

ENG 100: Supplemental Academic Writing

Instructor's Name

Office Hours

Office

Phone

Email address

CO-Requisite: Designated ENG 102: Academic Writing

Course Description: ENG 100 provides co-requisite, supplemental instruction for students enrolled in ENG 102. Students will practice employing rhetorical knowledge; using writing processes; developing critical reading and writing strategies; and using effective written communication to demonstrate comprehension of content knowledge.

Course Prerequisites: : an assessment equivalent to ACT English score between 15-17; a SAT Writing score between 380-430; or an Accuplacer Reading score between 53-79 and Accuplacer Sentence Skills score between 66-87; or a Compass Writing Skills score of 49-73; and a high school GPA of 2.75 or higher.

Student Learning Objectives:

- Learning to express yourself in writing.
- Learning to analyze and critically read texts.

Required Texts: *From Inquiry to Academic Writing: A Text and Reader*, 2nd ed. (Bedford/St. Martin's) *The Pocket Manual of Style* 5th ed. (Bedford/St. Martin's).

Student Assessment: You must have read and be ready to discuss the reading when you come into class. **YOU MUST BRING HARD COPIES OF TEXTS TO CLASS.**

Exercise 1	10 points
Exercise 2	10 points
Exercise 3	10 points
Exercise 4	10 points
Exercise 5	10 points
Exercise 6	10 points
Sentence-Level Error Notebook	20 points
Exam over Sentence-Level Error Notebook	20 points

- **All assignments, drafts, and portfolios are due at the beginning of class. You should print out the assignments, drafts, and papers BEFORE you come to class.**

You will receive no credit for late assignments, drafts, or papers. Assignments, drafts, and papers must be stapled. I will subtract two full letter grades for unstapled assignments, drafts, and papers. I am not responsible for unstapled papers. If the printer ink is too light for me to read, I will ask you to reprint the assignment, draft, or paper and you will lose two full letter grades. No emailed assignments will be accepted.

- *No make-up quizzes for any reason. In cases of illness or emergency, I will drop your two lowest assignment or quiz scores at the end of the semester.*
- *You must maintain a “C” average on the quizzes and assignments to remain in the class. I will check your average every three weeks. If you have dropped below a “C” average, I will drop you from the course. If it is after the drop deadline, you will receive an “F” for the course.*
- *Keep a copy of everything that you hand in.*

Attendance and Punctuality: For you to fully participate in this course, you must be present. Explaining to your professor why you missed class does not change the fact that you could not participate. I expect you to attend class every day, unless you are ill or have an emergency. **If you miss more than four classes, FOR ANY REASON, you will receive an "F" in the course.** If you have missed more than four classes before the withdrawal deadline, you may withdraw. However, it is your responsibility to keep track of your absences and to withdraw from the course. I do, however, reserve the right to make instructor-initiated withdrawals. Two late arrivals will count as an absence.

Exiting Class: Please remain in class for the duration of the period. If you need to leave occasionally, when you will not be interrupting, that is ok, but I will require a doctor’s note, if you leave on a regular basis.

Exams and End of Class: You are required to take the exams on the days scheduled. There are no make-up exams. You are required to attend the final exam session. Please make your plans for the semester and vacation early.

Civility Statement: Because this class needs to be a participatory community if students are to fulfill their potential for learning, people who disrupt the community by their words or actions will not be tolerated. Rude, sarcastic, obscene, or disrespectful speech and disruptive behavior have a negative impact on everyone's learning. Using cell phones, black berries, text messaging, email, headphones, or any other device that takes your own or others’ attention away from class will be considered disruptive behavior. When a person disrupts or disrespects the class and/or its instructor in any of these ways, the course instructor will remove and may withdraw the disruptive person from the class. This is the policy of the Communication Arts, Languages, and Literature Department, with the support of the College.

The success of the course is dependent upon students participating in discussions and activities. Refusal to participate in all aspects of the class harms everyone. Failure to do the reading and

other assignments on time also hurts everyone. If you are unwilling or unable to constructively participate in good faith, the course instructor reserves the right to initiate your withdrawal. If the withdrawal period has passed, you will receive an "F" in the course.

Civility, aside from pertaining to the behaviors above, also applies to spoken (i.e. all conversations whether over the phone or in person) and written (i.e. any notes, letters, email, etc.) communications. Civility must be extended at all times to your professor, to other professionals at the college, and to your fellow students; "at all times" refers to the time spent both in and out of the classroom, on campus and off. Failure to adhere to civil communications and behaviors will result in your withdrawal or an "F" for the class.

