Reading and Writing Studio Syllabus Template

MASSASOIT COMMUNITY COLLEGE
Reading and Writing Studio
ENGL 098-
SEMESTER/YEAR:
DAYS/TIMES:
LOCATION:
Professor:
Phone:
Office:
Email Address:
Office Hours:

ENGL 098 **3 CREDITS**

COURSE DESCRIPTION:

This course focuses on developing students' reading, writing, and critical thinking skills in preparation for college-level courses. Students use the writing process, integration of multiple texts, and accurate documentation to organize well-developed essays. Students review grammar and learn about audience, voice, and purpose. This course supports students in English Composition I and their other introductory college courses. Co-requisite: ENGL 101 English Composition I.

TEXTS and MATERIALS:
[List all materials students need to have for the course. For any texts students need to purchase, include the name of the publisher and the edition you will use.]

Student Learning Outcomes:

- Use the writing process—prewriting, drafting, feedback, and revision—to improve your writing;
- Write texts that include direct quotations, paraphrases, and summary; document correctly to maintain academic integrity;
- Apply knowledge of audience, purpose, and context to your writing;
- Analyze the reading task and select appropriate reading strategies to comprehend and read critically;
- Write a clear, specific, well-developed thesis;
- Write organized paragraphs and essays;
- Support ideas with relevant evidence from texts, personal, and/or world experiences;
- Produce clear, primarily grammatically correct prose.

ATTENDANCE:
[Describe your attendance policy. You may also want to inform students about participation reporting to the Registrar. Here is language you can use: I am required to report your participation to the Registrar's office during the semester. If you stop attending class, the Registrar may drop you from the course.*]*

ESSAYS AND ASSIGNMENTS:
[Briefly describe the types of assignments you will give.]
Here you might also include information about the Academic Resource Center.

GRADING:
[Explain how you will determine students' grades in the course. Here you might also include your policy on late papers, revision, etc.

If you plan to assign numerical grades, you should include Massasoit's grading scale: A 93-100, A- 90-92, B+ 88-89, B 83-87, B- 80-82, C+ 78-79, C 73-77, C- 70-72, D+ 68-69, D 63-67, D- 60-62, F 59 and below.

You should also give students some idea of the quality of work expected in the course. For example, you might describe your criteria for A work, B work, etc., or you might attach a rubric you will use to grade student work. You may also wish to encourage students to keep work that is graded and returned to them. Here is language you can use: It is your responsibility to hold all papers, quizzes, etc. until final grade is received.*]*

STANDARDS FOR WRITING: *[Here you will describe your expectations concerning student writing. Here is language you can use:* Essays written outside of class should be double-spaced, typed, with one-inch margins on all sides. The use of word processing will facilitate the process of revision. For in-class assignments, please write legibly with blue or black ink in a blue book or on white theme paper. Write on one side of the paper only.]

PLAGIARISM:
[Include a statement about plagiarism and how it will be treated in the class. Here is language you can use:

Plagiarism means using another person's words or ideas without giving that person credit. It is a form of cheating and theft and will be treated seriously. All work you hand in for this course needs to be completely your own. Plagiarism will result in an F for the assignment and may result in an F for the course.]

CLASS METHODOLOGY:
[Briefly describe how you will teach the course (e.g., through class discussions, group projects, etc.). You may also want to briefly describe how your class will operate, any policies about classroom behavior, class participation, etc.]

DISABILITY SERVICES: Students in need of classroom or testing accommodations are encouraged to contact Disability Services as the beginning of each semester. For Brockton or Middleboro Campus, please contact Andrea Henry at extension 1805 or Julie McNeill-Kenerson at extension 1424. For Canton Campus, please contact Andrea or Julie at extension 2132.

THE WRITING CENTER: The Writing Center provides a place where Massasoit students of all disciplines and skill levels can get feedback on writing assignments. Trained writing tutors can help with any part of the writing process including brainstorming, idea-development, drafting strong sentences and paragraphs, revising, and documenting sources. One-on-one writing tutorials are free for Massasoit students. Appointments do fill up, so please make an appointment by calling (508) 588-9100 x1801, by emailing arc@massasoit.mass.edu, or by visiting the Writing Center (SC Building, ARC).

TENTATIVE SCHEDULE

[Include a weekly schedule of topic, readings, major assignments, and tests or exams. Be sure to include any holidays or dates when class will not meet. (You can find this information on the Academic Calendar.) You may also want to include a statement that this schedule is subject to change. Here is some additional language you may want to use:

Reading and writing assignments may be added to and changed. Please check hall monitors for class cancellations. If you would like to have news about school cancellations sent directly to your computer or phone, join the Massasoit Campus Alert system here: http://www.massasoit.mass.edu/admin_depts/emerg_alert.cfm.*]*

Figure 1: Schedule of Topics, Assignments, and Due Dates

Dates, Holidays & Deadlines	Topics, Readings & Course Work
Week 1:	Topics: Readings: Due:
Week 2:	Topics: Readings: Due:
Week 3:	Topics: Readings: Due:
Week 4:	Topics: Readings: Due:
Week 5:	Topics: Readings: Due:
Week 6:	Topics: Readings: Due:
Week 7:	Topics: Readings: Due:
Week 8:	Topics: Readings: Due:
Week 9:	Topics: Readings: Due:
Week 10:	Topics: Readings:

	Due:
Week 11:	Topics: Readings: Due:
Week 12:	Topics: Readings: Due:
Week 13:	Topics: Readings: Due:
Week 14:	Topics: Readings: Due:
Week 15:	Topics: Readings: Due: