SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0199
SEMESTER: DEPARTMENTAL SYLLABUS
COURSE TITLE: PRE-COMPOSITION
COURSE NUMBER: ENGL 0099
CREDIT HOURS: 3
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
OFFICE HOURS: DEPARTMENTAL SYLLABUS
TELEPHONE: DEPARTMENTAL SYLLABUS
EMAIL: DEPARTMENTAL SYLLABUS

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: Appropriate assessment score as determined by the KCKCC Academic Resource Center Assessment Procedure

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: This course is designed to introduce students to college level writing and to prepare students for successful completion of Composition I and Composition II. Specifically this course focuses on principles of grammar, usage, sentence structure, and concepts of paragraph and essay writing.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Introduction to College Writing
II. Initial Writing Assessment
III. Review of the Writing Process
IV. Written In-Class and Outside of Class Assignments
V. Individual Emphasis on Spelling and Grammar Areas
VI. Introduction to the Essay Writing Process
VII. Critical Reading/Interpretation of Written Material
VIII. Introduction to Documentation/Review of Plagiarism

EXPECTED LEARNER OUTCOMES:

A. The learner will be able to write a variety of improved paragraphs without major sentence structure, grammar, and spelling errors.
B. The learner will be able to write an appropriate essay demonstrating paragraph development and unifying elements without major sentence structure, grammar and spelling errors.
C. The learner will be able to demonstrate various pre-writing techniques for paragraphs and essays.
D. The learner will be able to demonstrate in written assignments the ability to proofread and revise paragraphs and essays.
E. The learner will be able to understand and demonstrate the use of various components of paragraphs and essays.
F. The learner will be able to demonstrate the use of the dictionary and thesaurus as writing tools.
G. The learner will be able to understand the importance of academic honesty in writing and the definition of plagiarism.
H. The learner will be able to produce writing which demonstrates comprehension of reading materials which includes an emphasis on comprehension, interpretation, critical thinking, and multicultural awareness.
I. The learner will be able to demonstrate appropriate progress towards college level writing abilities as measured on pre and post writing rubric assessment.

COURSE COMPETENCIES:

1. Participate in an initial timed pre-assessment to establish writing ability and areas for improvement.
2. Write sentences which demonstrate correct usage of the parts of speech, punctuation, and capitalization.
3. Write sentences, paragraphs and essays which demonstrate appropriate word choice and tone.
4. Write sentences, paragraphs, and essays that are free of sentence errors.
5. Write sentences, paragraphs and essays free of shifts in person and errors in verb use.
6. Produce various rhetorical types of paragraphs and essays.
7. Determine the audience and purpose for paragraphs and essays.
8. Demonstrate the ability to write a clear focus statement for both a paragraph and an essay.
9. Demonstrate an ability to develop ideas and arguments to produce an effective, unified, and coherent paragraph and essay.
10. Discuss and demonstrate personal specific areas for proofreading in grammar, spelling and sentence structure.
11. Maintain a journal for idea generation, responses to written assignments, spelling demons and grammar notes.
12. Demonstrate the use of a quotation or a reference in a paragraph or an essay.
13. Writing ability at the college level as determined by a final written assessment.
15. Discuss elements of critical reading which contribute to the writing process.
16. Understand general college writing requirements for other courses.
17. Demonstrate the writing process through various components of the drafting processes.
18. Demonstrate the use of a reference grammar text or online reference to answer questions about the writing process.
19. Demonstrate the use of writing reference sources such as the dictionary and thesaurus, both hard copy and/or online references to assist in the writing process.
20. Understand and apply personal learning style applications to the writing process.
21. Demonstrate an ability to self-correct and to monitor for personal writing errors through the proofreading process.

ASSESSMENT OF LEARNER OUTCOMES:

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670