***ENC 1102 Course Syllabus* Freshman Composition 2ENC 1102**

**Spring 2014 CRN 21237 MW 10-11:15am Building 2-118**

**CRN 20038 MW 11:30-12:45pm Building 2-118**

*“… I don’t believe that we can write any kind of story without including, whether we intend to or not, our response to the world around us.” – Madeleine L’Engle*

*“There is no way to write unless you read, and read a lot.” – Walter J. Ong*

* **Email Address:** [eobrien@mail.valenciacollege.edu](mailto:eobrien@mail.valenciacollege.edu)
* **Login to BB9:** <https://online.valenciacollege.edu/>
* **Office: Building 4 room 2422**
* 407-582-2496

*Face to face office* *hours*: Monday and Wednesday 1-3:00pm, Tuesday 11:30-12:30.pm.

*Online/flex office hours (available via email)*: Tuesday and Thursday 12:30-2:30 and Friday 8:30-9:30a.m.

* **Prerequisite:** ENC1101 or 1101H with minimum grade of C.
* **Course Description:** Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.
* **Course outcomes and objectives:**
* **Students will compose essays, including a formal research paper (first course outcome).**
  + **Objectives related to this outcome:**
  + Student will be able to construct a thesis
  + Student will be able to organize supporting details
  + Student will be able to compose introductions and conclusions
  + Student will be able to connect supporting ideas/details to thesis statement.
  + Student will be able to employ standard American English
  + Student will be able to use transitions
  + Student will be able to revise, edit, and proofread
  + Student will be able to use primary and secondary material to support a thesis
* **Students will use conventions of standard American English (second course outcome).**
  + **Objectives related to this outcome:**
  + Student will be able to write grammatically correct sentences.
  + Student will be able to write mechanically correct sentences.
  + Student will be able to vary sentence patterns.
  + Student will be able to employ effective diction.
  + Student will be able to edit for clarity.
* **Students will demonstrate competence in research and documentation (third course outcome).**
  + **Objectives related to this outcome:**
  + Student will be able to use a recognized documentation style, which includes in- text citations and Works Cited page
  + Student will be able to recognize information that requires documentation
  + Student will be able to use library research tools
  + Student will be able to evaluate sources
  + Student will be able to integrate source material into formal research paper
* **Students will demonstrate competence in critical reading skills (final course outcome).**
  + **Objectives related to this outcome:**
  + Student will be able to recognize intent and/or bias
  + Student will be able to identify main ideas and supporting details
  + Student will be able to recognize overall patterns of organization
  + Student will be able to discern author's purpose and tone
  + Student will be able to read texts for literal meaning
  + Student will be able to read texts for inferential meaning

**Atlas Policy**In order to minimize the risk of computer-virus transfers, I prefer to answer student e-mail when the source of that e-mail is a student's Atlas account.

**Please regularly check your atlas or Blackboard account for excessive absence notices, grade warnings, instructor emails, etc.**

**Required Textbooks:** *The Norton Introduction to Literature Shorter Tenth Edition*, Authors: Alison Booth, University of Virginia , J. Paul Hunter, University of Virginia Kelly J. Mays, University of Nevada, Las Vegas

Links to selected short stories, poems and dramas – See BB9

* **Recommended textbooks:** *Quick Access* by Lynn Quitman Troyka and Douglas Hesse, 7th edition
* **Other Materials:** flash drive to save essays on

**NOTE:** You are **100%** responsible for keeping up with everything in this class. Therefore, it will be to your advantage to attend class by logging on regularly, participating fully, and completing all assignments on time. **If you need a quick answer to a question please submit it via email.**

**VC Competencies:** Think, Value, Communicate, and Act are Valencia's core competencies.  In this class you will develop these four cores through reading, viewing, online discussion, group work, and writing, etc.

**Course outcomes:**

* **Think:** As you engage with the literary texts we will be reading (fiction, drama and poetry), you will be asked to think critically and creatively about them. You will also apply and hone your skills of analysis and synthesis as you evaluate and incorporate material from your experiences and opinions, the original texts, and the literary critiques of scholars, etc.
* **Value:** Through the process of reading and writing about various literary works, you will gain an appreciation of a variety of literature. Through class discussion and writing, you will also gain an understanding of and an appreciation for the opinions of others (peers, critics, etc.). You will also gain an appreciation for the strengths of literary characters, others and yourself.
* **Communicate:** Through discussion, you will engage in thoughtful dialogue with your peers and instructor about the various texts we will read as well as yourself and character analysis. You will also express your opinions and integrate the opinions of others into your writings and share these with your peers. You will communicate your research findings in a written presentation. By doing so, you will enhance your learning and that of others.
* **Act:** You will take personal responsibility for your own learning, work, collegial attitude, and behavior and participate fully and to the best of your ability in the learning environment.

