

## LACC 201: Writing for Adults I Summer 2019

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<b>Date Course Site Open</b>	June 17, 2019	<b>Date Course Site Closes</b>	August 30, 2019

**Scheduled Class Sessions:** Online July 1-7, July 8-14, July 15-21, July 22-28, July 29-August 4, August 5-11, August 12-18, August 19-23

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### Textbooks:

Harrop, J. (2018). *The simple math of writing well: Writing for the 21<sup>st</sup> century*. Newberg, OR: Pennington ePress. Retrieved from

<https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=531>

McLean, S. (2011). *Writing for Success*. Minneapolis, MN: University of Minnesota Libraries. Retrieved from

<https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=53>

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### Resources:

- [Purdue OWL / APA Formatting and Style Guide](#)
- [APA Style Website](#)

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### Course Description:

LACC 201 is an adult-focused course designed to build on student writing and research skills, including composition techniques, critical reading and thinking skills, grammar and editing, and basic research skills, and offer an introduction to APA formatting and citation.

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### Learning Outcomes:

Upon successful completion of the course, you should be able to:

- 1) Practice active reading of college-level texts, including annotation, cultivation/development of vocabulary, objective summary, and identification and analysis of the thesis and main ideas of source material.

- 2) Use a writer's handbook and/or other resource for style, grammar, and citations.
- 3) Try more than one organizational strategy in composition drafts. Write focused, organized, and clear paragraphs.
- 4) Develop and organize ideas using evidence that includes examples, illustration, and research.
- 5) Identify the roles played by purpose and audience in directing a writer's choices, and make appropriate choices of tone, voice, and level of formality.
- 6) Assess knowledge, expectations, and biases of audiences.
- 7) Anticipate questions an audience is likely to have and supply appropriate information.
- 8) Format final drafts with appropriate headings, titles, spacing, and margins, demonstrating an understanding of APA citation style.

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**Requirements:**

- **Reading Assignments:** Each assigned chapter contains concepts about writing and reading that are key to this course and to your development as a collegiate-level writer. You are expected to do the assigned readings and respond in writing as required. *Practice Exercises: I highly recommend you complete the practice exercises that coincide with the weekly reading. These exercises are not required, but they will help you develop your grammar knowledge and better prepare you for the Grammar Check assignments. All exercises are from The Simple Math of Writing Well.*
- **Writing Assignments:** You will write four short formal Writing Assignments and one final longer Writing Assignment this term. All writing assignments must be uploaded in a Word document and adhere to proper APA format. See the Sample APA Essay and APA Template on our FoxTALE site for guidance.
- **Grammar Checks:** We will have a short Grammar Check most weeks to help you gauge your understanding of basic grammar concepts.
- **Discussion Forums:** You are expected to participate in a class Discussion Forum each week. Your initial post will be due by midnight Wednesday of each week, and your responses to two peers will be due by midnight Saturday of each week. Your Discussion Forums will be worth 35 points apiece: 25 points for your initial post, and 5 points each for your responses to two different peers. Your initial posts should be at least 300 words, and each of your responses should be at least 100 words. Please be sure to edit your posts carefully, and be thoughtful about how you voice your ideas in an online format.

- **Class Participation:** You are expected to complete all required reading assignments and participate in all discussion forums by the posted deadlines. Missing more than two discussion forums is grounds for failure of the course (please see attendance policy on page 5 of the syllabus). At a minimum, please plan to check your GFU email every 48 hours this term.

**Course Evaluation:**

Discussion Forums (35x8)	280
Writing Assignment 1	100
Writing Assignment 2	100
Writing Assignment 3	100
Writing Assignment 4	100
Writing Assignment 5	250
Grammar Checks (10x7)	70
<b>TOTAL POSSIBLE POINTS</b>	
	<b>1,000</b>

**Grading Scale:** (points per grade)

Grade	Range	Points
A	100 – 93%	930 – 1,000
A-	92 – 90%	900 – 929
B+	89 – 88%	880 – 899
B	87 – 83%	830 – 879
B-	82 – 80%	800 – 829
C+	79 – 78%	780 – 799
C	77 – 73%	730 – 779
C-	72 – 70%	700 – 729
D+	69 – 68%	680 – 699
D	67 – 63%	630 – 679
F	Under 63%	0 – 629

**Course Schedule:**

Week	Assignment Due	Required Reading Due
(1) July 1-7	Grammar Check 1 Exercise 23.1 Discussion Forum 1	Harrop, Preface & Introduction, Ch. 23
(2) July 8-14	Grammar Check 2 Exercises 1.1-1.3, 2.1-2.3 Discussion Forum 2 <b>Writing Assignment 1</b>	Harrop, Ch. 1, 2 McLean, Ch. 1, 8
(3) July 15-21	Grammar Check 3 Exercises 3.1-3.3 Discussion Forum 3 <b>Writing Assignment 2</b>	Harrop, Ch. 3 McLean, Ch. 2
(4) July 22-28	Grammar Check 4 Exercises 4.1-4.3 Discussion Forum 4 <b>Writing Assignment 3</b>	Harrop, Ch. 4, 7 McLean, Ch. 3
(5) July 29-August 4	Grammar Check 5 Exercises 5.1-5.3, 6.1-6.3 Discussion Forum 5 <b>Writing Assignment 4</b>	Harrop, Ch. 5 McLean, Ch. 4
(6) August 5-11	Grammar Check 6 Exercises 7.1-7.3 Discussion Forum 6 <b>Writing Assignment 4 Revised</b>	Harrop, Ch. 6 McLean, Ch. 6
(7) August 12-18	Grammar Check 7 Exercises 8.1-8.3, 9.1-9.3 Discussion Forum 7 <b>Writing Assignment 5</b>	Harrop, Ch. 8, 9 McLean, Ch. 7
(8) August 19-25	Discussion Forum 8 <b>Writing Assignment 5 Revised</b>	Harrop, Ch. 21, 22

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**Attendance Policy:** DPS students are required to attend class and/or engage in online forums each week. Students who miss more than the following will earn an F and must repeat the class:

Type of Course	Absences Allowed
Hybrid/F2F—5+ weeks	8 hours of instruction or online equivalent
Hybrid/F2F—less than 5 weeks	4 hours of instruction or online equivalent
Online—5+ weeks	2 weeks of forum engagement
Online—less than 5 weeks	1 week of forum engagement

With prior instructor approval, hybrid/ F2F students may attend class via Kubi or Zoom video conference in order to avoid an absence. During the cohort, hybrid/F2F students who miss more than 16 cumulative hours and online students who miss more than 4 cumulative weeks of forum engagement risk dismissal from the program and are required to meet with the department chair to discuss an appropriate plan.

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**Late Papers:** Late assignments are penalized at **10% point reduction per day past due date unless arrangements are made prior to the due date of the missed assignment.** Writing Assignments may be turned in for half credit (50%), regardless of how many days they are late until the final day of the semester. No papers will be accepted after midnight of the final day of the course (i.e., the day the final paper is due). If you need assistance with writing, please contact the **Portland Writing Center** at <https://www.georgefox.edu/offices/portland-writing-center/index.html>.

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**Revisions:** You have the option of revising any writing assignment. A revision must involve a significant improvement of some major aspect of the writing assignment. For example, you might change your focus and organization, add or delete sources of example, etc. A revision must consist of more than just a few new sentences and commas or it will not be considered. A well-revised writing assignment will improve your original writing assignment's grade by up to one letter. A poorly revised writing assignment will have no effect on your original grade. A revision must be a clean copy submitted via email attachment. ***All revisions must be submitted by midnight on SUNDAY, AUG. 25.***

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**Disability Services:** If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Disability Services Office as early as possible so that your learning needs may be appropriately met. For more information, go to [ds.georgefox.edu](https://ds.georgefox.edu) or contact Rick Muthiah, Director of Learning Support Services (503-554-2314 or [rmuthiah@georgefox.edu](mailto:rmuthiah@georgefox.edu)).

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The **Portland Writing Center (PWC)**, located in the Portland Center Library, is available for face-to-face, Zoom video conference, and email writing consultations. Graduate and Department of Professional Studies (DPS) students are invited to contact the PWC for feedback on writing projects, citation assistance, or other writing-related issues. Check [wc.georgefox.edu](http://wc.georgefox.edu) for additional information, including hours of operation and appointment scheduling. For more information, email the Writing Center at [wc@georgefox.edu](mailto:wc@georgefox.edu) or call 503-554-6055.

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For information about **Turnitin**, the cloud-based plagiarism prevention service, or other DPS policies, see the [DPS Student Policies and Information Guide](#).

*\* This course overview is subject to change as the term progresses. If you must miss class, be sure to always stay in contact via email so you are apprised of all deadlines and course expectations. I will do my best to answer all emails within 24 hours, if not sooner. If you have concerns about any aspect of this class, please talk to me as soon as possible.*

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