



# Lincoln University

ENGLISH 82 – Written Communication I

COURSE SYLLABUS

Spring 2023

**Class sessions:** Tuesday 12:30 – 3:15

**Credit:** 3 units / 45 Lecture hours

**Prerequisites/co-requisites:** None

**Level:** Introductory (I)

**Instructor:** Professor David Frasca

**Office hours and location:** by arrangement only, room 309

**Office phone:** 510-628-8036

**University instructor email:** [dfrasca@lincolnuca.edu](mailto:dfrasca@lincolnuca.edu)

**Course-related email:** same as above

**Pronouns :** He , Him , His

## COURSE DESCRIPTION

A review of grammar and the fundamentals of composition. Practice in writing themes, good paragraph to essay skills reviewed and other short papers given. Particular attention is directed toward writing good solid essays for university level courses (3 units)

## EDUCATIONAL OBJECTIVES

Students will develop their writing skills for academic, professional, and socio-cultural purposes, in theme-centered essay writing. Students will learn editing skills, use of pre, during, and post writing strategies, topic mapping and other resources

Students will demonstrate written communication skills in writing and presenting their essays for personal, peer and instructor evaluation based on established rubrics, including competencies in planning, drafting, editing, and documentation skills.

## COURSE LEARNING OUTCOMES<sup>1</sup>

	<b>Course Learning Outcome</b> <i>Successful students are able to:</i>	<b>Program Learning Outcome</b>	<b>Institutional Learning Outcomes</b>	<b>Assessment Activities</b> <i>As demonstrated by successful completion of and/or participation in coursework and beyond.</i>
1	Develop writing skills for academic, professional, and socio-cultural purposes	PLO 1	ILO 1a, ILO 7a	Successfully completed written assignments mode-centered, audience-oriented, well-formed

<sup>1</sup> Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

				writing
2	Appropriately use topic specification, writing planning, researching, design, development, editing, and documentation			Mode-centered, audience oriented, well-executed grammatically and stylistically, punctually presented essay writing
3	Use pre, during, and post writing strategies			Completed written work Peer evaluation
4	Apply topic mapping and other resources			Completed written work
5	Demonstrate written communication skills in writing and presenting their essays for personal, peer and instructor evaluation	PLO 3	ILO 2a, ILO 6a	Completed written work Peer evaluation Instructor evaluation
6	Demonstrate achieved competencies in planning, drafting, editing, and documentation skills.	PLO 4	ILO 1a	Assigned essays Completed written work Peer evaluation Instructor evaluation
7	Compose well-organized written communications suitable for personal, academic, and professional purposes	PLO 5	ILO 3a, ILO 4a	Assigned essays Completed written work Peer evaluation Instructor evaluation

## INSTRUCTIONAL MATERIALS AND REFERENCES

### Required Text

<https://www.cengage.com/coursepages/GREATWRITING>

### INSTRUCTIONAL METHODS

The course sessions will include lectures, A/V-augmented presentations (text-based and other topically related relevant audio/video/web resources), written and oral classroom exercises and readings applying course concepts, small group and classroom discussions, individual and group assignments based on course units, with emphasis on student engagement in learning by doing.

Assignments and projects may require students to use resources of the library. Detailed guides to *library resources* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website ([ctl.lincolnuca.edu](http://ctl.lincolnuca.edu)).

**STUDENT RESPONSIBILITIES**

Students are expected to consistently attend class punctually and fully (arriving on time and leaving the classroom only at the scheduled break and end times). Successful students participate in individual, pair and group work in a productive manner, prepare and perform well on papers, complete assignments according to schedule and at a level appropriate to university rubrics, and take personal responsibility for meeting the objectives of the course.

**Students will not use cell phones or other devices in class unless instructed by professor to do so**

If for any reason the class needs to be held remotely via zoom the protocol is as follows:

- It is not an optional class it is required
- When you are in the Zoom session you **MUST** have your camera on and be prepared to participate. If your camera is not on, you will be marked absent.
- The Zoom link will be announced on your class’s Canvas Announcement page

**TOPICAL OUTLINE**

English 82 covers the aspects of composing well-organized written communications. The core of the course will emphasize practice in organizing ideas in a clear, logical manner and other elements involved in writing papers in descriptive, cause-effect, comparison and classification contexts. Student and professional writing models will be used throughout the units.

**HOMEWORK ASSIGNMENTS**

Students are required to keep a file of their work: outlines, rough drafts, as well as homework assignments will be in this file, ultimately the finished essays. Students will complete two (or 3) of 4 essays: descriptive, comparison, cause and effect and classification and have the option of turning in two as a finished paper. By midterm students will turn in rough drafts and outlines and other assignments requested by teacher. In addition, for each of the course assignments, students will do the following:

- Read and reflect on assigned units as outlined on the course schedule.
- Review and respond to the assignments. In your response, outline the key questions and answers generated by your reading and reflection.

<b>Unit 1</b>	Verbs. Fragments, nouns, noun forms	To Understand the parts of a paragraph
<b>Unit 2</b>	Clear descriptive language, pronoun	To understand purpose, audience, clarity, unity and coherence
<b>Unit 3</b>	Subject verb agreement	To understand four types of paragraphs
<b>Unit 4</b>	Describing using 5 senses, prepositions of place	To write a descriptive essay
<b>Unit 5</b>	Comparatives and superlatives	To write a comparison essay
<b>Unit 6</b>	Preposition combinations w/nouns	To write a cause-effect essay
<b>Unit 7</b>	Passive voice	To write a classification essay

**ASSESSMENT CRITERIA AND METHOD OF EVALUATING STUDENTS**

*Students will demonstrate their level of proficiency and achievement through appropriate and accurate application of written communication theory and skills. Assessments of improved competence in writing descriptive, comparison, informative, cause-effect and/or classification essays and personal and peer evaluations and reflections are fundamental to the grades attained.*

All activities will be graded according to the points as shown below:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	95-100	90-94	87-89	84-86	80-83	77-79	74-76	70-73	65-69	60-64	0-59

The final grade for the course will be given as the total weighted score for all activities according to the percentage shown in the table below:

Activity	Percent
Class Work: oral and written exercises	20%
Outlines	25%
Essay 1	10%
Essay 2	10%
Final paper	35%
<b>Total</b>	<b>100%</b>

**Please note:**

Revisions to the schedule will be announced in class as needed. **Class attendance is required. If you miss a class, you are still responsible for the homework.** Required textbooks must be obtained as soon as possible and brought to class for each session. Class participation is required for enhanced learning through applied content, group interactions, and individual and small group presentations. **Plagiarized content is strictly prohibited:** Researched materials must be documented using a consistent style for both in text and end-text citations of sources using the published standards of the most recent subject-appropriate style guide, such as APA (social sciences) or MLA (humanities), for example. Missed exams and assignments require certified excuses (signed documentation by an appropriate medical or other official representative). With documentation, a makeup exam may be scheduled. Electronics are not allowed during exams. **Cell phones should not be active during class sessions.**

**Syllabus revision date: January 2023.**