This course is designed to help students learn to write an organized essay, with central thesis and well-developed support, expressed through clear, coherent, ordered paragraphs and sentences. Developmental Writing is a non-credit course that prepares students for the writing required in ENG-11 Freshman composition.

Course work builds basic writing skills, including pre-writing strategies, idea development and revision. In addition, writing practices and exercises will increase student proficiency in grammar, punctuation and sentence structure.

Course work consists of reading, class discussions, and lectures, as well as in-class writing and collaborative group work. Students will be asked to compose informal writings, including journal writing and reflective pieces, as well as to complete 4 -5 major essays and 3 in-class essays.

Students will produce a polished portfolio containing their strongest writing for review by the end of the semester. Successful completion of this non-credit course enables the student to progress to ENG-11.

Required Materials:
A folder or notebook (one or more) for your work and for class handouts
A notebook to serve as your writer’s journal
A pocket dictionary
Also needed: SCCC email; Computer disks/flash drive; portfolio folder; writing utensils

Objectives:
Students will build competency in basic writing skills, demonstrating abilities to:

- Practice critical reading and thinking skills, fundamental to the composing process;
- Use pre-writing techniques in generating ideas, narrowing topics and creating central thesis statements;
- Write an organized essay, with a central thesis and well-developed support through clear, coherent and ordered paragraphs;
- Use revision techniques to improve quality and impact of writing;
- Write varied, appropriate sentences, which have been carefully edited to eliminate major errors in mechanics and grammar;
- Demonstrate a basic proper usage of punctuation, spelling, and grammar.
Grading: This is a pass/no pass course. You will not receive traditional grades, but will work on your writing all semester. Your final portfolio must receive a “Pass” by both your instructor and the additional departmental reader.

Participation is essential to success in this course. Class activities provide opportunities to ask questions, discuss ideas and develop critical thinking skills. Students need to arrive in class prepared. Complete homework assignments, formulate questions, viewpoints and opinions and actively participate in class discussions and course work.

GRADING POLICY: Pass/No pass grading will be determined for this class based on three variables: attendance, participation and performance:

- Students who do not meet the attendance policy will not pass the course.
- Students who do not consistently arrive prepared for class, participate actively in the class and complete class assignments on time will not pass the course.
- Students who do not pass the Final Portfolio will not pass the course.

Absences and Tardiness:
If you are absent for any reason it is your responsibility to find out what you missed and come prepared with the current course assignment next time you attend class. Contact a classmate with any questions about missed work.

There are no excused absences. You must attend class regularly to get a passing grade. If you are absent more than six (3) times your will not be able to continue in the course.

Students who come to class late or leave early are distracting to the class. Persistent tardiness or early departure will also jeopardize your continued enrollment in this course.

Class Conduct:
- Please turn off all cell phones and beepers before the beginning of class.
- Class begins on time and it is expected that students will not disrupt the learning environment.
- If you arrive late, please take your seat quietly.
- Please show respect for your class mates as well as your instructor by listening attentively and practicing basic classroom decorum.
Instructor: Carol Goodale  email: goodalc@sunysuffolk.edu
Office hours: 11:00 to Noon, Tuesdays & Thursdays
Adjunct office: Orient 117

**Academic Skills Center**
Seeking out further help can make a difference between success and failure. At the Academic Skills Center in Orient ______ you can find that help through one-on-one tutoring. Students must stop in the office and make an appointment to work with a tutor. Computers for student use can be found at Orient 236 and in the library.

**Plagiarism**
Plagiarism is the act of using someone else's words, writing, or ideas and representing them as your own. The most common form of outright plagiarism today comes from students who "borrow" and/or purchase essays on the internet.

I expect each student to do his or her own writing and to document others’ ideas accurately. Plagiarism is a serious offense and could subject you to disciplinary action, up to and including academic dismissal.

**Manuscript form**
Your formal writing assignments must be typed. Use Times New Roman 12 pt. font, and double-space your manuscript.
In the upper right-hand corner write:
- Date
- Your Name
- Course CRN #: 

Title your piece and put the title in the center of the first line.