

Engl 100 Writing Skills  
Spring 2012  
M-W-F 10:00-10:50 a.m.  
Rm 316E Hartnett

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Office: Hartnett Hall Rm 141  
Office Hours: MWF 11:00 a.m. to noon, or by appointment.

**Required Texts**

*College Writing Skills with Readings Ed. 8* by John Langan  
*A Pocket Style Manual Fifth Ed.* by Diana Hacker

**Course Description:**

A basic writing course which teaches elements of the essay and prepares students for College Composition, English 110.

**Course Objectives:**

Students will learn to assimilate techniques for beginning an essay, organizing paragraphs and writing sentences that will enable students to write clearly and economically in writing situations likely to be encountered in college level writing.

Students will learn to understand and practice revision techniques to recognize and correct non-Standard English that might work against a student achieving success in workplace or academic communication situations.

**Course Requirements:**

Over the course of the semester students will be given reading assignments and homework, take quizzes on assignments and lectures, and will write paragraphs and essays on assigned topics. Attendance is required.

A student's final grade is based on total points received from the following:

1. Four Essays
2. In-class writing
3. Word of the Day
4. Write-ups
5. Exams
6. Quizzes and Homework

Grade Scale: 90-100%-A, 80-89%-B, 70-79%-C, 60-69%-D, Below 60%-F

## **Course Policies**

### Attendance and Participation

Attendance and class participation are mandatory. If you accumulate absences totaling one-third of the semester (5 weeks) you will fail the course. You can't expect to learn what you need to when you miss that many classes. If missing class is unavoidable, please let me know ahead of time.

Participation is also important. Many days will be spent in discussion of different elements of writing, and in group workshopping, so come to class prepared and ready to talk to each other.

### Late Work

I will not accept late work. If you are not going to be able to attend class on a day when something is due, please let me know ahead of time. I will only accept work submitted via e-mail in special circumstances. Otherwise, everything is due in class on the due date.

### Devices Policy

It is your responsibility to **turn off** all cell phones and other electronic devices (this includes music) while in class (this does not mean put them on silent or vibrate and therefore enable them to distract you or others in class). Texting under the desk fools no one, and **texting during class is not allowed**. If you are texting during class I will confiscate your electronic devices and return them to you after class.

### Essay Format

Make sure your assignments (except in-class writing and tests) are typed, double spaced, Times New Roman 12, 1-inch margins all around. They should have titles (when applicable), the pages should be numbered (when more than one page) and have at least your last name on each page, and they should be **stapled**. ***Do not change font size, character spacing, or margins to make your assignments seem longer.***

All materials taken from outside sources must be acknowledged using MLA format.

### Academic Integrity

The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

- Do not ever copy and paste text from any source (specifically internet sources) and claim it as your own. If you do this is cheating and I will fail the paper in which you cheat. If you do it twice I will fail you for the entire class.

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

If you have additional questions or are not certain about what constitute plagiarism, please feel free to ask.

### Disabilities and Special Needs

Any student with disabilities or special needs should inform the instructor, who will make accommodations so students can meet their educational goals.

### Non-Discrimination Language Policy

It is my policy that we avoid discriminatory or hateful language in my classroom. Discriminatory language used in connection with an individual or a group includes, but is not limited to, 1) stereotyping, or the relegating of one or more people to a category based solely on behavioral, cultural, ideological, intellectual, or physical characteristics, and 2) emphasizing characteristics such as gender, intellectual acumen, occupation, race, religion, or sexual orientation when the emphasis is contextually irrelevant. We may discuss subjects in class where these issues are relevant, in which case we will make every effort to be respectful. A student who uses inappropriate discriminatory language in a class may be reprimanded, or may be subject to more severe penalties including a lowered grade, a referral to Human Resource Director, or both.

### Student Resources

We will be participating in a weekly writing lab every Thursday at noon. However, please be aware that the **Minot State Writing Center** is staffed with tutors who are qualified to help you at any stage of the writing process. A word of caution: The Writing Center is not an editing service. You can meet with a tutor in person or correspond with one over the internet. Visit their website for more complete information, including hours of operation, available appointments, and how to submit a paper online – <http://www.minotstateu.edu/writing> center.

Another extremely useful writing resource is the OWL (Online Writing Lab) at Purdue site: <http://owl.english.purdue.edu/>.

### Office Hours and Other Forms of Support

I will have office hours MWF 11:00 to noon, or by appointment. But please don't hesitate to send me an e-mail! My role as an instructor is to work with you and help you with your writing. Your role as a student is to be actively engaged in class discussions and to collaborate with your peers. Please note: You are entirely responsible for your learning experience and for the grades that you earn in this class. If you are frustrated or overwhelmed, you must let me know. **ASK QUESTIONS!**