The professor reserves the right to determine what constitutes disrespectful speech and/or disruptive behavior, and to act accordingly.

Note that the possibility of any negotiations pertaining to unacceptable behaviors and communications is purely at the discretion of the course instructor and is not guaranteed; nor should the offending student believe he/she is entitled to such negotiations.

Computer Classroom Rules:

1. You must work on your writing the entire class period. If you finish the assignment, you can still work on your writing. Writing is a process of rewriting. If you receive a perfect score on your portfolio, then I will consider letting you leave early.
2. You may not surf the web, write emails, use your cell phone, or other electronic devices, or disturb other people.
3. If you do not abide by the rules, I will ask you to leave and you will be counted absent. That will be your one warning. After that, I'll ask you to withdraw from the class. If it is after the withdrawal date, you will receive an "F" in the course.

Laptop/WebBrowsing Device Use: A laptop can be a useful helpful tool for note-taking or other course related activities. The professor will initially assume that students are mature and respectful enough to use laptops appropriately in class. If a student is found to be using a laptop for non-course related activities during class time, they will be asked to stop. If the student continues to violate the class policy concerning laptop usage, they will be no longer allowed to use their laptop in class, may be asked to leave the class and/or the instructor may remove the student from the class and the student will receive a "W" or "F".

Academic Integrity: You must carefully document any words or ideas that are not your own. Borrowing others' words or ideas without citing them is considered theft. It is a very serious offense. Serious forms of plagiarism will be reported to the Office of Academic Affairs and may result in suspension or expulsion from college. Lesser forms of plagiarism will result in an "F" in the course or on the assignment.

Academic dishonesty includes, but is not limited to the following:

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Plagiarism: Intentionally or knowingly representing the words or ideas of another, as one's own in any academic exercise.

EMAIL: Email will be used to communicate with the students in this course. All emails will be sent to your WSCU-assigned email address (e.g. joe.smith@western.edu), which may be accessed through MyWSCU or on the mail server (<http://mail.western.edu>). You may opt to have copies of the email messages sent to your campus address automatically forwarded to another email address (e.g. @hotmail.com, @yahoo.com), but you do so at your own risk. You must take responsibility for the consequences that may arise because of missed or delayed messages due to use of non-WSCU email services.

Students with Disabilities

Western State Colorado University seeks to provide reasonable accommodations for all qualified persons with disabilities. The University will adhere to all applicable federal, state, and local laws; regulations; and guidelines with respect to providing reasonable accommodations as required, affording equal educational opportunity. It is the student's responsibility to register with the Academic Resource Center (x7056, Ute 129) and to contact faculty members in a timely fashion to arrange for suitable accommodations.

Institutional Mission: Western State Colorado University fulfills its statutory mission by promoting intellectual maturity and personal growth in its students and graduates citizens prepared to assume constructive roles in local, national, and global communities. Western helps its students to develop the skills and commitments needed to continue learning for the rest of their lives and strives to elucidate the connections unifying academic domains which have traditionally existed separately: the sciences, the liberal arts, and professional programs. The College provides students with a solid foundation of skills in written and spoken communication, problem solving, critical thinking, and creativity. Our programs encourage a breadth and depth of knowledge, which will serve as a foundation for a professional career or graduate study, and an appreciation of values appropriate to a liberally educated individual. Western's distinctive character emerges from its unity among academic and professional disciplines, its high standards of scholarship, and its unique environment in the mountains of western Colorado.

This course contributes to WSCU's mission by helping students to develop skills in critical thinking and written communication.

Controversial Material: The course contains controversial material. Students will be expected to intellectually engage with this material. Anyone wishing not to read and/or discuss controversial material should not take the course.

Course Workload Expectations

It is expected that students will spend at least two hours on out of class work for every hour spent in the classroom.

Tentative Calendar:

Bring hard copies of the readings to class. If you do not have them, I will ask you to leave and you will be counted absent.

On most days, you will have a written assignment. Assignments are due the next class period, unless otherwise stated.

Make sure that you can access all of your assignments and papers electronically.

