

Syllabus

Code: ENGL 095 **Title:** Fundamentals of Writing

Institute: Humanities **Department:** English

Course Description: This basic writing course is designed to teach students to write clear, well-organized and mechanically acceptable prose. In addition to class, students are required to work in the Writing Center each week. Successful completion of ENGL 095 satisfies students' basic skills requirement in writing. This is a developmental course and will not be counted toward degree

Prerequisites: None

Corequisites: None

Prerequisites or Corequisites:

Credits: 4	Lecture Hours: 3	Lab/Studio Hours: 2
		Writing Center hours as required

Required Textbook/Materials:

To be determined by instructor

Additional Time Requirements:

For information on Brookdale's policy on credit hour requirements and outside class student work refer to [Academic Credit Hour Policy](#).

Students in ENGL 095 are required to meet with a Learning Assistant in the Writing Center on a regular basis to review and discuss their writing. Your instructor will have more information about the Writing Center requirements for this course. For more information on the Writing Center, please refer to **ADDITIONAL SUPPORT/LABS**, below.

Course Learning Outcomes:

Upon completion of this course, students will be able to:

This course will help you improve your writing skills as you compose, revise, and edit your own work. The skills and abilities that you develop in this class will help you to be successful in college and in your career.

Students in ENGL 095 will be able to:

- communicate information and ideas clearly and effectively in written form
- use a process approach to writing
- use writing as a way of exploring and communicating ideas
- write essays with an awareness of audience and purpose
- state and support a main point about a topic in clear, focused, logically organized paragraphs
- use effective sentence form and correct grammar, punctuation, vocabulary, spelling, and capitalization.

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Grading Standard:

A The portfolio meets the criteria for basic writing competency, the quality of writing assignments and coursework is **excellent** (100%–93%), and all course requirements are complete.

A- (90%-92%)

B+ (87%-89%)

B The portfolio meets the criteria for basic writing competency, the quality of writing assignments and coursework is **good** (83%-86%), and course requirements are complete.

B- (80%-82%)

C+ (77%-79%)

C The portfolio meets the criteria for basic writing competency, the quality of writing assignments and other coursework is **satisfactory** (70%-76%), and course requirements are complete.

Please note: a grade of C or higher is required to fulfill the basic writing requirement and for entry to ENGL 121: English Composition – The Writing Process.

D The portfolio is borderline, and all coursework and requirements are complete. **Students may be referred to ENGL 094 or ENGL 097 based on individual learning needs.**

F The portfolio does not meet the criteria for basic writing competency, or the student did not complete all coursework and requirements. **Students will be required to repeat ENGL 095 or will be referred to ENGL 093 based on individual learning needs.**

Course Content:

During the semester, you will compose several essays, most of which will require more than one draft. You will share your writing in a “writer’s workshop” format that will help you develop and improve your work. At the end of the semester, you will select and revise your best work and present a portfolio of writing that best demonstrates your abilities as a writer.

In order to pass the course and earn a grade, students are required to

- submit a portfolio that demonstrates basic writing competency
- complete weekly assignments and coursework
- schedule and complete Writing Center appointments
- attend class on time and come prepared to each class session.

The Portfolio:

Before a grade for the course will be assigned, students must submit a portfolio of their writing that demonstrates competency in the basic writing skills. A passing portfolio contains a minimum of two revised essays and one final in-class essay. **Without a passing portfolio, students cannot earn a passing grade for the course.** The basic writing skills that must be demonstrated in the portfolio meet the following criteria:

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Focus: Each paper has a central or main idea. Supporting material is consistently relevant to this focus.

Organization: Each paper has a clear beginning, middle, and end. Each paper demonstrates logical use and order of paragraphs.

Development: Each paper has a balance of general and specific support of the focus. Papers show use of concrete details, illustration, reasons, and/or examples as appropriate.

Grammar/Mechanics: Each paper demonstrates control of sentence form, verb form, spelling, punctuation, and capitalization.

Once the portfolio is submitted and accepted, the course grade will be determined as follows:

Weekly Assignments and Coursework:

Students are required to complete all writing assignments and coursework each week. Assignments and other coursework provide practice in the basic writing skills at all stages of the writing process: invention, drafting, feedback, revision, editing, and proofreading. Active participation in class activities and attention to quality in weekly coursework is an important component for success in the class. Specifically, students must

- complete all work assigned each week and meet all deadlines
- demonstrate a conscientious and thorough effort to apply course material and new skills to all assignments
- strive to meet the basic standards for focus, development, organization, and mechanics for each draft or revision assigned
- demonstrate the ability to work and write independently when required
- improve specific assignments through Writing Center assistance and other feedback as specified by the instructor.

Writing Center Appointments:

Students are required to schedule and keep all assigned Writing Center appointments. Writing Center appointments assure students of individual instruction with a learning assistant to review and discuss their writing on a regular basis.

Writing Center learning assistants provide tutoring at all stages of the writing process. These tutoring sessions reinforce the skills students learn in class and help them develop additional skills for writing, revising, and proofreading essays based on their individual needs.

Department Policies:

Class Attendance

Students are expected to attend all classes and come prepared as required by the instructor. At all levels and at every stage of a student's progress, the writing program at Brookdale emphasizes the developmental nature of writing. To develop their writing skills at the required pace, students are expected to attend class each week, be on time, and stay for the full session.

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Students who have to miss a class because of an emergency must speak to their instructor in time to attend the following class fully prepared and up-to-date. Individual instructors will provide additional information about specific attendance requirements. It is the student's responsibility to be aware of these requirements.

Academic Dishonesty/Plagiarism

In an academic community, nothing is taken more seriously than intellectual honesty. As a Brookdale student and member of the community of scholars, students must take responsibility for their own work and refrain from taking credit for someone else's intellectual property. Intentionally submitting the work of another in a way that represents it as one's own constitutes plagiarism. This can result in the student's grade being lowered, failure of the course, and/or reporting to the appropriate academic officer.

Submission of Work

Students are expected to meet all deadlines and due dates for assignments. Instructors are under no obligation to accept late work.

Behavior

Students must act in a manner appropriate to a college classroom. Any behavior that interferes with other students' ability to do their work will not be tolerated.

Computers & Computer Access

Computers are used to help facilitate the writing process. Intentional misuse or mistreatment is strictly forbidden. Computers are available for student use outside the classroom in the Bankier Library and The Writing Center (LAH118).

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

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ADDITIONAL SUPPORT/LABS:

See the Tutoring Center for information <https://www.brookdalecc.edu/academic-tutoring/tutoring-center/>.

Writing Center

At the Writing Center, students can work one-on-one with a writing consultant at any stage of the writing process, from drafting, to revision, to proofreading. Writing Center appointments can help students clarify their main points, incorporate feedback, and address grammar and mechanical issues in the context of their own writing.

The Writing Center is located on the Lincroft campus in Room 118 Larrison Hall (732-224-2941). Hours are posted on the Writing Center website.

Writing consultants are also available at the Eastern Monmouth Higher Education Center at Neptune, Northern Monmouth Higher Education Center at Hazlet, Long Branch Higher Education Center, NJ Coastal Community and Higher Education Center at Wall, and Western Monmouth Higher Education Center at Freehold.

Writing Center appointments are one half-hour in length and are scheduled on-line:
<http://tutortrac.brookdalecc.edu/TracWeb40/Default.html>.

Detailed TutorTrac instructions are available in the Writing Center and on the Writing Center webpage.

MENTAL HEALTH:

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.