**Instructor:** Rachana Son

**E-mail:** sonr@linnbenton.edu

**Office Hours:** WR 11-11:50 am

**Office Location:** SSH208

**Required Texts/Packets:**

* *English Essentials* by John Langan and Beth Johnson (Does not qualify for book buy-back.)

ISBN-13: 978-1-59194-022-7

ISBN-10: 1-59194-022-2

* *WR 95 Course Packet* (Sold only in the LBCC Bookstore)

**Required Materials and Accounts:**

* Three-ring binder for packet and various handouts
* USB Drive
* LBCC Student Email Account (<http://www.linnbenton.edu/lbcc-email>)
* Go Print Account (<https://www.linnbenton.edu/student-printing>)
* Canvas Account – Self-enroll with LBCC e-mail (<https://canvas.instructure.com/enroll/6L8J7G>)

**Course Description:**

College Writing Fundamentals reviews the writing process, components of good academic writing, conventions of Standard English, and college success strategies. You will acquire pre-writing strategies, practice the drafting process, develop grammar skills, learn the elements of essays, write short essays, and develop your ability to be a successful college student.

**Course Outcomes:**

Upon successfully completing WR95, you will be able to:

* Use the writing process to effectively plan, draft, revise, edit, and proofread essays.
* Use specific, sufficient, relevant support as evidence to develop ideas.
* Use appropriate writer's resources effectively.
* Organize a piece of writing so that the reader is effectively guided through the text.
* Edit and proofread papers for Standard English, correct punctuation, and MLA formatting.
* Demonstrate a personal understanding of college culture and student success behaviors.

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

**(10%)     Class Participation and Attendance**

**(15%)     Homework and In-Class Assignments**

**(15%)     College Skills Zone Workshops**: three CSZ workshops

**(15%)     Quizzes**

**(25%)     Formal Essays** (3 in total)

**(20%)     Final Exam** (2 parts: grammar and written)

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

**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](https://www.linnbenton.edu/cfar) 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, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information, go online to [http://po.linnbenton.edu/BP1015 - Nondiscrimination and Nonharassment Policy.pdf](http://po.linnbenton.edu/BP1015%20-%20Nondiscrimination%20and%20Nonharassment%20Policy.pdf))

**Basic Needs Statement:**

Any student who has difficulty affording groceries or food, or who lacks a safe and stable place to live, is urged to contact a Student Resource Navigator in the Single Stop Office (T-112): Amanda Stanley, [stanlea@linnbenton.edu](mailto:stanlea@linnbenton.edu), 541-917-4877. The navigator can connect students to resources. Furthermore, please talk with your instructor if you are comfortable doing so. This will enable them to provide any resources that they may have.

**College Registration Deadlines:**

Last day to drop a class with refund—Monday of week 2.

Last day to withdraw from class— Week 7

**Course Policies:**

**Cell phones** should be silenced and out of sight at all times.Students who choose to use their cell phones will be dismissed and participation points deducted. HOWEVER, I will sometimes include them in group activities. AND if you have an emergency and need to use your phone, you can always step outside the class for a moment.

**Attendance**: For your success, regular attendance is **mandatory**.  Missing class results in “0” attendance points for that day.  Students who arrive late or leave early will have points deducted from class participation at the discretion of the instructor.

**Late Policy:**

* **Homework** is due within the first five minutes of the beginning of class.  No late homework is accepted unless prior communication has taken place between student and instructor.
* **Essays** will be deducted 10% for every day they are late. Late work is not eligible for revision.

**Missed Class Protocol:**If you absolutely must miss class, complete the following:

* Open Canvas and your Course Calendar, locate the date of your absence, and note the activities and homework for said day.
* Make a list of any homework you will be missing.
* Email me (sonr@linnbenton.edu) **the day before you will be missing class** with the following details: \*Emergencies will be considered on a case-by-case basis.
  + The reason you will be missing class.
  + The assignments/homework due for that day.
  + A date of completion for the above due assignments.
  + A classmate you will be connecting with to get copies of class notes or handouts for that day.

**Make-up Work:**

* **Missed *quizzes***canbe made up ONLY IF arrangements have been made BEFORE the day of the quiz and at the instructor’s discretion.
* **Missed, in-class activities** cannot be made up. (pop quizzes, in-class activities worth homework points, etc.)
* **The *final exam*** can be made up IF you arrange in advance with the instructor or can verify an emergency or crisis.

**Our classroom environment** is one where the 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; you will be aware of your responsibilities as a student, which includes not disrupting the learning environment (See “Student Conduct” section of Student Handbook).

**Accountabilities:** You will be held accountable to the policies as outlined in the LBCC *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>.

**Plagiarism is a serious offense.**  Students who submit plagiarized work will, at a minimum, receive a “0” for the assignment, and a formal charge will be filed with the Dean of Student Services; at a maximum, the student will fail the course and may risk expulsion from LBCC.  You are expected to do your own work.

**Workshops:** There will be several workshops held on various days. In Canvas and the Course Calendar, you will always be able to see where we meet for each day. If it’s a workshop day, it will say “College Skills Zone,” or “CSZ.” We will meet in WH225 in the College Skills Zone for class that day. The workshops will cover run-on sentences, fragments, and comma usage.