****The professor reserves the right to alter the calendar.****

ENG 100, Fall 2014

SCHEDULE

(To be determined in Spring, 2014)

Math 102

College Algebra Skills

Fall 2014

Instructor:

Office:

Phone:

Email:

Office Hours (check schedule outside my office):

Course Description: As a Supplemental Academic Instruction (SAI) course, Math 102 is a review of the math skills necessary to succeed in MATH 140, College Algebra. Also, it serves as a co-requisite to MATH 140 for students that qualify for SAI.

Course Objectives:

In this course, successful students will demonstrate a mastery of the following concepts:

1. Basic Arithmetic and Algebra
 - a. Fractions
 - b. Gathering like-terms
 - c. Solving for a variable
2. Basic Graphing
 - a. Coordinate plane
 - b. Graphing points
 - c. Graphing lines
 - d. Solutions to linear systems
 - e. Graphing with a calculator
3. Less-Basic Algebra
 - a. Distribution
 - b. Factoring
 - c. Completing the square
4. Algebra of inequalities and absolute value.
5. Exponent rules
6. Logarithm rules
7. Function notation and the four representations of functions (verbal, graph, data, formula).
8. Library of basic functions

Tutoring: Free tutoring is available during the day in Hurst 102 and in the evening in the Library 215. Official schedules will be released during the second week of the semester.

Prerequisites: an assessment equivalent to ACT math score between 17-20; a SAT Math score between 410-490; an Accuplacer Elementary Algebra score between 60-84; or a Compass Algebra score between 26-44; and a high school GPA of 2.75 or higher. Co-requisite MATH 140.

Text: *Functions Modeling Change*, 4th Edition. Connally, Hughes-Hallett, Gleason, et al.

Grading: Grades will be computed from the following items:

Homework/Quizzes 30%

4 Exams 55%

Final Exam 15%

Grading Scale: **A** 90% and up, **B** 80-90%, **C** 70-79.9%, **D** 60-69.9%, **F** 59.9% and below.

Calculator: A graphing calculator is recommended for this course. Calculators will be used to demonstrate some concepts of college algebra. The calculator will be useful for homework and can be a great tool for checking your work. Calculator use may or may not be allowed on exams. A decision will be made prior to the exam based on the material that the exam covers. A calculator that has the features of a TI-83/84 Plus is recommended.

Daily homework from the text book: Homework is very important; it will be the main reason for your success in the course. Problems from the text will be assigned daily. Problems will be collected on Wednesday and Friday. Assigned problems can be found on Blackboard. Friday and Monday problems will be collected on Wednesday. Tuesday and Wednesday problems will be collected on Friday. **No late papers will be accepted.** Collaboration on these assignments is strongly encouraged, copying is not.

Quizzes: Homework quizzes will be given at the end of class on each Friday. No make-up quizzes are allowed for any reason. However, at least three of your lowest scores will be dropped at the end of the semester.

Exams: There will be four in class exams and one in class final exam. The dates will be announced two weeks in advance and on the calendar on Blackboard. Exams will occur approximately once every four weeks. The final exam is comprehensive and held during the regularly scheduled final exam time. Makeup exams will be given only by prior arrangements, but these may be more difficult than the regular exams. No exceptions for the final will be made, make your travel plans accordingly.

Attendance Policy:

Attendance and participation are expected. Please see me ahead of time about any planned absences. Failure to show up for any activity (including exams) will usually result in a zero for that activity.

Communication with Professor: The best way to contact me is by email. Please use your University-assigned email service to communicate with me. This will allow me to recognize your email as non-spam.

Academic Integrity: Western does not condone any form of academic misconduct. Academic misconduct includes, but is not limited to, plagiarism, cheating, fabrication, and knowingly making possible any act of misconduct. Academic misconduct will result in failure on the assignment or failure in the class at the instructor's discretion. A report may be sent to the Vice president for Academic Affairs, which in turn may result in expulsion from school. You should review the portion of the University catalog on academic integrity.

Disability Services: If you have a documented disability for which you would like support services please let me know early in the semester so that your learning needs may be met appropriately. ADA accommodations, such as extra time for exams or a note taker will be provided by Western State Colorado University. It is the student's responsibility to register with the Academic Resource Center (x7056, Taylor 306) and to contact the faculty member in a timely manner so that such accommodations can be arranged.

Courtesy and Behavior:

Students who lack common courtesy toward each other or the instructor in the classroom or via email will either be withdrawn from the course or given an "F." Please do not use cell phones or other electronic devices during the class and have the courtesy to turn them off before you enter the classroom.

MATH 102, Fall 2014

SCHEDULE

(To be determined in Spring, 2014)