

Saint Louis Christian College
GEN 010 College English
Wednesday & Friday
1:30 – 2:45

Professor Barbara Veech
No course prerequisites

Mission Statement

Saint Louis Christian College pursues excellence in the Word and develops servant leaders for urban, suburban, rural, and global ministry.

Course Description

This course reviews parts of speech, punctuation, sentence structure, and paragraph and theme construction. Emphasis is placed on writing with clarity and improving writing style. It is required for those who test below the acceptable level for entrance into GEN 110.

This course is one of the college preparation courses at SLCC. College preparation courses help develop the skills and abilities of students so they can complete college level work in the required courses. The final grade is either “S” for satisfactory, or “U” for unsatisfactory. Students will need to earn an 80%, a C, or higher to receive a satisfactory grade. College preparation courses do not apply toward the student’s GPA, nor are they computed in determining academic standing. Credits earned do not count as a part of the total required credits in the degree programs at SLCC.

Course Rationale

Some learners enter college without a good foundation in the English fundamentals of grammar, spelling, and mechanics. College English is an attempt to help build this foundation to prepare learners for the challenges they will encounter with college writing. This course will help students satisfy Educational Goal # 3, “Skillful Communication – Demonstrate effective oral and written communication skills,” and General Education Division Objective #1, “Given instruction in the communication skills, the student will demonstrate the ability to communicate effectively and will be able to use a variety of research and documentation techniques.”

Course Objectives

Upon successful completion of this course, the learner should be able to:

- ✓ Write paragraphs using the eight rhetorical modes.
- ✓ Write an essay using the rhetorical modes.
- ✓ Use the writing process.
- ✓ Identify and write with complete sentences.
- ✓ Write simple, compound, and complex sentences.
- ✓ Use proper punctuation, spelling, and formatting on written assignments.

Course Policies and Requirements

- ✓ **Course Textbook:** Introduction to Academic Writing, third edition, by Alice Oshima and Ann Hogue, published by Pearson Longman This is a required textbook.
- ✓ **Attendance:** According to the SLCC Handbook: "Students are expected to attend all sessions of the courses for which they are registered. Students may not miss more than $\frac{1}{4}$ of the class hours in any course. Students exceeding these limits will be administratively withdrawn from the classes in question. NOTE: STUDENTS SHOULD BE AWARE OF THE POSSIBLE FINANCIAL CONSEQUENCES OF BEING DROPPED FROM A CLASS! Furthermore, if a student misses more class-hours in a course than its credit hours, the final grade in that course **will be reduced by two percentage points for each additional absence**. For example, if a student's final grade in a 3-credit-hour course was 85% (B), but s/he had missed five class sessions, that grade would be reduced four percentage points to 81% (B-)."
- "Students will be assessed one absence for every three times they arrive late to class or leave class early. Students arriving twenty minutes or more after the start of a class, or leaving twenty minutes or more before the end of a class will be marked absent."
- "The faculty is under no obligation to repeat any class material or demonstration, either in class or in private sessions, when a student has been absent."
- "Excused absences (walks) may be granted for college-sponsored activities, such as approved music ministry teams, intercollegiate athletic events, and class field trips. For these absences, students will not be penalized for makeup assignments, but they have the responsibility to arrange for early makeup of tests or assignments where possible. NOTE: ALTHOUGH EXCUSED ABSENCES SHOULD NOT BE USED BY TEACHERS TO COMPUTE GRADE REDUCTION, THEY DO COUNT TOWARD THE TOTAL ALLOWABLE ABSENCES IN A COURSE. Excused absences may also be granted by the Academic Dean for an extended period of illness (which is supported by a letter from a physician) or a death in the student's immediate family."
- ✓ **Class Participation** is required and will be considered in the final grade. If you are not present, you cannot participate. Therefore, attendance is considered in the final grade. Students missing more than three class periods will have their grade dropped by two percentage points for each additional absence. This is a school policy and will be followed in this class.
- ✓ **Academic Dishonesty**, whether intended or unintended, is not acceptable. The professor will follow the guidelines set forth in the SLCC Handbook for any form of academic dishonesty: cheating, fabrication, or plagiarism.
- ✓ **Cell Phone** use is not permitted. Keep your phone put away. I will not take any calls and neither will you. Either silence your phone or turn it off. Text messaging will not be tolerated and can be reason for dismissal from the class. If you forget to turn off your phone and it rings, silence it without answering it.
- ✓ **Electronic Devices:** Do not play games, electronic or otherwise during class time. You will be told to leave if this happens.
- ✓ **Laptop computers** and similar electronic devices may not be used for taking notes in class without a written directive from the academic office. These devices are never allowed to be used during tests or exams unless there is a specific learning disability with requires their use and then only with proper documentation from the academic office. All special circumstances should be cleared through the Academic Dean's office.
- ✓ **The Learning Climate** will be maintained. Courtesy and a positive regard for the learning of others is expected at all times. If you are disruptive, you will be told to leave for the remainder of the class period and you will be counted as absent for that day.

