COURSE OUTLINE OF RECORD

Number: ENGW G020  
TITLE: Writing Conference I

ORIGINATOR: Sacha Moore  
EFF TERM: Summer 2010

FORMERLY KNOWN AS:

DATE OF OUTLINE/REVIEW: 05-20-2002

CROSS LISTED COURSE:

TOP NO: 1501.00

COURSE OUTLINE:

SEMESTER UNITS: 0.2 – 0.5
HRS LEC: 0.0  
HRS LAB: 6.0 – 18.0  
CONTACT HRS TOTAL: 6.0 - 0.0
STUDY NON-CONTACT HRS RECOMMENDED: 0.0 - 0.0

CATALOG DESCRIPTION:

This is a self-paced, variable unit course offering individualized instruction designed to meet your specific needs in areas such as getting started, development and organization of ideas, grammar, punctuation and ESL. This writing course may be either self-selected or recommended by your instructor in another course that requires written assignments. Open entry/open exit.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:

English

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [ ] Credit - Not Degree Applicable [X]

GRADING POLICY: Pass/No Pass [X]  
Standard Letter [ ]  
Not Graded [ ]  
Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [X] No [ ]

TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[X]

BASIC SKILLS STATUS: Yes [X] No [ ]  
LEVELS BELOW TRANSFER: 2 levels below transfer level

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: E

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. analyze specific writing assignments in order to structure appropriate responses.

2. use different strategies for generating, revising, editing, and proofreading a text in order to produce a finished and final draft.

3. revise writing to reflect skill in using standard English conventions at both the sentence and paragraph level.
4. demonstrate acceptance of personal responsibility in college level work.

COURSE OBJECTIVES:
1. Remediate specific mechanical errors such as grammar, punctuation, and sentence structure.
2. Demonstrate improved ability to use the writing process to address specific writing assignments and structure appropriate responses.
3. Demonstrate skill in using standard English conventions.
4. Apply the skills and resources acquired in the modular course to all written college assignments.

COURSE CONTENT:

LECTURE CONTENT:

After enrolling in a ticketed section of English 097, students will be able to use the services of the Writing Center at any time during operating hours.

Using suggestions from the student's classroom instructor, writing sample, and conference with the student, the Writing Center instructor will design self-paced, modular courses for each student enrolled in English 097; course content will depend on the individual student's remediation needs. To earn credit for the course, students will be required to attend the Writing Center for a minimum of 18 hours per semester and satisfactorily complete the modular assignments.

Both modular assignments and conference work may address the following aspects of the writing process:

I. Prewriting Determination:
   A. Purpose
   B. Audience
   C. Tone
   D. Stance

II. Analysis
   A. Inquiry method:
      1. Freewriting
      2. Brainstorming
      3. Research
   B. Inquiry mode:
      1. Definition
      2. Comparison
      3. Causal relationship
      4. Circumstance
      5. Testimony

III. Thesis
   A. Unified idea
   B. Restricted scope
   C. Specific language
   D. Inherent worth

IV. Arrangement of Material
   A. Structure
      1. Sequential logic
      2. Thesis placement
   B. Strategy
      1. Process
      2. Narration
      3. Description
4. Comparison
5. Classification
6. Persuasion/Argumentation
7. Cause/Effect

V. Paragraph
A. Function
1. Introduction
2. Development
3. Conclusion
4. Transition
B. Unity
1. Controlling idea
2. Topic sentence
C. Coherence
1. Relation
2. Accumulation
3. Repetition
D. Development
1. Example
2. Evidence
3. Detail
4. Explanation
E. Transition
1. Repetition
2. Parallelism
3. Conjunction

VI. Grammar and Sentence Structure
A. Convention
1. Parts of speech
2. Verb forms and functions
3. Pronoun case and reference
4. Modifiers
5. Sentence elements
B. Logic
1. Syntax
2. Subordination
3. Coordination
4. Reference
5. Parallelism

VII. Usage
A. Exactness
B. Predication
C. Emphasis
D. Appropriateness
E. Directness

VIII. Punctuation
A. End sentence
1. Period
2. Question mark
3. Exclamation point
B. Internal sentence
1. Comma
2. Semicolon
3. Colon
4. Dash
5. Parentheses
6. Quotation marks
7. Brackets
8. Ellipsis
C. Word
1. Italics
2. Capitals
3. Apostrophe
4. Hyphen

IX. Mechanics
A. Numbers
B. Abbreviations
C. Syllabication

X. Words
A. Meaning
1. Denotation and connotation
2. Etymology
3. Dictionary
B. Spelling
1. Plurals
2. Suffixes
3. Standard rules
4. Dictionary
C. Grammar

XI. Documentation
A. Information collection
B. Discernment
1. Fact
2. Inference/interpretation
3. Opinion
4. Conclusion
C. Notation form
1. Summary
2. Paraphrase
3. Direct quotation
D. System of documentation
1. Name and page system
2. Name and year system
3. Number system
4. Footnote system
5. Format

LABORATORY CONTENT:

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C. Word
1. Italics
2. Capitals
3. Apostrophe
4. Hyphen

IX. Mechanics
A. Numbers
B. Abbreviations
C. Syllabication

X. Words
A. Meaning
1. Denotation and connotation
2. Etymology
METHODS OF INSTRUCTION:

A. Lab:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Out-of-class Assignments

When appropriate to their modular course, students will be assigned to read essays for analysis of content or as models for their own writing assignments and to study English handbook lessons. They may also be required to use audio, video and computer lessons to enhance their understanding of standard English conventions. Finally, they may be asked to attend Writing Center seminars on topics included in their modular plan.

Writing Assignments

Activities will vary according to student remediation needs but will include generating sentences, paragraphs and short essays; completing exercises on punctuation, usage and sentence construction; and ongoing consultation with instructor for diagnosis and evaluation of completed work (both classroom and Writing Center assignments).

Reading Assignments

Students will be required to spend an average of one hour a week completing the assignments in the modular course. Students may be either referred by a classroom instructor or be self-referred. In either case, they will work with a Writing Center instructor for diagnosis of remediation needs and design of the modular assignment. Components of the course will be drawn from the Course Scope and Content on the previous pages.
METHODS OF STUDENT EVALUATION:
Written Assignments
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
Students will learn to apply the concepts of standard English usage to all college writing assignments. Moreover, they will develop critical thinking and problem solving skills in approaching writing assignments and determining the best method of organization and presentation.

Required Writing, Problem Solving, Skills Demonstration:
Activities will vary according to student remediation needs but will include generating sentences, paragraphs and short essays; completing exercises on punctuation, usage and sentence construction; and ongoing consultation with instructor for diagnosis and evaluation of completed work (both classroom and Writing Center assignments).

TEXTS, READINGS, AND RESOURCES:

Other:
1. These materials will all be furnished by the Writing Center.

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
Attached Files