OBJECTIVES: The purpose of this course is twofold: (1) to provide the student lacking in basic writing skills the opportunity to learn and to strengthen these skills and (2) to prepare the student for entry into EG11, Standard Freshman Composition. Therefore, upon successful completion of this course the student will be expected to:

1. apply communication theory and critical reading and thinking skills to the composing process.
2. demonstrate an awareness of language as a tool for learning and communication.
3. develop strategies for making independent, critical evaluations of student and published texts.
4. collect, analyze, and critically evaluate information to produce quality writing.
5. apply strategies for the composition process, such as drafting, collaboration, revision, and peer review, to produce quality writing.
6. write a well-organized essay with a firm thesis and a clear introduction, body, and conclusion. Demonstrate an ability to
   - engage in pre-writing activities, including narrowing a topic, generating ideas, determining the audience and the relationship between audience and content, and determining an appropriate tone.
   - develop, order, and use logic in the presentation of the essay that is appropriate to different rhetorical modes, including argumentation, analysis, and an essay test mode.
   - support a thesis statement with valid reasons and evidence (such as specific examples and details).
   - follow the standards of written English, specifically in regard to sentence structure, punctuation, grammar and usage, and spelling.
   - revise and develop ideas and to achieve the quality expected of the completed writing.

REQUIREMENTS:

1. Responsible adult behavior is expected at all times.
2. The student is responsible for all material taught or assigned by the instructor. It is the student’s responsibility to obtain any missed assignments from a classmate. You may exchange telephone and e-mail information with other students during the first class meeting. The space provided below is for this purpose. Note: the exchange of information is purely voluntary on your part and is not considered a class requirement.

Name_________________________    Phone____________________   E-mail_______________
Name _________________________   Phone____________________   E-mail_______________
Name_________________________    Phone____________________   E-mail_______________

3. The methods of instruction employed in this course include extensive reading, critical thinking, discussion, lectures, critical essays and extensive revision. Participation is extremely important. This is the student’s opportunity to ask questions, discuss ideas and employ critical thinking. Students are strongly advised to come to class prepared. Read the material in advance, make reading notes, formulate questions, viewpoints and opinions and actively participate in topic discussions.

4. In addition to homework assignments, the student is responsible for nine academic essays: two expositions, two arguments, three in-class timed essays, one literary analysis, one reflective essay. The expositions will involve rhetorical techniques, such as cause and effect, classification and division; the argumentative essays will be written in response to gathered readings and will require research; the literary analysis will be in response to a teacher selected poem or short story. The final examination will be the student’s ninth paper, the reflective essay. All take home essays are typed using Times New Roman and 12 font, double spaced.

5. In order to treat all students fairly, late papers cannot be accepted for a grade higher than a 60. However, the paper must be submitted at the next class meeting and be determined to be acceptable (acceptable means the paper, if handed in on time and graded, would have received a passing grade) to avoid receiving a zero. The student must complete all papers to pass the course. In case of a legitimate problem, contact me before the due-date of the paper. If you miss class, arrange to have someone turn in the paper for you. Only hard copies will be accepted. No discs or e-mails are accepted.

6. Students should follow school policy regarding withdrawal deadlines. If a student stops coming to class and does not withdraw, the class grade will be an F.
7. Plagiarism of any form will not be tolerated. Anyone caught plagiarizing will fail this course. Forms of plagiarism or academic dishonesty include the following items: using previously published materials without properly citing them, using papers taken from electronic bulletin boards or internet sites specifically tailored towards cheating (i.e. School Sucks), using another student’s paper, and having another student write your paper for you. Letting other people read and edit your papers and helping you revise them is not considered plagiarism.

8. Save written work on multiple computer disks (at least two), as well as on the hard drive of your computer. Save often during composition. Always print out two hard copies of your paper, one for the professor and one for your file.

9. In the unlikely event that a class should be cancelled, any given assignment is due at the next class meeting. If students arrive for class and the professor is not there, students are required to wait twenty minutes before leaving.

10. No cell phone calls are permitted during class.

ATTENDANCE POLICY:
All students are expected to attend every session of each course for which they are registered. Excessive absence (for this class, more than one (1) will be considered excessive) will result in student failure. Three lates (arriving after the fifteen minute start time) will equal one absence. If a student has a serious illness or an accident, it is his/her responsibility to bring the appropriate documentation (doctor’s note) on the return to class so that arrangements may be made to keep the student’s status in class on the passing side. However, if a student has taken two absences and then has a serious illness or an accident occurs, the student will be withdrawn from the class.

GRADING:
This is a pass/fail class. In order to receive a passing grade, students must:
   a) complete all homework assignments
   b) submit a passing portfolio
   c) have passing grades on grammar tests
   d) submit a passing final paper: reflective essay
   e) have excellent attendance
Failure to meet any of the above standards may result in student failure.

TEXTBOOKS:
A good beginning for any writer is his/her reference collection. Each student in this course is responsible to acquire a thesaurus, a dictionary, and a book of quotes. In addition, the required textbook is Writing First by Kirszner and Mandell, third edition, Bedford/St. Martin’s Publishing Company, available at the school book store.

TUTORIAL ASSISTANCE:
Students in need of basic tutoring should visit the Academic Skills Center. Trained tutors are available to help with assignments and homework. Help sessions are set up by calling 631-451-4150. Be sure to keep the arranged time. If a student needs to miss an assigned help session, the student must cancel with the correct parties. The Academic Skills Center is on the Selden campus, the Islip Building, Room 101. Walk-ins are welcome. Tutorial services are available Monday through Thursday between 9AM and 8PM, on Friday between 9AM and 1PM.

TOPIC OUTLINE:
Week #:

1     Introduction to the course
      Writing First: Chapters 1&2-Writing a Paragraph
      A. Understanding Paragraph Structure
      B. Finding Ideas: Freewriting, Brainstorming, Clustering
      C. Identifying Your Main Idea
      D. Choosing and Arranging Supporting Points
      E. Drafting Your Paragraph
      F. Revising and Editing Your Paragraph for Unity, Development, and Coherence

Homework: To Be Assigned
Unit II: Patterns of Paragraph Development: Recognizing Rhetorical Modes
A. Narration
B. Classification/Division
Homework: To Be Assigned

Unit II: Patterns of Essay Development: Cause/Effect
A. Using Research in an essay
B. Using Inclusion and Work Citing
C. Read Chapter 13, Introductions and Conclusions, in Writing First; revise your essay using an interesting introduction and conclusion..

Grammar Lesson: Compounding
In class timed writing assignment: topic to be announced
Homework: To Be Assigned

Grammar Lesson: Continue Compounding
Writing First: Patterns of Essay Development: Comparison/Contrast
Homework: To Be Assigned

Argumentation
Grammar Lesson: Writing Complex Sentences
Homework: To Be Announced

Continue argumentation

Grammar Lesson: Chapter 18: Achieving Sentence Variety
Continue argumentation
MLA Work Citing
Homework: To Be Announced

In class timed writing assignment: topic to be announced
Grammar Lesson: Subject Verb Agreement
Homework: To Be Announced

Understanding Literary Analysis
Using Critical Reviews
Grammar Lesson: Using Parallel Constructions
Homework: To Be Announced

Understanding the Portfolio
Revise Literary Analysis
Grammar Lesson: Problems with Pronouns
Homework: To Be Announced

Reflective Essay
Workshop: Finishing all essays

Finish Portfolios
Collect Portfolios

Return Portfolios
Individual Conferences