

ARIZONA WESTERN COLLEGE  
SYLLABUS

ENG 080 Preparatory Writing and Reading  
Credit Hours: 2 Lec: .5 Lab 1.5

PREREQUISITE: None

COURSE DESCRIPTION

This self-paced course examines the essential process, theories, and methods that enhance a student's overall writing ability, and prepares them to take English 90 (Fundamentals of Writing). It introduces various strategies for improving the essential skills for preparatory college-level academic writing and reading, with a focus on the writing process, as well as standard usage and mechanics, in structuring clear sentences, paragraphs, and basic essays. OE/OE.

1. COURSE GOAL

Using the writing process, students will develop and improve their ability to produce effective preparatory college-level writing that includes clearly written, coherent, and focused paragraphs. Skills to improve include reading, sentence structure and clarity include grammar, punctuation, and word choice.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

2.1 write one 500-word essay in a standard academic format (e.g. MLA, APA) that demonstrate clarity, unity, coherence, development, and support; write well developed paragraphs

2.1.1 engage in a recursive writing process, developing flexible strategies for generating ideas, revising, editing, and proofreading

2.1.2 demonstrate awareness of audience, subject, and purpose

2.1.3 employ appropriate transitional words, phrases, and sentences

2.2 demonstrate awareness of key aspects of effective syntax, understanding that sentence structure and syntax are central to effective communication

2.2.1 use conventions of grammar and punctuation correctly, including sentence structure, verb tense, active and passive voices, and sentence fluency when composing

2.3 develop strategies to read, write, problem solve, and communicate at a preparatory college level

2.4 effectively utilize computer technology, including word processing, email, Blackboard and publisher's software

3. METHODS OF INSTRUCTION

3.1 Instructor feedback and evaluation of compositions/ conferences. There will be two 50-minute sessions every two weeks. Students are required to attend eight sessions over the semester.

3.2 Class and group discussions

3.3 Instructor led discussion and analysis of grammar and punctuation, especially as problems occur in student writing

3.4 Instructor taught use of computer technology, including computer-based software programs to improve sentence skills and sentence fluency

3.5 Extensive utilization of self-paced Adaptive Learning publisher's software program

4 LEARNING ACTIVITIES

4.1 Read, analyze, and discuss academic materials appropriate for the level of the class

4.2 Read, analyze, and discuss student writing

4.3 Use computer-assisted instruction for practice and mastery of skills, especially sentence level skills

4.4 Read, analyze, and discuss reading assignments

4.5 Utilize the writing process, including prewriting, peer review, revising, and editing guided by instructor feedback and evaluation

5 EVALUATION

- 5.4 Written assignments (50%)
  - 5.4.1 Minimum of three (3) 200-word paragraphs to be included in portfolio (15%)
  - 5.4.2 Minimum of one (1) 500-word essays, including one composition (15%)
  - 5.4.3 In-class writing assignments (10%)
  - 5.4.4 Portfolio of writing assignments (10%)
  - 5.4.5 McGraw Hill Integrated Reading and Writing Self Paced Modules (50%)

6 STUDENT RESPONSIBILITIES

- 6.4 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.5 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.6 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.7 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.8 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.9 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course