

WRITING FOR PROFICIENCY English 109M Fall 2005

Instructor: Joanne Magruder **Email:** Magruder@csus.edu

Office: Calaveras Hall 132 **Phone:** 278-4183 ext.7

Office Hours: Mon. and Weds. 4:15 - 4:25 and 5:45 - 6:00

Mailbox: Calaveras Hall 103 (English Dept.)

Required Texts & Materials:

Inspired to Write, by Withrow, Brookes, & Cummings, Cambridge Press, 2004

Writing Clearly: An Editing Guide, Second Edition, by Lane & Lange, 1999

College Dictionary (American English)

4 large Blue Books

2 pocket folders

Lightweight 3-ring binder

Prerequisites:

You must have attempted and failed the Writing Proficiency Exam (WPE) at least once

You must have passed College Composition (English 1A or Equivalent)

You must have completed at least 56 units of coursework or be a graduate student

You must be designated as a multilingual student

Course Description:

English 109M is a graded three-unit course designed to develop the academic reading and writing skills of upper-division multilingual students who have taken but not passed the Writing Proficiency Exam (WPE). Completion of this course with a grade of C- or better (Based on a portfolio assessment) satisfies the Graduation Writing Assessment Requirement (GWAR). The course may be repeated once without permission.

English 109M and the GWAR:

The GWAR (Graduation Writing Assessment Requirement) is a system-wide requirement mandated by the CSU Chancellor. At CSUS, you must fulfill this requirement in one of two ways: by passing the WPE with a score of 8 or better OR by passing this course, 109M. You MUST satisfactorily complete this requirement in order to graduate from this university. There are no exceptions.

Course Goals:

Improve your ability to understand readings and apply them effectively to your writing;

Write clear, well-organized essays in which you (a) take a position and support it and (b) incorporate and analyze ideas from other authors;

Effectively edit your own writing for any serious and frequent language problems

Improve in your ability to self-evaluate and revise your work;

Develop and apply successful strategies for taking timed essay exams.

Passing the Course

Students will have three opportunities to pass this course.

Week 6

Midterm WPE (optional) Saturday, October 15, 10:00-2:00. If you are in **good standing** in the course (see below), you will be given a pass to take the WPE free of charge. If you pass the midterm WPE, you must choose to receive either a grade of Credit or a letter grade in English 109M. If you choose the Credit Option, you will stop attending the course and receive 3 units of CR. If you choose the Letter Grade Option, you must keep attending this course through Week 12 and submit a portfolio of your work. If you fail the midterm, you must keep attending the class for a grade.

Week 12

First Portfolio Evaluation: Portfolios due Wednesday, November 16. If you continue to be in **good standing** in the course, you will submit a portfolio consisting of two of your essays (all drafts) written for this course. If your portfolio is evaluated as passing (Meritorious or Proficient) by the portfolio assessment committee, you will pass the class and receive a letter grade no lower than a C- AND you do not have to attend the final two weeks of classes. If your portfolio is NOT considered passing, you have two more weeks to work on specific areas to improve the writing in your portfolio and pass the class.

WEEK 15

Second and final Portfolio Evaluation: Portfolios due Wednesday, December 7. If you remain in **good standing** in the course, you will re-submit your portfolio to be reviewed in a final attempt to pass the course. Your portfolio will be evaluated by the Portfolio assessment committee. If your portfolio passes, you will pass the class and receive a grade no lower than a C-. If your portfolio does not pass, you will receive a grade of D+ or lower, and you will need to retake English 109M. In this case, I will discuss specific details in our conference during Week 16.

Students who are in "Good Standing"

- have not exceeded three absences (including tardies) the entire semester
- have turned in all the essay drafts
- have turned in all the homework assignments
- have demonstrated a willingness to participate in class activities

Attendance: Attendance is required. You are allowed three absences during the semester. If you are absent more than three times, you can be dropped from the course or receive a final No Credit grade. Leaving class early will count as tardiness.

Tardy Policy: Three tardies will equal one absence.

Grading:

Whether you pass or not will depend on the assessment of your portfolio. According to university policy, students in English 109M must pass the midterm (WPE) or one of the two portfolio readings. Students who do not pass one of the above will not pass the course regardless of scores or grades on their other class work. Students who pass will receive a grade between A and C-. Students who do not pass will receive a grade between D+ and F.

As your teacher, I function as your coach to help you do your best to improve your writing, but I do not determine whether you satisfy the GWAR and pass the class.

Course grades will be based on essays (approximately 75%) and homework, quizzes and participation (approximately 25%).

Tutoring is available free of charge in the Writing Center in Calaveras 128. I recommend that you sign up for weekly tutoring. Sign-ups begin the second week of the semester. You need to go in person to sign up.

