



SYLLABUS

Course Title	Writing Skills
Course Number	DLC 116
Number of Credits	(State as listed in the catalogue.)
Course Dates	8/13/18 – 10/13/18
Instructor	Audrey Brydl-Andrews
Email Address	abrydla@lps.org
Office Hours/Availability	I do not have set office hours, however I am happy to make myself available as needed via phone. I am also available to come in before class or stay after. Please contact me to make arrangements as needed.
Phone Number	(402) 641-2472 <i>* Phone calls or e-mails preferred over texts</i>
Textbook Information: (e.g. title, edition, publisher, ISBN)	Book 4, Longman Academic Writing Series: Essays by Alice Oshima and Ann Hogue, 5th Edition Pearson Longman, Publisher. ISBN: 0-13-291569-3 <i>You will be doing exercises in this text, so make sure that you get a clean copy of the text. Do not get a book that already has the exercises written in it or I will not accept your homework assignments. Please bring this book with you to the first class.</i>
Additional Course Materials	Bring your Pocket Style Manual 7th edition by Hacker & Sommers from LAR 101
Course Description	DLC 116 is a writing course that prepares you for Writing Seminar 101. The course focuses on principles of grammar, usage, sentence structure,

	paragraph development and essay writing which includes proper use of citations.
Program Outcomes	All students must demonstrate adequate basic writing skills before enrolling in ENG 101.
Course Learning Outcomes/Objectives	<p><i>To show mastery of course objectives students must be able to do the following:</i></p> <ol style="list-style-type: none"> 1. Demonstrate the ability to write a well developed paragraph 2. Demonstrate the ability to write a well developed essay 3. Demonstrate the ability to include proper use of citations 4. Demonstrate understanding of the mechanics and grammar of writing
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1 Date: _____	Course Introduction Writing Pre-Assessment Writing a Paragraph	Orientation to the course: <ul style="list-style-type: none"> • Syllabus • Academic Support Center • Blackboard Chapter One—Paragraph Structure <ul style="list-style-type: none"> • Analyzing the Models • Parts of a Paragraph • The Writing Process Writing Paragraph #1	1. Out of class Writing: Writing Inventory. The assignment is posted on Blackboard and submitted on Blackboard 2. Bring rough draft of paragraph #1 to class for Writer's Workshop 3. HW #1 -- Complete Chapter 1 Writer's Self-Check (p. 322)	Due by 6:00 p.m. of our next class meeting
Week 2 Date: _____	Writing a Paragraph	Writer's workshop—peer editing	1. Out of class Writing: Final Draft of Paragraph	Due by 6:00 p.m. of our next class meeting

		<p>Chapter 2- Unity and Coherence</p> <ul style="list-style-type: none"> Analyzing the Model Unity Coherence <p>Chapter 9—Sentence Structure</p> <p>Writing Paragraph #2</p> <ul style="list-style-type: none"> Complete Chapter 2 Writer’s Self-Check (p. 324) 	<p>#1 submitted on Blackboard</p> <p>2. Bring rough draft of paragraph #2 to class for Writer’s Workshop</p> <p>3. HW #2--Bring completed Chapter 2 Writer’s Self-Check with you to class.</p>	
<p>Week 3</p> <p>Date: _____</p>				Due by 6:00 p.m. of our next class meeting
<p>Week 4</p> <p>Date: _____</p>				Due by 6:00 p.m. of our next class meeting
<p>Week 5</p> <p>Date: _____</p>				Due by 6:00 p.m. of our next class meeting
<p>Week 6</p> <p>Date: _____</p>				Due by 6:00 p.m. of our next class meeting
<p>Week 7</p> <p>Date: _____</p>				Due by 6:00 p.m. of our next class meeting
<p>Week 8</p> <p>Date: _____</p>				Due by the final night of class at your arranged time.

Grading Assessments

A point system is used to determine a percentage grade for each student. Points are earned by performance on Homework assignments, in-class writings, out-of-class writings and a final portfolio.

Type of Assessment	Points	Total possible points
Homework	7 assignments @ 10 points each	70
In-class writing assignments	8 assignments @ 10 points each	80
Writing Inventory	1 completed inventory @ 20 points	20
Paragraph writing	1 paragraph @ 10 points	10
Summary of an Article	2 articles @ 10 points each	20
Essay with Citations	2 essays @ 25 points each	50
Final Portfolio of Writing Samples	To be shared at our final class	50
	TOTAL:	300

Grade Scale:

Grades	Percentages	Points Needed
A	90-100%	270-300
B	80-89%	240-269
C	70-79%	210-230

D	60-69%	180-209
F	59% or below	Below 180

Attendance:

Because the course is participatory in nature and not primarily lecture based, attendance is required. Missing class discussions and activities will directly affect your understanding and your ability to apply learned skills. **Only one absence is allowed. If you miss a second class you will need to meet with the instructor to determine what course of action is necessary to pass the course.**

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses. Participation in class discussions is an integral part of your grade. (Faculty to insert any additional class participation; see resource page for ideas.)
Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	(Include expectations regarding late work; please see attachment for examples.)
Submitting Assignments	(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)
Communication Policy including Assignment Feedback	(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)
Academic Integrity Policy	New Academic Integrity Policy to be released AUTM 2018
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support

Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.