

**ENGLISH 10000 – English Composition
COMMON SYLLABUS**

Catalog Description

English 10000 meets for five hours per week and provides students with a transitional semester to prepare for English 10100. The course focuses on short essays that strengthen skills in idea development, organization, thesis statement writing, paragraph transitions, fluency and vocabulary. Some review of grammar, spelling, punctuation, and sentence structure is included. Students do not receive English credit for this course, but they do earn three hours graduation credit subject to restrictions in specific programs. **Requires a grade a C- or higher to go on to ENGL 10100.**

Course Description

ENGL 10000, English Composition, is a course about writing. Some have called this course a “basic” writing course, but as you will find there is nothing “basic” about writing. Writing can be both a difficult and enjoyable process that asks you to seriously consider the best way to convey your thoughts and ideas to others. To help you become more comfortable with your own writing and to help you gain more control over the meaning you convey through writing, this course will ask you to work with your own writing, that of your peers and that of the textbook to help you develop your skills as a writer. Specifically, by the end of this course, you will be expected to demonstrate that you:

1. Can effectively use all parts of the writing process including prewriting, writing, consulting, revising, and proofreading.
2. Can specifically develop your ideas to meet the needs of one clear audience, thesis, and purpose and to meet the length requirements of all assignments.
3. Can effectively organize your ideas to support one clear thesis and to create a solid essay with clear introduction, body, and conclusion sections.
4. Can choose appropriate language forms for pieces of writing produced, and can edit pieces for academic audiences.

Required Books and Online Sources

- ❑ Anderson, Marilyn. *Keys to Successful Writing*. 4th ed.
- ❑ Faigley, Lester. *The Little Penguin Handbook*.
- ❑ Dictionary (included at no expense in the English 10000 textbook bundle)

Types of Assignments to Expect in English 10000

1. Major Papers – (worth 50% of final grade) You will complete no fewer than four and no more than six major papers outside of class. Two papers will be a self-expressive, one will persuasive, and one will be reflective. Any additional papers your instructor assigns will fall into one of these categories. You will be expected to complete at least four drafts per essay. The length of essays will range from 500-750 words each, depending on assignment.

2. In-Class Impromptu Papers – (worth 10% of final grade) At least three in-class impromptu papers are required, one on the first day, one during the final exam period, and at least one other at the instructor’s discretion. The impromptu essay written on the final exam will be included as part of your final portfolio.

3. Journals – (worth 25% of final grade) Journal entries will be assigned by your instructor and may include free-writing, responses to readings, and topic exploration, etc.

4. Process Assignments – (worth 15% of final grade) You can expect that you instructor will assign some work related to the creation and polishing of the various papers in the course. The guidelines for these assignments will come directly from your instructor and could include: grammar exercises or presentations, quizzes, tests, homework, draft packets, peer reviews and attendance at the writing center (see number 7).

5. Reading Requirements - Readings in the textbooks will be assigned by your instructor.

6. Grammar and style grammar will be covered throughout the semester as determined by your instructor, most likely in one-on-one discussions with individual students. At the very least, you will be expected to learn to identify and correct sentence fragments, run-on sentences, and comma splices. Your instructor will also help you learn about style throughout the semester and will refer you to the adopted handbook.

7. Final Portfolio – (worth 50% of final grade) All English 10000 students are required to create a final portfolio. In order for the final portfolio to be eligible for grading, you must have submitted ALL major papers. A final portfolio eligible for grading should include:

- A final portfolio assessment sheet
- Final and draft copies of a reflective paper
- Final and polished drafts of essays 1-3
- All previous drafts of essays 1-4 that received instructor feedback

How Portfolios Will Be Graded

English 10000 uses a portfolio system. There are many reasons for using the portfolio system in any writing class. For example, the portfolio system focuses the instructor's and the student's attention on writing as a recursive process that requires multiple drafts before an effective final product is achieved. Therefore, the writing process is designed to forestall the assigning of definite grades until you have had sufficient time to learn, apply and polish new skills through this recursive process. Thus, this system allows you to be graded mainly on your final accomplishments in the course. However, note that missing assignments and/or incomplete portfolios may not be considered for grading, resulting in a failing grade for the semester. Therefore, everything that we do for this class should be saved until after you have received your final grade in this class.

