COURSE OUTLINE: ENG 010 Developmental Writing
Section CRN 91499  Days & times: Mon. & Fri. 11 a.m.-12:15 p.m.  Place: Corchaug 0012
Semester:  Fall 2010  Professor:  Nancy Haefeli, 288-4300 (day) & 325-1868 (eve)
Office hours by appointment.  E-mail address: haefeln@sunysuffolk.edu
Materials:   Loose-leaf notebook, loose-leaf paper (no fringe!), pen & flashdrive

COURSE DESCRIPTION
In this course you will explore and produce effective expository writing, that is, writing that conveys information.  You will be generating, developing and organizing your ideas. You will practice using specific details, logical development and clear sentences, smooth transitions, correct usage and spelling. You will be revising and editing your own work and also helping your colleagues revise and edit their work. You will read paragraphs and short essays to learn from effective writers. Towards the end of the course, you will prepare a Portfolio of your essays for evaluation by your professor and another ENG010 professor. You will also be reviewing basic grammar and usage as you work through the chapters in our text, Grammar to Go! You will have weekly assignments for practice and frequent quizzes to check that you are understanding the chapters.

OBJECTIVES:  Upon completion of ENG 010 you will be able to:
  1. Recognize and create unified and coherent paragraphs and short essays
  2. Support the main ideas in your paragraphs with sufficient and ordered details
  3. Chose words and details that are appropriate to your purpose and audience
  4. Write clear, complete and varied sentences
  5. Revise your writing for unity of thought and clarity of organization using effective introductions, logical progression of ideas, coherent transitions and effective conclusions
  6. Submit final, typed essays with titles and with your paragraphs indented appropriately
  7. Carefully edit and proofread your writing for correct spelling, capitalization, punctuation and usage

PROCEDURES:
You will have the opportunity to discover and develop your skill as a writer through a variety of experiences including:
  a) writing inside and outside of class and, at certain times, in the computer room
  b) peer group comments and teacher’s individualized comments on your writing
  c) written homework assignments, practice in class, quizzes and final test
  d) reading, discussing and writing about paragraphs and essays you read
  e) writing, revising and editing at least two long paragraphs & three-four 500-800 word essays
When you hand in your paragraphs and essays, you must also hand in all exploratory journals, typed rough drafts, written peer observations and typed revised drafts to show that you understand and have truly been involved in the evolution of your writing. No “lonesome” final drafts will be accepted.
GRADING:

You must complete all in class and outside of class assignments. Your final grade (S, R, U) will be based upon your paragraphs and essays (which must be of C-grade caliber or better), classwork, homework, quizzes, final test and participation. Participation includes timely completion of assignments as well as your contributions to class discussion and your positive and cooperative manner. Each one of us (and I include myself!) needs the good will and encouragement of every other person in the class.

Finally, you must receive a “Pass” score on your Portfolio. In the first week of December, you will assemble your Portfolio of: 1) a reflective letter, 2) two revised essays and 3) one in-class timed essay. Your professor and other ENG 010 professors will evaluate your Portfolio.

ATTENDANCE:

Regular attendance is expected and is a vital factor in your success as a student. Except under extraordinary circumstances discussed in advance with the instructor, you will be dropped from the roster if you miss three class sessions. 3 latenesses = 1 absence. Attendance will be taken at the beginning of each class. If you do come in late, speak to the instructor at the end of class to make sure you are marked late, not absent.

Bring your Grammar To Go! textbook to each class. Homework exercises should be written out on separate loose-leaf paper with no fringe attached.

You must submit written assignments when they are due, or, in the case of an absence, at the next class meeting. No late work will be accepted except under extraordinary circumstances discussed in advance with the instructor. Since you are responsible for any classwork you miss, be sure you have the telephone number of at least two other people in the class. Most classes will be based upon written homework assignments. You may be asked to take one of your absences if you come to these classes unprepared.

REMEMBER, as a member of this class, you are automatically a writer among writers. You have the resources of a whole group of writers to help you progress. Ultimately, your achievement will depend on your own commitment and your willingness to do the work. I can’t do it for you; I am only your guide. ALL OF US NEED TO HAVE COURAGE and TO LOVE THE LANGUAGE. Your confidence will grow with each accomplishment.

FIRST ASSIGNMENT:

Due Friday, September 3, 2010: Write me a reflective letter (“Dear Mrs. Haefeli,”) of at least one full page, but no more than two pages in which you talk about yourself as a writer and/or a reader. You might assess your strengths, weaknesses, examine your attitudes toward writing and reading, discuss your writing and reading experiences, talk about your favorites – author, book, teacher – and/or your goals for yourself as a college student writer and reader. Use specific details to help me visualize what you write about.