

English Composition Workshop

Course Number: ??? 1 Credit hour
Fall 2017

Course Information

Instructor:	Al Evans
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Office:	SCUPI 218
Tel (Main Office):	28-6259-6919
Office hours:	<i>By appointment</i>
Required Text:	None

Course Goals: This class is designed to help students to...

1. Prepare students for writing essays at SCUPI
2. Learn keyboarding necessary for successful writing
3. Practice composing on familiar topics
4. Review specific grammar and language issues common to SCUPI students

Student Learning Outcomes: By the end of this course, students will be able to...

- Type quickly on a QWERTY keyboard using English language input method
- Use basic functions of Microsoft Word, or another word processing program
- Use the SCU email program to communicate with professors in English
- Create a document in SCUPI format without using a template
- Know and increase the words per minute they can type in English
- Submit documents online in pdf format via email or Blackboard
- Manage the responsibilities and tasks needed to succeed in an online course
- Acquire some basic targeted vocabulary useful in SCUPI courses
- Respond quickly to a writing prompt
- Review language learning strategies and class participation strategies used in other courses

Activities: Students in this class will...

1. Access the Blackboard Learning System weekly to find and complete their assignments
2. Respond to writing prompts and try to achieve a target number of words per minute (WPM)
3. Answer online questions about vocabulary, grammar, learning/participation strategies, document format, and other related materials
4. Practice typing quickly in English
5. Find and use resources to improve their keyboarding abilities
6. Create, format, and save documents using a word processing program
7. Other types of writing activities to improve writing fluency

Grading Policy: Your final class grade will be calculated using the following percentages:

Weekly online assignments	90%
Online Quizzes or Tests	10%

Attendance: This class does not have a regular meeting in a physical classroom. Except for the first introductory session, this class will be conducted online. You may meet with your instructor or TA for further information.

Make-up Work Policy:

- No make-up work is allowed.
- All assignments must be completed and successfully submitted prior to the deadline
- If you are unable to complete an assignment due to an illness or family emergency, please contact your instructor
- If you are unable to complete an assignment due to a network crash, please contact your instructor

Avoiding plagiarism: Plagiarism is a serious violation of academic standards. Any student who copies part or all of another person's work (including work on the Internet) may receive an F for that assignment and will be in danger of failing the course. In this course, students will receive instruction on how to avoid plagiarism and students will be expected to use this knowledge to use information and cite sources appropriately.

Online versus Offline Work: All online assignments must be completed online. Attempts to avoid meeting the time limits online by using offline methods may result in a zero for the assignment.

Recording: Please be respectful of others who are trying to learn. To ensure the free and open discussion of ideas, students may NOT record, take screen shots, or otherwise share the content of the class with individuals outside of the class. This includes online forums, emails, discussions, and/or activities.

Use of SCUPI Equipment: Students who use SCUPI equipment to complete the assignments are responsible for maintaining a good environment for themselves and those around them. In other words, use the labs and classrooms in a respectful manner. Avoid gaming, chatting loudly, eating, or other activities that are unrelated to study or could disrupt the studies of others. Additionally, please keep the lab/classroom space clean, and remove all belongings when you leave.