Manuscript Form for In-class essays:

- Use a large bluebook or white, college-ruled binder paper and dark blue or black ink.
- Skip every other line and do not write on the back of the paper.
- Write the essay draft date and include a title.

Manuscript Form for Out-of-class essays:

- Type, double-spaced, with one inch margins all around.
- Use number 12 font. Indent all paragraphs 5 spaces; do not space extra spaces between paragraphs.
- Type the essay draft date and include a title. Submit **all of your drafts together** in your pocket folder.
- Put your new revision on top.

- **Dropping the Class:** To drop this class, you must follow the official procedures. Three absences during the first two weeks are grounds for being dropped from the course. If you stop attending class for a period of one week or more without officially dropping, you will receive a grade of "F" for the course.
- **Academic Dishonesty:** Using notes on an exam, copying from someone else's work, or allowing someone to copy your work is considered cheating. Cheating on any assignment or exam will result in an "F". Using someone else's work, words, or ideas as your own (including copying from the text) is considered plagiarism. This is a serious offense and may cause you to fail the course. All work turned in must be your alone and must have been written for this class. ***Turning in work written for another class will cause you to fail the assignment and possibly the class.***
- **Classroom Conduct:** Be courteous and respectful to everyone in the classroom. ***Turn off your phone and/or pager before entering the classroom.*** Arrive on time (tardies lower your grade). If you must leave early, speak to me BEFORE CLASS.
- **Accommodations.** If you are a student with a disability that has been verified by Services to Students with Disabilities (SSWD, please see me privately. You can expect confidentiality and cooperation in any needed accommodations that have been officially recommended. If you feel you might have a disability that has not yet been officially verified, I encourage you to make an appointment with the SSWD at 278-6955.

Class Contacts: If you are absent, you will need to find out what you missed from a classmate. Always contact a classmate before you contact me. Write the names, phone numbers, and email addresses of some classmates.

	Name	Phone	Email
1.	-----	-----	-----
2.	-----	-----	-----
3.	-----	-----	-----

ENGLISH 109M SYLLABUS

Texts: Inspired to Write and Writing Clearly (grammar)

Fall 2005

Week 1

Aug. 29 Introduction to the course, student information
31 Diagnostic writing: write in class the **first draft of essay #1**

Week 2

Sept. 5 Campus closed on Labor Day
7 Organizing an essay: introduction, thesis and topic sentences
Grammar: verb tense

Week 3

Sept. 12 Grammar quiz. Summarizing, paraphrasing and quoting.
14 Revised draft of **essay #1** is due to be handed in along with
previous drafts and peer review sheets.

Week 4

Sept. 19 CONFERENCES, no class meeting
21 Freewriting, p.2, clustering p.12, looping p.153
Essay #2 in-class writing

Week 5

Sept. 26 Audience and development
28 Final draft of **Essay #1 is due**

September 29 is the deadline for students needing special arrangements through SSWD to submit the necessary paperwork to Bev Reed in CLV 111. In addition, students with religious conflicts, class conflicts or an athletic event must submit a written verification to Bev Reed in order to take the makeup WPE (in 2 1/2 hours) on Thursday, October 20.

Week 6

Oct. 3 Connecting ideas and writing conclusions
5 **Essay #2 second draft is due**

Week 7

Oct. 10 **Essay #3 in-class writing**
12 Editing: sentence structure

**Optional, free WPE midterm for those in good standing
Saturday, October 15 (10:00 - 2:00 p.m.)**

If you pass this exam, this means you have satisfied GVAR, and you may choose to receive a grade of "CR" in English 109M. IF YOU PASS THIS EXAM, you may stop attending this class. Or you may want to continue in the class

through week 12 and receive a letter grade of A to C-. You will be given explicit instructions prior to the exam date.

Week 8

Oct.17 Editing workshop for Essay #2
19 **Essay #2 third draft is due**

Week 9

Oct.24 Revision workshop for **Essay #3**
26 **Essay #3 second draft is due**

Week 10

Oct.31 Midterm results - Course Evaluations
Nov.2 Peer workshop for **Essay #3**

Week 11

Nov.7 **Essay #3 third draft is due** and portfolio conferences
9 **Write portfolio letter in class.** This is a required in-class
assignment.

Week 12

Nov.14 Portfolio conferences
16 **Portfolio is due at the beginning of class.**

Week 13

Nov.21 Get results of first portfolio reading. Course evaluation.
23 CONFERENCES, portfolio revision

(November 24 and 25 Thanksgiving holiday, school closed)

Week 14

Nov.28 & 30 Portfolio workshop

Week 15

Dec.5 Portfolio conferences
Dec.7 **Portfolio is due for the second, final evaluation.**

The results of the final portfolio evaluation and your course grade will be available on Monday, December 12 and Tuesday, December 13. You will need to sign up for a short conference with me to find out your results and pick up your portfolio in CLV 132. I will counsel students who do not pass English 109M