

# UTTC General Education

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Syllabus

**Composition (ENG 110), Section A**

**Course Information**

Credit Hour: 3

Semester/Year: Spring 2017

Class Location, Education Bldg, RM 201

Class time: MWF 10-10:50AM

First Day: Monday, January 9, 2017

**Instructor Information**

Instructor: Brian Palecek

Phone: 701-255-3285, ex 1735

Office Location: Education Bldg, RM 212

Office Hours: MWF 2-3 PM, TR 9-10

E-Mail: bpalecek@uttc.edu

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**Required Textbooks:**

Gaetz, Lynne and Suneeti Phadke, *The Writer's World: paragraphs and Essays*, Pearson, current edition.

**Supplemental Materials: handouts**

**Course Description:** This course is based on the principle that good writing is at the core of academic and professional life. This course is the study and practice of the communication process emphasizing written material, including writing as a process, writing for problem solving and self-awareness, research writing and information gathering. The course includes reading and interpreting themes associated with Native American writing as well as writers representing cultural diversity.

**Prerequisite(s):**

Students will demonstrate the following knowledge and skills:	<i>Assessment</i>
Apply the writing process (pre-writing, writing, revising, editing, printing) to generate effective and expressive essays	Writing projects
Use current computer technology to write, revise, proofread, and print effective and professional quality writings	Writing projects
Write essays representing a variety of modes, i.e., narrative, classification, persuasive, illustration, research paper	Writing projects and finished products
Demonstrate knowledge of Native American writers and writing	Writing projects, interpretive activities, and discussion
Read and interpret texts representing a variety of cultural perspectives	Discussion, interpretation, writing assignments

### **Writing Assessment:**

***During the spring 2017 semester, UTTC will be assessing the first Institutional Learner Outcome, Written Communications, in some of the courses. One of the assignments for this course will be used to assess students' writing abilities. All students' names and identifying information will be removed from any work samples. A writing rubric will be used to score the writing assignments. It will be provided in class.***

### **UNITS:**

1. Writing as a process
2. Essay types, narrative, process, etc.
3. Grammar for adults
4. The term paper in APA format
5. Throughout the semester, reading essays from textbook

### **CLASSWORK AND ACTIVITIES:**

You are to attend all class sessions. You are responsible for all material and information relating to the class, including:

- handouts and assignments
- writing activities, in class or out
- lectures
- participation in discussions and small group activities
- readings
- videos and movies
- formal papers
- tests and quizzes

All homework assignments are to be completed and ready for the beginning of class on the due date. Full credit will not be given for late assignments.

### **ASSESSMENT OF STUDENT LEARNING:**

During the course and at the end, you and the instructor will assess the evidence of your learning and achievement of each of the six learning objectives above. The Assessment Process will begin immediately with your writing a sample essay.

### **FORMAL ESSAYS AND PAPERS:**

Your essays will be due on an assigned date. Papers must be typed or computer generated (12 point font), double-spaced, including your name, and a title page.

### **EMAIL COMMUNICATIONS:**

Each UTTC student has a UTTC email addresses. We will use email as a way of communicating and some assignment will use the internet. You are expected to check your email regularly and to respond to any messages the instructor may send.

### **LMS:**

Course activities and assignments will be posted on LMS.

### **MIDTERM AND FINAL:**

The final exam for this class will take place May, 2017.

If you know you will miss a test, contact me BEFORE the test. You will have one week to make up a test. It must be completed before class the following week, since the graded tests will be returned at that time.

### **ATTENDANCE:**

UTTC policy requires that students be present for all classes. Your instructor will report absences electronically after each class session. For the purpose of reporting absences, there are no "excused absences." An absence is an absence. Excessive absences may result in the student being terminated from the course.

### **CLASS PARTICIPATION:**

Participation in class discussion, panels, and writing activities, including sharing writings with your classmates, is an important part of the class. You will receive 5 points for successfully participating in the class activity of the day. These points are listed as SCA (Successful Class Activity). Most of your formal papers will be read by the other members of the class. You will also have the opportunity to read the essays of your classmates. These shared reading experiences are an important part of class participation. Points for the day will be deducted for tardiness and leaving class early, cell phone use, distracting behavior, lack of participation in discussion or other activity.

### **GRADING:**

Grades will be determined by total points in the following areas:

- tests and quizzes
- written papers

- readings and discussion
- participation in group activities

### **STUDENTS WITH DISABILITIES:**

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Office of Disability Support Services coordinates reasonable support services, accommodations, and appropriate referrals aimed at removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disability Support Services office located in the Education Building Room 123. The DSS department can also be reached at 701.255.3285 ext: 1516. The question you can ask is, "What do I need to succeed?"