- ✓ **Come to class prepared.** This means that you have writing paper, pens, textbook, and all class materials and assignments with you for each class. The professor will not provide these. If you have to leave class to get any of these, you will be counted tardy.
- ✓ **Teacher/Student Communications:** All e-mail communications from the teacher will be sent to the student's SLCC e-mail box. All documents not distributed in class will be put in the student's SLCC mailbox.
- ✓ **You may reach me** at bveech@slcconline.edu. My office is Room 105 Keystone Complex. If necessary, I will meet with a student before or after class or by appointment.
- ✓ **Late Work Policy:** Late work may be accepted with prior arrangements, but the grade will be dropped by 10% for each class period that it is overdue. I will not accept late work over one week beyond due date unless prior arrangements have been made. I will not accept assignments that are e-mailed to me unless prior arrangements have been made.

Course Requirements & Methods of Assessment

Assignments	Grade Weight (% Value)	Method of Assessment	Required Format and Length Requirements
MLA Practice: Introductory Essay	4%	MLA Rubric	1 ½ - 2 pages MLA Format
Eight Paragraph Assignments	24%: 3% each	Paragraph Rubrics	MLA Format ½ - ¾ page each
In-Class Work/Quizzes: to be assigned during class	8%	Objective	Complete assignment
In-Class Written Essay	10 %	Essay Rubric	3 – 5 paragraphs
Opinion Essay (final writing assignment)	12%	Essay Writing Rubric	MLA Format 2 page minimum.
Three Tests	30%	Objective	NA
➤ Test One: Preposition Test	5%		
➤ Test Two: Chapters 1-4	10%		
➤ Test Three: Chapters 1-8	15%		
Course Final Chapters 1-10	12%	Objective	NA

Writing Assignments

MLA Formatting Practice: Topic: "Introducing Myself" The grade is based on correct MLA format. The essay should be a minimum of 1 ½ pages in length.)

Eight Paragraph Requirements: You must turn in the following with Paragraphs 1 – 8.

1. Prewriting
2. Typed Rough Draft with **proof** of editing and rewriting
3. Typed Final Draft

Eight Paragraph Topic Assignments

1. Paragraph Format: "A Person Who Has Made a Difference" See page 21.
2. Narrative Paragraph: "A Memorable Experience" See pages 34 – 35.
3. Paragraph Structure: Topic Choices: See page 43 Try It Out

4. Descriptive Paragraph: Topic Choices: See page 73 Try It Out
5. Logical Division of Ideas: Topic Choices: See page 78 Sample Topics
6. Process Paragraph: See page 96 Practice 1 OR page 107 Alternative Writing Topics
7. Comparison/Contrast Paragraph: Compare and/or Contrast high school with college
8. Definition Paragraph: See page 128.

Essay Assignment Requirements

1. In-Class Writing Assignment:
 - a. Topic announced on the day of class.
 - b. No make-ups permitted without a note from the Academic Office.
2. Opinion Essay:
 - a. See page 173 Topic Suggestions.
 - b. A topic of your own choice may be made only with permission of the professor.
 - c. Further requirements are on the Handout provided during class.

Schedule of Class Topics and Assignment Due Dates

Class Number/ Date	Topic & Assignments	Due
Aug 21	Syllabus / Preview Text Assignments <ul style="list-style-type: none"> ▪ Try It Out! Pg. 6 Select 3 of the topic suggestions to write an essay titled "Introducing Myself". (Format: MLA. Length: 1 ½ pages). ▪ Email final draft as an attachment to professor using SLCC account by third class period. Begin memorizing Preposition List	Handout – Sample MLA set-up paper View: YouTube video for PC Microsoft Word http://www.youtube.com/watch?v=3Qf8AfiCcD4 View: YouTube video for Mac http://www.youtube.com/watch?v=SjP4jUVE8i0
Aug 26	<u>Ch 1: Paragraph Format & MLA Formatting</u> Capitalization & Sentence Structure pg. 6 – 15 Editing practice pg. 14 & 15	
Aug 28	Preposition Practice Writing Process pg. 15 – 21 Writing Assignment #1 pg. 21	Final Draft: "Introducing Myself" email to instructor before class time.
Sept 2	<u>Ch 2: Narrative Paragraphs</u> Pg. 23 – 28	
Sept 4	Sentence Structure & Punctuation (Commas) pg. 29 – 34 Writing Assignment #2 pg. 36 Quiz 1 Chpt. 1	Writing Assignment #1 pg. 21

