ENW 030  
Course Information and Requirements  
SPRING 2018

These are the basic requirements for ENW 030. Since details may vary according to the teacher and some teachers may have additional requirements, you should check with your teacher for the detailed requirements for your class.

**Required Books and Materials:**
- *Moving Up* (Textbook)
- *Grammar for Great Writing “B”* (For Lab and class)
- A 3-ring binder and lined 11 x 8 ½ inch paper for the binder.

**Course description**
In this course, high intermediate level non-native speakers of English continue to develop the academic writing skills of composing, editing, and revising in order to write a well-organized four-paragraph essay with attention to a fully developed introduction and conclusion. The course also focuses on the application of correct grammar, vocabulary, sentence structure, and punctuation at the 4-paragraph essay level. Reading and speaking activities are included to foster the development of writing skills.

Upon successful completion of this course, students will:
1. Write a 4-paragraph essay using standard essay format and organization with adequately developed ideas, appropriate vocabulary, and correct grammar.
2. Edit their writing.
3. Revise their writing.

**In-Class Compositions (Tests)** Students will write at least 5 in-class essays. These essays will count as tests. All tests will be evaluated according to department final exam standards for ENW 030. If a student is absent for a test, a make-up test will not be given. However, the lowest test grade will be dropped when semester grades are calculated. All tests must be corrected and saved in the student’s portfolio.

**Quizzes** Frequent quizzes will be given to practice grammar and assess editing skills. As with tests, no make-up quizzes will be given, but the lowest quiz grade will be dropped when semester grades are calculated. All quizzes must be corrected and saved in the student’s portfolio.

**Homework** Homework will be assigned for almost every class. All homework must be completed on time before the beginning of class. Late homework assignments will lose 10% for each day late. Any assignment completed in class on the day it is due or turned in after class will be considered one day late.
Portfolios  You are required to keep an organized portfolio of all of your work for this class. Your portfolio will include the following material:

1. A cover page indicating the contents of the portfolio and the original and revised grades on tests and homework assignments.
2. All tests (in-class essays) in chronological order with both the original and revised copy of each test.
3. All homework assignments in chronological order. This includes:
4. All quizzes in chronological order with corrections.

Plagiarism  Plagiarism means taking another person’s words and using them as your own. This includes copying another student’s words, copying from a book, and copying material from the internet without giving credit to the author. In the United States, especially in colleges and universities, plagiarism is PROHIBITED. A plagiarized paper or test will be given a grade of 0. There will be no make-up for plagiarized work. In addition, the name of the student who plagiarized will be given to the Dean of Student Affairs who may take disciplinary action. (See the PCCC Student Handbook for more information.)

Attendance
You are required to attend all classes. More than 4 absences can mean a grade of F.

Lateness
You are required to be in class on time. If your work or family schedule will prevent you from arriving on time, you should change classes immediately to a section that fits your schedule. If you arrive after attendance is taken, you will be marked absent unless you see me at the end of class with a good excuse. If you arrive late, come in quietly and don’t interrupt the class.

Four late arrivals equal one absence.

Participation
All students are required to participate actively and in English in class and group discussions and activities.

Language Lab & ELS Writing Center
You are required to attend the ELS Writing Lab every week at the time listed on your schedule. I will check your lab attendance at the midterm and at the end of the semester. Take your copy Grammar for Great Writing to each lab.

In addition, students are required to attend three workshops at the ELS Writing Center. One of these workshops must be a one-on-one workshop and it must be taken before midterm. Your teacher will give you a prescription sheet indicating the areas in which you need more practice. The ELS Writing Center is available for support in your writing. If you are struggling in this class, you are strongly encouraged to use the ELS Writing Center for assistance with writing problems.
Online Resources
ELS Self-Study Materials (for W030 and W040 students)
http://pccc.libguides.com/content.php?pid=92394

ELS Writing Center- lists the workshop schedule
http://www.pccc.libguides.com/ELSTUTOR

ELS Advisement Libguide –updated midsemester
http://www.pccc.libguides.com/elsadvisement

Class Language
SPEAK ENGLISH AT ALL TIMES IN CLASS!

Cell Phones
Cell phones and all similar electronic devices must be turned off and put away during class. Students who text, use cell phones, or leave the classroom to take phone calls during class will be marked as late.

If a student persists in using a cell phone during class, the teacher reserves the right to confiscate the phone and hold it until the end of class.

To pass this class, students must:
1. Complete all lab assignments.
2. Attend at least three workshops in the ELS Writing Center.
3. Complete one-on-one workshop in the ELS Writing Center before midterm.
4. Complete all homework assignments.
5. Have an average of C or higher on in-class writing assignments (tests) and quizzes.
6. Have a holistic score of 8 or higher on the department final exam and C or better on the class final exam.

Grading:
1. Homework, portfolio, class attendance, participation, lab & workshop attendance  15%
2. In-class tests & quizzes:  25%
3. Class final exam:  25%
4. Department final exam:  35%

Students must have a minimum of a C average in this course and receive passing scores on the department and class final exams in order to pass the course and take ENW 040. Students who receive a final grade of D or F (below 70%) must repeat ENW 030.

If you have a problem and cannot finish the course, see me or a counselor IMMEDIATELY for an official withdrawal. If you complete an official withdrawal, you will receive a grade of W. This
does not affect your grade average. If you leave and do not complete an official withdrawal, you will receive a grade of XF. This may affect your ability to obtain financial aid in the future.

If you have a disability and believe you need special accommodations in this class, please contact the Disability Services staff at 973-684-6395 or e-mail ods@pccc.edu to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test. More information @ pccc.edu/ods.