

Department of English and Foreign Languages  
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## ENG 031D: DEVELOPMENTAL ENGLISH SYLLABUS

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Office Hours: Tuesdays and Thursdays 11:00-12:30

### Description

ENG 031 is “an intense study of grammar and mechanics, effective sentence construction, and basic essay organization and development” (SHSU 2000-2002 Undergraduate Catalog, 128).

[NOTE: Credit in this course will not be allowed to count toward graduation or computation of grade point average of classification of students by hours completed.]

### Objectives

ENG 031 is designed to help you

understand the importance of writing as a life skill and the significance of writing to thinking, problem solving, and communicating.

improve your writing and reading skills so that you learn to study better.

prepare for ENG 164 by introducing you to various types of writing strategies.

### Texts

Harris, Jeanette and Ann Moseley. *Strategies for College Writing*. Second Edition. NY: Pearson Longman, 2004.

A good collegiate dictionary, such as *Webster's Collegiate Dictionary* or *The American Heritage Dictionary of the English Language*.

### Materials and Supplies

a 2"-3" 3-ring binder

looseleaf notebook paper

regular-sized manila folder (for submitting formal essays)

notebook dividers

computer diskette

### Requirements

1. Attend class. Be on time, and have all assignments prepared. (See Attendance Policy section below.)
2. Participate in all in-class activities as assigned, including completing a holistic essay exercise.

3. Complete all writing assignments. These will include:

- a. Writer's Notebook. This notebook will be a place for you to keep all informal writings, whether done in class or as homework. You'll also keep reading notes and other responses to assigned readings. Bring your Writer's Notebook with you to every class period, unless otherwise directed by your instructor.
- b. Formal essay assignments. You'll complete a total of 5 formal essay assignments.

## **Grading**

ENG 031D is graded on the same scale as other classes at SHSU (i.e., A-F), and the grade you earn will be figured in as part of your overall grade point average. But because it is a developmental course, it will not count in your overall hours toward graduation. Your grade in this course will be derived as follows:

1. Attendance: 10%
2. Participation: 10%
3. Writer's Notebook: 30%
4. Writing assignments: 50%

## **Readiness for ENG 164**

Students enrolled in ENG 031D may demonstrate their readiness for ENG 164 in either of the following ways:

EITHER pass the THEA with a score of 206 or higher (TASP equivalent = 220) OR satisfy all of the following requirements:

Earn a C or better in ENG 031D;

Attend class according to the absence policy stated below;

Receive a satisfactory score on a holistic paper scoring. "Satisfactory" is defined as a score of 5 on an 8-point holistic scale.

## **Attendance Policy**

You are responsible for your success in this class, so regular attendance is important. After your third absence, your grade may be adversely affected by additional absences. For each absence over five, you may be assessed a five-point deduction from your end-of-semester grade. Three tardies may be counted as one absence. In addition, if you do not do your assigned work (for example, if you come to class unprepared for the class, if you do not complete reading and writing assignments on time, or if you do not participate in class activities), you may be counted absent for that day.

NOTE: If you pass the THEA during the semester, do not stop attending class, as your grade is not determined by your score on the THEA.

## **Student Absences on Religious Holy Days Policy**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor.

## **Americans With Disabilities Act**

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the Counseling Center. Please contact the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

## **The Writing Center**

The Writing Center is located in 111 Farrington; its phone number is 4-3680. It is open Monday through Thursday from 8:00 a.m.-7:00 p.m. on Friday from 8:00 a.m.-3:00 p.m. and on Sunday from 2:00 p.m.-7:00 p.m. The Writing Center is a place you can go for help with your writing in all your classes, including developing ideas and then structuring them in a paper. There is no additional charge for using the Writing Center, and we encourage you to do so.

## **Plagiarism and Academic Misconduct**

It is academically dishonest, and often illegal, to present someone else's ideas of writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources. Documentation includes marking quotations as well providing notes, citations, and a reference list. If you receive assistance from a source other than your instructor, your colleagues in the class, or the Writing Center, then you must acknowledge that assistance. Identify the source and the nature of the assistance in an acknowledgments note at the end of the assignment. Failure to acknowledge constitutes academic misconduct. In addition, it is academically dishonest to submit your own previously written work for a current assignment or to submit an assignment in more than one class without the prior permission of the instructors.

You will be held responsible for furnishing upon request all the sources and preliminary work (notes, rough drafts, etc.) that you use to prepare written assignments. If you cannot produce that materials upon request, the assignment will be considered incomplete and so will not fulfill the requirements, and you will be given the opportunity to redo the assignment on a different topic, one you negotiate with your instructor. Further, you are also responsible for protecting your own work. It is your responsibility to ensure that other students do not copy your work or submit it as their own. Allowing your work to be used in this manner constitutes academic misconduct.

Plagiarism and academic misconduct of any kind may constitute grounds for failing this course and may result in further disciplinary action according to university policy. Consult the *SHSU Student Handbook* regarding your responsibilities and rights concerning plagiarism and academic dishonesty. (In addition, writing textbooks often contain useful discussion of plagiarism.)

## **The Syllabus Defined**

A syllabus is a living entity that grows from the first of the semester till the last and comprises every assignment and handout that you receive. Keep your syllabus in a separate section of your Writer's Notebook, so that you'll have everything together in one place.