To receive a passing grade, a final portfolio must **at minimum** demonstrate an understanding of the following rhetorical concepts:

- I. Writing process**
 - a. final drafts in the portfolio should demonstrate some evidence of revision
 - b. final drafts in the portfolio should demonstrate some evidence of editing
 - c. some prewriting should have been used in the creation of final drafts
- II. Idea development**
 - a. final drafts should meet the minimum word count as required by the assignment or the instructor
 - b. detail use in final drafts should support the papers' topic sentences and thesis statements
 - c. at least two-thirds of the body paragraphs of each paper should make use of concrete details
- III. Organization**
 - a. final drafts should demonstrate an understanding of basic essay structure through their use of a beginning, middle, and end
 - b. final drafts should reflect an understanding of basic paragraph structure through the use of topic sentences
 - c. final drafts should use a pattern of organization that is loosely directed by each paper's thesis
- IV. Writing context**
 - a. detail use in final drafts should be directed by each paper's assigned purpose and selected audience
 - b. each final draft's pattern of organization should be directed by the paper's assigned purpose
 - c. the tone (use of style) of each final draft should be appropriate for the paper's assigned purpose and selected audience
- V. Use of language**
 - a. final drafts should reflect evidence of syntactic fluency via the use of compound and some complex sentences
 - b. problems in word usage, mechanics, and grammar should be controlled to the extent that they do not hinder the meaning of each final draft

8. Attendance

Students are expected to be present for every meeting of the class. Individual instructors determine whether absences may be excused for illness, death in the family, or official university functions, but they are not required to excuse such absences. Federal regulations require that faculty report all students who miss more than two successive class sessions to the Office of the Dean of Students for appropriate action. A student who finds that he or she is unable to attend the class faithfully should consult with an advisor about withdrawing from the course. When a student misses a class, it is his or her responsibility to get class notes and assignments from other students, and consult with the instructor about making up any missed work. Work that is not submitted on the due dates because of absence from class will be penalized, unless students have made satisfactory arrangements with their professors prior to the due date. Absence is no excuse for late or missing work.

How Unexcused Absences Will Impact Your Final Grade

Classes that meet three times a week	Classes that meet twice a week	Classes that meet once a week
3 absences = reduction of 1 letter grade	2 absences = reduction of 1 letter grade	1 absence = reduction of 1 letter grade
4-6 absences = reduction of 2 letter grades	3-4 absences = reduction of 2 letter grades	2 absences = reduction of 2 letter grades
7 or more absences = failure in course	5 or more absences = failure in course	3 or more absences = failure in course

9. Other Important Course Policies

Special Accommodations

If you have a disability that will require accommodation over the course of the semester, please notify the instructor as soon as possible so that your needs can be discussed. If you have not done so already, please also provide appropriate documentation and request accommodations with the Disability Services Coordinator, Jodi James, jjames@pnc.edu, LSF 029, 219-785-5374.

Assignment Format

All final drafts should be typed according to "MLA Format for Page Layout" guidelines provided on our website <http://www.pnc.edu/eng/mla.html>.

Late Work Policy

Late work is unacceptable. However, individual instructors will determine their own policies on penalizing late work.

Plagiarism

A detailed explanation of plagiarism may be found on our website <http://www.pnc.edu/eng/plagiarism.html>. A student who plagiarizes may receive an F for the course or even be dismissed from the university.

How Your Final Grade Will Be Determined

90-100% = A	80-89% = B	70-79% = C	65-69% = D	64% & below = F
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