Sept 9	<u>Ch 3: Paragraph Structure</u> <ul style="list-style-type: none"> Pg. 37 – 50 Three Parts of a Paragraph Pg. 51 – 54 Apostrophes Writing Assignment #3 pg. 57 Practice Test One: Prepositions	<ul style="list-style-type: none"> Writing Assignment #2 pg. 36 <i>Students scoring 90% or higher will get a “free pass” to miss class on the day of the test.</i>
Sept 11: Infinite Influence – No Class		
Sept 16	Test One: Preposition List	
Sept 18	<u>Ch 4: Descriptive Paragraphs</u> <ul style="list-style-type: none"> Pg. 60 – 68 Writing Assignment #4: pg. 73 Quiz 2: Chapters 1-4	Writing Assignment #3 pg. 57
Sept 23	Study Guide: Test 2 Chapters 1 - 4	
Sept 25	Test Two: Chapters 1 – 4	Writing Assignment #4: pg. 73
Sept 30	<u>Ch 5: Logical Division of Ideas</u> <ul style="list-style-type: none"> pg. 76 – 87 Writing Assignment #5 pg. 91 – 92	
Oct 2: Fall Break – No Class		
Oct 7	Sentence Structure pg. 87 - 90	Writing Assignment #5
Oct 9	<u>Ch 6: Process Paragraphs</u> <ul style="list-style-type: none"> pg. 94 – 98 Writing Assignment #6 pg. 107	
Oct 14	Sentence Structure <ul style="list-style-type: none"> pg. 99 - 107 Clauses & Complex Sentences Quiz 3: Chpts 1 - 5	
Oct 16	<u>Ch 7: Comparison/Contrast</u> <ul style="list-style-type: none"> Paragraphs pg. 108 – 113 Writing Assignment #7	Writing Assignment #6
Oct 21	Chpt 7: Sentence Structure pg. 114 – 121 Chpt 8: Sentence Structure pg. 128 - 143	
Oct 23	<u>Ch 8: Definition Paragraphs</u> pg/ 125 – 128 Writing Assignment #8 pg. 128 or 143	Writing Assignment #7
Oct 28	Quiz 4: Chpts 1 – 7 Go over Quiz as Test 3 Review Study Guide: Test 3 – Chapters 1-8	Writing Assignment #8
Oct 30	Test 3: Chapters 1 - 8	

Nov 4	Ch 9: Essay Organization Three Parts of an Essay pg. 146 – 155	Reminder: In-Class Essay Writing Assignment next class period. There will be no make-ups allowed without a written excuse from the Academic Office.
Nov 6	Writing Assignment # 9: In-Class Essay	In-Class Essay – No make-ups!
Nov 11	Chapter 10: Opinion Essay page 167 – 179. <ul style="list-style-type: none"> • Handout: Writing Your Opinion Essay: “The Opinion Essay” • See pg. 173 for topic choices. 	
Nov 13	Quiz 5: Chpts 8 – 10 Opinion Essays: Self & Peer Editing Study Guide: Review for Final Exam	Self-Editing: Rough Draft
Nov 18	International Conference on Missions	
Nov 20	Opinion Essays: Self & Peer Editing	Peer-Editing Rough Draft
	Nov 24 – 28: Thanksgiving Break – No School	
Dec 2	Review for Final Exam Study Guide: Review for Final Exam	Writing Assignment #10
Dec 4	Review for Final Exam Study Guide: Review for Final Exam	
Finals: December 9 – 11 Finals Date Posted Comprehensive Final Exam Chapters 1- 10		

LEARNING DISABILITY INFORMATION

If you have a diagnosed learning disability, please see me privately to discuss assessment measures that would enhance your ability to learn.

INSTRUCTOR CONTACT INFORMATION

Office: Keystone Complex Room 105

Office Phone: 837-6777 (Ext. 1125)

Campus E-Mail: bveech@slcconline.edu

SYLLABUS CONTRACT

This syllabus acts as a contract between the professor and the students. No additional work will be added to this course load. However, **some dates or assignments** may be changed or rearranged. It is the responsibility of the student to maintain contact with the professor at all times. It is not the responsibility of the professor to repeat lessons or provide material for students who missed class unless contacted by the Academic Office.

PREPOSITION LIST

Prepositions are words that introduce phrases that always end with either a **noun** or a **pronoun**.

Examples

Get **aboard** the bus.

My van is **like** a car.

They are **near** it.

The story is **about** a prince.

1. aboard
2. about
3. above
4. according to
5. across
6. after
7. against
8. ahead of
9. along
10. alongside
11. amid
12. among
13. around
14. as far as
15. as well as
16. aside
17. at

18. because of
19. before
20. behind
21. below
22. beneath
23. beside
24. between
25. beyond
26. by

27. concerning

28. despite
29. down
30. during

31. except

32. following
33. for
34. from

35. in
36. in case of
37. (in front of/in place of/in spite of)
38. inside

39. instead
40. into

41. like

42. minus

43. near
44. next

45. of
46. off
47. on
48. opposite
49. out
50. outside
51. over

52. past
53. plus

54. regarding
55. round

56. since

57. through
58. throughout
59. till
60. to
61. toward

62. under
63. underneath
64. unlike
65. until
66. up
67. upon

68. with
69. within
70. without