

Syllabus
English 100 Reading/Writing Connection

Instructor: Joyce Back

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Course goals:

To enhance student understanding of the relationship between reading and writing and to strengthen research and writing skills.

Course requirements:

- Completion of all assignments and regular attendance. *Students who miss more than five classes will not be given a passing grade.* In the case of serious illness or other situation that makes it impossible for a student to attend class over a period of time, allowances will be made on a case-by-case basis.
- Two short (2-3 pp) and one long (5-10 pp) research papers that will be graded. Practice essays will be assigned also, but these will be ungraded and in some cases will be done in class. The graded papers must be word-processed; they cannot be passed in hand-written. Sources cited from the Internet must be handed in with the papers. This means that students must be prepared to use a computer with a printer and Internet access. This may mean working at school in a computer lab. Lack of a computer cannot be used as an excuse for not completing the course requirements.
- Reading assignments and successful completion of a series of quizzes on the readings. Quizzes cannot be made up.
- Successful completion of a final exam (open book).
- Cooperative participation in all class activities. Students will be working with others in a group setting to complete worksheets and other activities.

Grading:

The final grade will be based on the following:

Average of short papers:	20 percent
Long paper:	20 percent
Average of quizzes:	20 percent
Activity grade:	20 percent *
Final exam (open book):	20 percent

The activity grade is based on attendance and class participation.

Notes: Feel free to contact me if you need to. You can reach me during week days at INNCOM international, inc., where I work as a technical writer. On weekends, email my home email address; I check email regularly. Please let me know right away if you have any special problems or concerns.