our deepest respect and support.  We salute anyone who takes the time to learn a second or third language.  How can we support your academic efforts to master English?  We invite you to:

* Use the ESOL Help Desk
* Use the Writing Lab and Writing Desk

**Check the current flyer for hours and location of ESOL Help Desk**