

WRITING CLASS SYLLABUS

Spring 2014
Professor Rob Whyte

Writing is one of the most useful communication skills yet students spend little time in their school years learning how to write well. The purpose of this course is to help students with low to intermediate skills improve their ability to write short, clear and easy to understand sentences, paragraphs and letters.

OBJECTIVES

By the end of this class, students will be able to:

- Recognize and use a variety of word types (e.g. nouns and adjectives);
- Identify different types of sentences (e.g. main idea and supporting sentence);
- Use proper punctuation, grammar and paragraph formatting;
- Edit basic writing errors;
- Write a letter, short essay or email with proper structure and spelling.

METHODOLOGY

You will be writing in class every day. There will also be writing assignments for homework. You will receive regular feedback which will help you improve your writing.

TEXTBOOK

Ventures Book 1 by Bitterlin, Johnson, Price, Ramirez and Savage. Cambridge University Press. This book will be available in the school bookstore.

EXAMS AND ASSIGNMENTS

There will be a midterm exam and final exam plus two quizzes. Final scores for the class will follow the university's grade distribution policy.

Midterm 30%

Final exam 30%

Quizzes 20% (2 quizzes)

Attendance 10%

Participation 10%

OFFICE HOURS

Mon 5-6pm, Thurs 12-1, Fri 12-1pm and 4-5pm

OTHER COMMENTS

At the end of the semester, please do not ask me to change your grade because you have a special situation. You need a scholarship? You want to get a job? You want to go to graduate school? These are all good things. If you need a high score in this class, work hard, study hard and come to every class on time ready to learn. Unless I made a calculation error, I will not change your final score.

Every class, you will need 4 things: a writing tool (e.g. a pencil), a notebook, the textbook and a dictionary. Phone dictionaries are okay. Students who do not bring these learning tools to every class may not be satisfied with their final score.

Students who regularly fail to bring all four learning tools to class, or the homework, may be marked absent.

Attendance is very important for every student's learning. Please come to every class, and come on time. Students who are frequently late will be penalized: 2 lates = one absence. Students who are absent because of school or work related events will see their participation score negatively impacted.

Contact

If you have any questions about the class work, feel free to email me at robbusan at yahoo.com.

Office hours: D570. Mon 5-6pm, Thurs 12-1, Fri 12-1pm and 4-5pm