

BERGEN COMMUNITY COLLEGE
ENGLISH DIVISION
ENGLISH BASIC SKILLS DEPARTMENT

COURSE SYLLABUS
Fall 2013

Directed Studies in Writing- EBS-041
1 Hours, 1 Non-degree Credit

Instructor:

TEXTBOOK: None Required

A standard English handbook will be helpful as a reference; however, the primary instructional material is contained in the various reading, writing, and language skills tasks which students will be assigned.

Students are required to have a flash drive for computer lab use.

COURSE DESCRIPTION:

Directed Studies in Writing provides individual prescriptive programs to support and develop language skills necessary for college level performance. As a supplement to English Composition I, this course offers computer-assisted, interactive practice in designated areas of English grammar and punctuation, research writing, critical reading skills to reinforce classroom instruction. Enrollment in EBS 041 is required for students who score between 240 and 260 on the Accuplacer, the Bergen Community College Basic Skills Assessment Test.

STUDENT LEARNING OBJECTIVES (SLO's):

Students who successfully complete the work of this class will be able to:

1. Use and evaluate active reading strategies (i.e., annotation, vocabulary development, paraphrase, and summary).
2. Use critical thinking strategies to improve reading (i.e., identify the main idea, topic sentences, transitions, and supporting details, author's tone, and recognize strategies for introduction and conclusion)
3. Use computers to enhance writing skills and to synthesize reading and writing skills.
4. Find, evaluate, and use outside sources in written assignments (i.e., use MLA format for internal documentation of sources, avoid plagiarism, and use college library.).
5. Write error-free sentences and find and edit sentence-level errors in sample paragraphs and essays with developing proficiency.

GRADING and ASSESSMENT:

A student's final grade in EBS-031 is determined by how successfully he/she fulfills the student learning outcomes. Students will show their achievement of these outcomes through the following:

Assignment Type	(Recommended) Percentage
Assignments (including paragraphs, essays, journal writing)	50%
Daily class work and participation	50%
Total	100%

(Recommended) Grading Scale	
100 - 90	A
89 - 85	B+
84 - 80	B
79 - 75	C+
74 - 70	C
69 - 60	D
59 and below	F

It should also be noted here that while EBS-041 carries one credit that will not count towards graduation status, this credit DOES count in your overall cumulative average. Students receiving an E or F in EBS-041 are required to repeat the course. An "E" grade is an unofficial withdrawal, given to students who stop attending a class. An "E" grade carries the same consequences as an "F" because it awards no credit and it is calculated into a student's cumulative average. Students receiving a grade of D, C, C+, B, B+, or A will complete their placement in the Basic Skills Program. The grade earned in Directed Studies does not influence the grade earned in the Composition I.

ATTENDANCE POLICY:

The Bergen Community College attendance policy will apply to this course:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes. *Bergen Community College Catalog, 2009-2010* (67) <http://www.bergen.edu/documents/academics/pdf/Catalog%202009-2010.pdf>

POLICY ON LAB USE:

Students enrolled in Directed Studies are assigned to a lab for one hour per week. This is the actual class meeting time; therefore, students are required to attend regularly. In addition, free time hours for lab use will be posted at the beginning of each semester. Finally, students may also work during scheduled class times other than their own with the permission of the instructor assigned to that period.

PLAGIARISM POLICY:

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current
- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

Sanctions Against a Student for a Classroom Violation

1. The faculty member must report all incidents to the Chair of the Department.
2. The faculty member in consultation with the Chair will determine the course of action to be followed. This may include:
 - assigning a failing grade on the assignment
 - assigning a lower final course grade
 - failing the student in the course
 - other penalties appropriate to the violation
3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.
4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

Bergen Community College Catalog, 2009-2010 (66)

<http://www.bergen.edu/documents/academics/pdf/Catalog%202009-2010.pdf>

SUPPORT SERVICES:

Distance Learning Office	Room C 334	201-612-5581 psimms@bergen.edu
English Language Resource Center	Room E-156	201-612-5292 http://www.bergen.edu/pages/2182.asp
Writing Center	Room L 125	201-447- 7489 http://www.bergen.edu/pages/1795.asp
Online Writing Lab (OWL)	Online at:	www.bergen.edu/owl
Office of Specialized Services	Room L 116	201-612-5270 www.bergen.edu/oss
Sidney Silverman Library	Room L-226	201-447-7131 www.bergen.edu/library

