CENTRAL TEXAS COLLEGE  
SYLLABUS FOR DSWR 0301  
DEVELOPMENTAL WRITING I  
Semester Hours Credit: 3

INSTRUCTOR: _____________________________  
OFFICE HOURS: _____________________________

I. INTRODUCTION

Developmental Writing I is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on sentence and paragraph development, with additional attention given to problems in grammar and usage as these problems occur in the paragraphs. This is a required course for students who have not achieved a passing score on the TSI Assessment. Successful completion of this course is a prerequisite for Developmental Integrated Reading and Writing (DIRW 0413).

II. LEARNING OUTCOMES

Upon successful completion of this Developmental Writing 0301 course, students will be able to:

(Key: K=Knowledge; C=Comprehension; Ap=Application; A=Analysis; S=Synthesis; E=Evaluation)

Critical Thinking/Higher Order Thinking Skills = Ap, A, S, E

- Recognize and effectively use the components of well-constructed sentences, the basis of all good writing. (SCANS--F1, F2, F5, F6, F11)
- Recognize, define, and effectively use the 8 parts of speech [K] [Ap]
- Differentiate among a complete sentence, fragment, run-on, and comma splice [C]
- Recognize and effectively use commas, semi-colons, apostrophes, colons, quotation marks, capital letters, numbers, and underlining in paragraph writing [C] [Ap]
- Recognize and effectively use subjects and verbs in paragraph writing [C] [Ap]
- Recognize and effectively use coordinating, subordinating, and adverbial conjunctions [C] [Ap]
- Differentiate among and effectively use commonly confused words, look- and sound-alikes, commonly misspelled words, and contractions [C] [Ap]
- Write well-constructed sentences that adequately communicate their thoughts. (SCANS--F2, F5, F6, F7, F8, F11, F12)
- Identify, differentiate among, and construct simple, compound, and complex sentences [K] [Ap] [S]
- Recognize, differentiate among, and effectively use dependent and independent clauses [K] [Ap]
- Recognize and construct complete, effective sentences using standard English [C] [A] [S]
- Identify and construct well-supported sentences [C] [A] [S]
- Recognize and understand the components and various strategies and modes of effective paragraphs. (SCANS--F1, F2, F5, F6)
- Recognize, distinguish components of, and construct effective descriptive, example,
cause-effect, and persuasive paragraphs [C] [A] [S]
• Organize well-written sentences into paragraphs that adequately support a central idea. (SCANS--C5, C6, C7, F1, F2, F5, F6, F8, F10)
• Recognize and use parallelism [C]
• Identify and construct an effective topic sentence [C] [S]
• Identify and effectively use transitions [C] [Ap]
• Identify and construct an effective conclusion [C] [S]
• Identify, differentiate between, and effectively use general and specific support details [K] [C] [S]
• Identify and construct well-supported and developed paragraphs [C] [S]
• Demonstrate critical thinking through analysis and evaluation of student’s own and others’ paragraphs (SCANS--C9, C10, C12, C13, C14, F1, F2, F5, F6, F10, F12, F13, F14, F15)
• Analyze and evaluate one’s own paragraphs [A] [E]
• Analyze and evaluate peer and model paragraphs [A] [E]
• Identify, review, and synthesize one’s own pattern of errors [K] [C] [E]
• Apply corrective changes based on evaluations and error patterns [Ap] [E]
• Rewrite corrected paragraphs [S]

III. REQUIRED INSTRUCTIONAL MATERIALS/RESOURCES

To assist in this course, a variety of materials both in and out of the classroom will be required and used. The instructional materials identified for this course are viewable through:

www.ctcd.edu/books

IV. COURSE REQUIREMENTS

A. Students will receive grammar and writing (paragraphs and/or journal) assignments which must all be completed on time as instructed. Instructors may collect these assignments at any time.

B. On the final examination a student must demonstrate competence in the subject matter of the course. See Section VI, D., below.

C. Students who need extra help should make an appointment with their instructor/professor or seek extra help in the Developmental Studies Compute Lab—(Room 15A, Building 118), Academic Studio (Upstairs, Building 106) or the CTC Learning Disabilities Specialist (Room 109, Building 106) as soon as possible.

V. EXAMINATIONS AND ASSIGNMENTS

A. Graded paragraph, grammar, and journal assignments will be given throughout the semester. Students must complete ALL of these assignments to make themselves eligible to take the final examination (paragraph and grammar) and complete the course successfully.
B. Make-up work will be given only to students who have excused absences. Only the course instructor may excuse absences. Make-up examinations or in-class papers are given by appointment only.

C. Students who are absent from a class are responsible for contacting their classmates or instructor to determine missed instruction. Each student must make appropriate arrangements to acquire assignments, announcements, lecture notes, and other pertinent information missed.

D. Students must bring a Scantron answer sheet (#29480) to class for the course midterm objective grammar exam. Scantron sheets are available in the CTC Bookstore.

