

Elmira Business Institute

Student Syllabus: Writing Essentials (COM003)

Prerequisites: NONE

Course Credits/ Clock Hours: 0/2

Course Delivery Mode: Residential

Course Description

This course is designed to develop the student's writing skills by reviewing the fundamentals of grammar, parallel construction, outlining techniques, proper word usage, and the basic mechanics of the sentence. Attention is given to spelling, punctuation, and word usage, and the writing of grammatically correct sentences is the primary concern. Short writing assignments are designed to make the student comfortable with the writing process. Students that score less than a 70 on the Accuplacer will be placed in Writing Essentials, the non-credit bearing course. Students that score a 70 or higher on the Accuplacer will be placed in College Writing I, a credit-bearing course. (Lec/Lab/Ext/Total) (0 credit/30 hours).

Student Learning Outcomes

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

- Define and recognize how the eight parts of speech function in sentences.
- Practice, use, and apply dictionary concepts (print, electronic, online) correctly and confidently.
- Recognize basic sentence elements and learn to use them correctly.
- Recognize nouns and make regular and irregular nouns plural.
- Describe and apply the rules for making nouns possessive.
- Identify and correct fragmented and run-on sentence constructions.
- Interpret effective topic sentences.
- Identify implicit and/or explicit main ideas in individual paragraphs.
- Develop detailed, cohesive, unified paragraphs.
- Describe and discuss assigned reading comprehension assignments.

Required Course Texts & Course Materials

Roen, Duane. *Writing Guide w/ Connect 4th ed.* McGraw-Hill Print 2017
ISBN: (9781260082128)

Supplemental educational learning materials may include and are not limited to

EasyBib: Free Bibliography Maker - MLA, APA, Chicago Citation Styles. Imagine Easy Solutions, LLC, 2011. Web. 21 Sept. 21. <<http://www.easybib.com/>>.

"Online Writing Lab." Purdue University Online Writing Lab (OWL). Purdue University, 2015. Web. 1 Oct. 2015. <<https://owl.english.purdue.edu/owl/>>

Strunk, William, and E.B. White. *The Elements of Style*. 4th ed. Longman, 1999. Print. (ISBN: 9780205313426)

Assessment

The course is graded on a Pass/Fail grading scale. Attendance is mandatory and must remain above 68 percent. Students who actively participate in the course and complete all activities, assignments, and quizzes while maintaining an attendance record of 68 percent or higher will earn a grade of Pass for the course. Students who fail to meet these requirements will receive a grade of Fail and will repeat the course.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of Lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of Laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of Externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Evaluation

Pass (attendance/professionalism average) 100%	P= 68% or higher
Fail	F=repeat COM 003

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) or the Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-ups may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time. One-Stop assignments must be taken within one week of the date of absence; failure to make up work in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program. The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
1	Introduction of the course. Overview of language structure.
2	The Sentence <ul style="list-style-type: none"> • Learn the basic skills needed to write clear, error-free sentences and be able to identify the different parts that comprise a full sentence. • Distinguish between full sentences and fragments; complete fragments so they are changed into complete sentences.
3	Major Classes of Nouns and Plural Nouns <ul style="list-style-type: none"> • Define different types of nouns, such as proper nouns versus common nouns and be able to locate them within a sentence. • Practice changing nouns from singular to plural correctly.
4	Possessive Noun <ul style="list-style-type: none"> • Define what a possessive noun is and be able to locate them within a sentence. • Discuss the rules for changing nouns from their singular form to their possessive form and practice these rules by applying them to sentences.
5	Personal Pronouns <ul style="list-style-type: none"> • Define what a personal pronoun is; use personal pronouns correctly as subjects and objects, and be able to locate them within a sentence. • Practice identifying pronouns and replacing nouns with pronouns correctly.
6	Indefinite, Relative, Demonstrative, Possessive, and Interrogative Pronouns <ul style="list-style-type: none"> • Define the different types of pronouns including indefinite, relative, demonstrative, possessive, and interrogative and discuss the differences in how to use them. • Practice identifying the different types of pronouns within a sentence.

7	Verbs <ul style="list-style-type: none"> Define the difference between standard and irregular verbs and how to correctly conjugate their forms. Discuss when community dialect should and should not be used in order to create clear communication.
8	Practical Application Writing Assignments in class
9	Verb Agreement with Subject <ul style="list-style-type: none"> Discuss the relationship between subjects and verbs, how they are connected within sentences, and rules for agreement. Practice conjugating verbs so that they agree with the subject.
10	Time of Verbs Section <ul style="list-style-type: none"> Define verb tense; discuss the 12 types of verb tenses and be able to identify them in a sentence. Discuss the difference between active and passive verbs and identify when they should be used and how they change the meaning of a sentence.
11	Conjugation of Verbs and Irregular Verbs <ul style="list-style-type: none"> Review regular verbs; discuss the differences between regular and irregular verbs and rules for conjugating irregular verbs. Discuss the list of irregular verbs and practice conjugating them.
12	Adjectives <ul style="list-style-type: none"> Define adjectives and discuss their purpose in the sentence; learn tips on how to properly use different forms of adjectives. Practice identifying adjectives within the sentence and learn how to properly form them.
13	Adverbs <ul style="list-style-type: none"> Define adverbs and discuss their purpose in the sentence, learn tips to avoid common mistakes with adverbs. Practice identifying adverbs within the sentence and learn how to properly form them.
14	Prepositions and Conjunctions <ul style="list-style-type: none"> Recognize prepositions and how they are used in sentences. Recognize the different types of conjunctions and how they are used and punctuated in sentences.
15	Phrases and Clauses <ul style="list-style-type: none"> Understand the difference between a phrase and a clause by defining the different elements that comprise each one. Learn the two types of clauses and how to appropriately use each type in writing.
16	Practice Writing Assignments

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016 mzt, Revised July 2017 klp, Revised 11/27/17 js Revised August 2018 klp, Revised August 2019 em, Revised December 2019

Career Readiness Assessment “CRA” ☐ Midterm ☐ Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: ____/100

Professionalism Grade
15%