SAMPLE COURSE OUTLINE

Week	Topics	Assignments/Activities	SLO's
1	Introductions	--Class introductions --Review of Course Syllabus --Introduction to Computer Lab	
2	Annotation--Article	--Annotate a short article or use the article "Back to Financial Basics" or "If at First You Don't Succeed, You're in Good Company" found in Departmental Course Pack for EBS 031. --Assignment from Departmental Course Pack for EBS 031	1,
3	Annotation--Literature	--Compare the difference between reading literature and essays and reading newspaper articles. --Review the enclosed handout from Departmental Course Pack for EBS 031 "How to Do a Close Reading." --Assignment from Departmental Course Pack for EBS 031. Use your own literature or "The Red Convertible" by Louise Erdich.	1,2
4	Author's Purpose and Tone	--Learn about the effects of author's purpose and tone. --Read two current editorials on a controversial subject to compare and contrast tone and point of view. Use the handout from Departmental Course Pack for EBS 031, "Reading Worksheet for Non-Fiction Reading" as an exercise to analyze tone and purpose. -- Assignment from Departmental Course Pack for EBS 031	1,2
5	Summary	--Learn about summary writing --Assignment from Departmental Course Pack for EBS 031	1,2
6	Close Reading & Analysis	--Learn how to mark main ideas and supporting material using "Test Key to Junior's Development" from Departmental Course Pack for EBS 031. -- Assignment from Departmental Course Pack for EBS 031 along with a copy of the enclosed reading "School Is Bad for Children," which is part of the homework assignment.	1,2
7	Commas, Part 1	-- Six Uses of Commas (handout from Departmental Course Pack for EBS 031). -- Assignment from Departmental Course Pack for EBS 031 --Create/correct your own original sentences.	5
8	Commas, Part 2	--Review Commas, Part 1 in class. -- Assignment from Departmental Course Pack for EBS 031, Commas, Part 2	5
9	Introductions	--Review six kinds of introductions (handout from Departmental Course Pack for EBS 031 or use your own). -- Assignment from Departmental Course Pack for EBS 031. Note: you might use the writing sample from Week 1 for this assignment (see # 5 on the homework handout).	2,3
10	Transitions	--Using transitions (handout from Departmental Course Pack for EBS 031). --You might want to use the writing sample from Week 1 for this assignment bring in your own essays from another class.	3,5
11	Fragments and Run-Ons	--Practice learning about fragments and run-ons (handout from Departmental Course Pack for EBS 031 or use your own). -- Assignment from Departmental Course Pack for EBS 031	3,5

Week	Topics	Assignments/Activities	SLO's
12	Concluding Paragraphs	-- Methods of a strong closings (handout enclosed in Departmental Course Pack for EBS 031 -- Assignment from Departmental Course Pack for EBS 031. Note: you may want to use the writing sample from Week 1 for this assignment.	2,3
13	Research: Learning Styles	--Discuss how to use the Web for research and how to evaluate legitimate sources. Discuss the use of the BCC library (www.bergen.edu/library) and remind them of our BCC website, www.bergen.edu/rpp . (a site for writing research papers). --Assignment and reading from Departmental Course Pack for EBS 031	3,4
14	Research: Documenting Your Sources	--Overview of using quotation marks and using parenthetical citations correctly. --“Checklist for Using Sources” handout from Departmental Course Pack for EBS 031 --Review the handout from Departmental Course Pack for EBS 031, “Avoiding Dropped Quotations” to understand the use of signal words	3,4
15	Research: The Works Cited Page	--NOTE: As of April 2009, the MLA has made several significant changes that can be found in the <i>MLA Handbook for Writers of Research Papers</i> (7th edition). Included in Departmental Course Pack for EBS 031 is an overview of those changes from the Online Writing Lab at Purdue University. Their OWL website is the one used as a link when students are in the BCC website, www.bergen.edu/rpp . --Review the requirements for writing the Works Cited Page and learn about rule changes. Also, refer to both the BCC site and a new style manual. If possible, go through the PowerPoint presentation together at www.bergen.edu/rpp . --Use the enclosed Assignment from Departmental Course Pack for EBS 031 or use students’ actual research paper assignments.	