E. Final examinations are given only during the scheduled times, and students may not take a final examination early. If a student misses a portion of the final exam, he/she will earn a grade of zero for that portion. A student that receives a zero for the essay portion will not pass the course, no matter what the overall average is.

VI. SEMESTER GRADE COMPUTATIONS

Grade designations for this course are listed below:

- “A” – Weighted average of 90 – 100%
- “B” - Weighted average of 80 – 90%
- “C” - Weighted average of 70 – 79%
- “D” – Weighted average of 60 – 69%
- “F” – Weighted average of 0 – 59%
- “W” - Withdrawal from course (initiated by student)

To receive a passing grade in this course, a student must do the following:

A. Complete all assignments and scheduled examinations.

B. To achieve a passing score for the course a student must achieve a score of 70 points out of a possible 100 points (70/100 or 70%). In addition a student must receive a passing score on the final paragraph exam.

Grading Distribution is as follows:

- 10pts/10%: Participation and Homework
- 10pts/10% Weekly Reflective Writings
- 20 pts/20% Essays
- 20pts/10% Midterm Exam
- 10pts/10% Final Objective Exam
- 50pts/40% Final Paragraph
In order to pass the course, students must make a score of 5 or better on the Final Paragraph. Final Paragraphs are graded on the following points:

- 8 – 50pts
- 7 – 50pts
- 6 – 45pts
- 5 – 40pts
- 4 through 1 – 0pts

To achieve a passing score on the Departmental Paragraph Examination at the end of the course, the paragraph examination requires the student to demonstrate the ability to communicate effectively in writing on a given topic within a specified time limit (one hour and twenty minutes). Specifically, the student's paragraph must contain the following:

1. A clearly stated topic sentence that addresses the prompt question
2. Clear organization and smooth transitions
3. Adequate development and support with specific details and examples
4. Sustained unity and focus
5. Use of clear and standard English with demonstrated control of sentence structure

End of semester grades:

The CTC WebAdvisor (Online) System allows students to obtain their grades online. Instructions for using the WebAdvisor (Online) Registration and Grades by computer are listed in the schedule bulletin.

*Grades will not be posted.*

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR**

**A. Withdrawal from Course:** It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or Application for Refund. The withdrawal form must be signed by the student.

An application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is as follows:

- 12 week session: Friday of the 9th week
- 10 week session: Friday of the 7th week
- 8 week session: Friday of the 6th week
- 6 week session: Friday of the 4th week
- 5 week session: Friday of the 3rd week
The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W" provided their attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

Before withdrawing from any developmental course, the student should seek the advice of Guidance and Counseling so that the student does not initiate an action that would inadvertently have negative repercussions on his/her enrollment or Financial Aid.

B. Cellular Phones and Pagers: Cellular phones and pagers must be turned off and put away while the student is in the classroom or laboratory.

C. Americans With Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

D. Scholastic Honesty: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism** - The taking of passages from the writing of others without giving proper credit to the sources.

- **Collusion** - Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.

- **Cheating** - Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

E. Civility: Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and the other students in the room. Failure to act with civility can result in disciplinary action up to and including expulsion from CTC.
F. Office Hours: Full-time instructors post their office hours outside their office doors. Adjunct instructors are generally available for conference only by appointment. Please feel free to see your instructor should you find yourself having difficulty with this course.

### VIII. COURSE OUTLINE

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**Paragraph Assignment #1**

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**Paragraph Assignment #2**

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<td>5. Verb Tense Consistency</td>
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**Writing Assignment #3**
E. **Midterm Exam**

F. **Minor Errors: Recognizing, Avoiding, and Correcting**
   1. Misplaced and Dangling Modifiers
   2. Punctuation and Mechanics
      a. End Punctuation
      b. Comma Use
      c. Apostrophes
      d. Quotation Marks
      e. Semicolons, Colons, Dashes, Parentheses, and Hyphens
      f. Capitalization
      g. Common Spelling Problems
      h. Commonly Confused Words

   **Writing Assignment #4**

G. **Effective Expression**
   1. Sentence Variety
      a. Variety of Purpose
      b. Variety of Types
      c. Variety of Openings
   2. Consistency
      a. Person and Point of View
      b. Number
      c. Tense
   3. Dialects and Standard English
   4. Concise Language
   5. Concrete Language
   6. Fresh Language
   7. Parallel Structure

   **Writing Assignment #5**

H. **Final Review, Writing Final**

I. **FINAL EXAMINATIONS**
   
   **Final Examinations:** *One Paragraph and One Objective (multiple choice) Exam.*

   On the last regularly-scheduled class day, Students will write a paragraph from a departmentally assigned prompt. See Section VI, Item D, for the written exam scoring criteria. Papers will be graded holistically by two readers (other than your regular instructor) assigned by the department. Both readers will rate the paragraph on a 1-4 scale. A combined score of 6, 7, or 8 indicates mastery. A combined score
of 2, 3, or 4 indicates non-mastery.

On the regularly scheduled final exam day (see Final Exam Schedule), students will take an objective (multiple choice) grammar exam. See Section VI, above, for specific grade computations.