



Undergraduate Course Syllabus

ENG 099: Fundamentals of Writing

Center: Online

Course Prerequisites

None

Course Description

ENG 099 is a developmental course designed to help students acquire the composition skills they need to succeed in ENG 120. The course begins with a focus on critical reading skills. Students will be engaged in preparing essays that respond to written texts, thereby combining critical reading skills with writing strategies. In addition, ENG 099 provides introduction to/review of grammar, mechanics, and other college-writing conventions with a focus on application of those skills in student writing. One major objective of ENG 099 is to teach students to prepare essays that review and evaluate the ideas and issues found in the writing of others. Summary, analysis, and response skills will be taught and practiced culminating in the creation of a final portfolio where students demonstrate proficiency in critical reading and writing skills. Classroom instructors confirm placement in ENG 099 during the first two weeks of instruction. ENG 099 is a developmental course. The three credits received for ENG 099 count towards a student's GPA, but they do not count towards the 120 credits required for graduation. Students who take this course will have to take an additional course to complete their degree. Classes are kept intentionally small, typically 15 students per section, to assure maximum benefit.

Course Outcomes

- Use process writing for generating ideas, drafting, and revising
- Write paragraphs and essays that are developed, unified, and coherent
- Write summaries that include an overview of the text and clearly state the author's thesis
- Develop analytical and critical reading skills, including identifying main ideas, supporting evidence, and conclusions
- Write analyses that identify and discuss concrete evidence (examples, paragraphs, and quotations) used by the author
- Write personal responses to the main idea of a text using specific details derived from personal experience and observation

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

Connect

Throughout the course, there are assignments and resources in Connect, in addition to your textbook. You will be prompted to enter Connect when you click on your first assignment in Module One.

Write Now—Access Package

Russell

McGraw-Hill

Latest Edition

ISBN: 978-1-260-36554-2

Optional Resource

Write Now- Optional Loose Leaf

Russell

McGraw-Hill

Latest Edition

ISBN: 978-1-260-36612-9

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	5	35	175
Personalized Learning Plan	1	150	150
Customized Study Plans	5	30	150
Journals	3	50	150
Rhetorical Star Assignment	1	75	75
Descriptive Essay Rough Draft	1	100	100
Descriptive Essay Final Draft	1	235	235
		Total Course Points:	1,035

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Preparing for Writing Success <i>Write Now</i> , Chapter 1.1 1-1 Discussion: Getting Started 1-2 Journal: Ideal Writing Environment 1-3 Personalized Learning Plan: Self-Assessment: Begin Work
2	The Read-Write Connection <i>Write Now</i> , Chapters 1.2, 3.1, and 4.1 2-1 Discussion: Nuts and Bolts

	2-2 Personalized Learning Plan: Continue Work 2-3 Rhetorical Star Assignment
3	Organized Paragraphs and the Writer's Voice <i>Write Now</i> , Chapters 2.1, 3.2, and 3.3 3-1 Discussion: Nuts and Bolts 3-2 Personalized Learning Plan: Complete Work 3-3 Journal: Descriptive Essay Planning
4	Finding a Thesis and Developing an Essay <i>Write Now</i> , Chapters 2.2, 2.3, 6.3, 6.4, and 6.5 4-1 Discussion: Prewriting Using the Rhetorical Star 4-2 Customized Study Plan: Punctuation
5	The Rough Draft <i>Write Now</i> , Chapter 6 5-1 Discussion: Discussing the Process 5-2 Customized Study Plan: Parallelism 5-3 Descriptive Essay: Rough Draft
6	Strategies for Revision <i>Write Now</i> , Chapter 2.4, 2.5, 2.6, and 2.7 6-1 Discussion: The Rough Draft 6-2 Customized Study Plan: Dangling and Misplaced Modifiers
7	Editing for Style 7-1 Discussion: Sharing Introductions 7-2 Descriptive Essay: Final Draft
8	Reflecting on the Writing Process 8-1 Discussion: Writing Wrap-Up 8-2 Journal: Reflection

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans

with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oac@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.