

**Dakota College at Bottineau Course Syllabus**  
**ASC 87: College Writing Prep**

**Time:** TuTh 12:30-1:45 PM

**Room:** NSC 125

**Instructor:** Katie Rages

**Office:** NSC 107

**Office Hours:** I work 7:30-4:00 daily. I am usually in my office, but I am happy to arrange a time to meet with you if you can't catch me.

**Phone:** (701) 228-5470

**Email:** [katie.rages@dakotacollege.edu](mailto:katie.rages@dakotacollege.edu)

**Textbook:** Langan, John. College Writing Skills with Readings. New York: McGraw-Hill, 2011. 7<sup>th</sup> or 8<sup>th</sup> edition.

**Also Required:** You should get in the habit of checking your DCB email address on a regular basis (I recommend daily). *This is the email address I will use to contact you.* Also, please be prepared to make regular use of DCB's online campus (Moodle).

This course is designed to prepare you for COMP 110 by teaching elements of the college essay. We will cover sentence skills, organization, and formatting.

**Course Objectives:** (From VCSU's syllabus)

1. Express ideas through effective writing
  - a. **Use the stages of the writing process to develop, organizes, and present ideas in writing.**
  - b. Analyze the demands and possible strategies of a writing task, based on topic, purpose, context, and audience, and then accomplish that task with clarity.
  - c. Demonstrate competent college level writing through finished writing that includes a **clear, original thesis or claim**, appropriate evidence and support, a logical structure, and a style of language that serves the writer's purpose and audience.
  - d. Use Edited Standard Written English in spelling, grammar, punctuation, and syntax, and present written work in a style and format consistent with the demands of an academic setting.
2. Read at a level that allows students to participate in collegiate studies and chosen careers.
  - a. Anticipate and understand the structure and organization of written work.
  - b. Recognize an author's thesis and forms of support.

**Course Requirements:**

1. Come to class. Attendance will be taken daily. Assignments will be given in class, and most will be due in class. **You will not be allowed to make up missed in-class assignments unless you were absent for an excused reason and/or made arrangements prior to missing class.**

2. Do the work. Most of our reading and short assignments will be done in class, but you will do MUCH BETTER if you read the assigned chapters in advance. **Homework assignments will be penalized 10% for each day they are late unless otherwise stated.**

**Grading:** Your base grade will be based purely on in-class assignments and homework (writing) assignments. Each assignment will be assigned a point value. Daily assignments are usually worth 20-40 points. Homework/writing assignments are usually worth 50-100 points. The midterm and final writing projects will be worth 100-200 points. Your attendance and participation grade will be used to raise your grade by up to 5% at the end of the semester. Your participation grade will be based on a variety of things. However, if you come to class consistently, ask and answer questions, and complete in-class assignments you will be fine. Please let me know *in advance* if you will be absent.

Example: Student A and Student B both end the semester with a 76% assignment average. Student A has only missed two classes and hasn't missed any major assignments, resulting in a 95% attendance grade. Student B missed seven classes, two homework assignments, and rarely participates in class. Student A's grade would be rounded up to 81%, while Student B's grade would remain at 76%.

Final grade percentages will earn the following grades:

89.5-100% = A

79.5-89.49% = B

69.5-79.49% = C

59.5-69.49% = D

<59.49 = F

You may call or come by my office to check your grade at any time. I encourage you to do this periodically, not just after a big assignment!

**Make-up Work and Rewrites:** I am happy to offer you the opportunity to revise and resubmit ANY written homework assignment (excluding worksheets and group work). However, it is UP TO YOU to request a rewrite. A due date will be assigned when you arrange your rewrite. Penalties for late submission **will still apply** to make-up assignments.

**Extra Credit:** Because I do not begin the semester with a set possible number of points, I may offer extra credit periodically throughout the course. These assignments will typically be more challenging and more extensive than standard assignments. This fall, you can expect extra credit assignments to relate to this year's *Campus Read Series* book selection, [Sweet Land](#) by Will Weaver.

**Academic Honesty:** From the DCB Student Handbook (<http://www.dakotacollege.edu/pdf/studenthandbook.pdf>):

*Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.*

I take plagiarism very seriously, and it will not be tolerated. There are a multitude of resources available to assist you with this class if you feel you are struggling. If you resort to cheating you will not only fail the assignment, you will, depending on the severity of the infraction, most likely fail the course as well.

**First instance of plagiarism: 0% on the assignment with a mandatory rewrite for 50% credit**

**Second instance of plagiarism: 0% on the assignment with no rewrite**

**Third instance: Automatic F in the class (recommendation to drop)**

Examples of plagiarism include, but are not limited to:

- Copying an essay from the internet (this includes any sentences or paragraphs from work written by someone else)
- Working with another student on an assignment without informing me (you are always welcome to brainstorm ideas together or edit one another's work, but each student needs to turn in work that is uniquely his or her own)
- Turning in an essay written by a friend, classmate, or any person other than yourself

**Disabilities/Accommodations:** Please see me during the first week of classes (or as soon as possible) if you would like to arrange any disability accommodation. You should also contact Jan Nahinurk in the Learning Center. We

People know you for what you've done, not for what you plan to do. ~Author Unknown