NO-SHOW PROCEDURE: The no-show reporting period for this course is listed below. If students registered for the course have not attended any classes from the first day of class to the beginning of the no-show reporting period, then the instructor will withdraw them from the course on the first day of the no-show reporting period.

Primary no-show dates for Spring 2014 are as follows:

* Full-term courses: January 15-24
* H1 courses: January 15-24
* H2 courses: March 13-22
* TWK courses: February 18-27

**Withdrawal notices, policy and attendance policy for ENC 1102.**

Refer to the Student Handbook at [http://valenciacc.edu/pdf/studenthandbook.pdf](https://webmail.valenciacc.edu/owa/redir.aspx?C=5ac5d26b191d4fde84105a6b27ad80e9&URL=http%3a%2f%2fvalenciacc.edu%2fpdf%2fstudenthandbook.pdf) for additional issues related to withdrawal. Students may be informed electronically via Atlas, if the student accumulates absences or missing assignments, discussions, email responses, essay submissions that threaten his or her academic progress or standing in the class. The professor may withdraw the student if the student continues to be absent. It is the student's responsibility to communicate with his or her professor regarding any absences/missing assignments. Failure to do so in a timely manner may put the student at risk of being withdrawn as indicated in the attendance policy on the professor's syllabus.

**Important Dates: Withdrawal Deadline for W grade: March 21, 2014**

[**http://valenciacollege.edu/calendar/documents/2012-13ImportantDatesCalendarFinal.pdf**](http://valenciacollege.edu/calendar/documents/2012-13ImportantDatesCalendarFinal.pdf)

**Spring Break: March 1-9**

**Attendance and Deportment:** I expect you to be on time to **all** class meetings and to attend **every** class. I will take roll (only once) at the beginning of every class meeting.

* **Tardiness:** Tardiness is disruptive, inconsiderate and unacceptable. Plan ahead to be at class on time.
* If a student misses **10 minutes of class** he or she will be considered **absent. However, you should still come in, sit quietly, and learn from what is going on in class. But, any work collected or done during the class will not be accepted or graded from a student who is more than ten minutes late to class.**
* Make plans to stay for the whole class meeting. Don’t get up in the middle of class to make a phone call. If you have an emergency, let me know privately, but don’t disrupt your classmates.
* **If you accumulate three absences**, you can be withdrawn.
* **Absences** - Absences should be used for emergencies and illnesses such as death in the immediate family, jury duty, or hospitalization/severe illness with documentation from a doctor. These absences are more than enough to cover emergencies and illnesses that occur during the semester.
* **Students are permitted 2 absences without penalty**; subsequent absences will require documentation of a medical emergency or ongoing medical condition.”
* Do not schedule appointments or work hours during class meetings. They will **not** be considered excused absences.
* Turn off all cell phones, laptops and pagers during class unless you are given permission to use them for a class assignment.

**Participation:** I expect you to participate in class discussions and activities; this participation will be factored into your final course grade. Learning occurs when you are actively involved in the process. Take responsibility for your own learning by being prepared, completing assignments on time, paying attention to details and deadlines and participating.

**Assignments and keeping up: This course is very time intensive.** Make sure you are logging on to Atlas/Blackboard several times a week, checking your email, etc.

**\*\*\*\*A special note about computers**: Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not be accepted as a valid excuse for a document that is submitted late. I advise you to save all your documents to a flash drive and your hard drive. You may also want to email yourself a copy of your file/assignment.

"To err is human - and to blame it on a computer is even more so."

~ Robert Orben ~

**Important Notice:** Your instructor is **NOT** technical support. If you are experiencing problems with Atlas, Blackboard, etc. you will need to contact the appropriate department: (407)582-5600. The ATLAS help desk phone # is (407)582-5444.

# **Assignments and Grading:** Please remember that your submissions are college-level material and should conform to the following:

1. Assignments are due at the beginning of class on the due date assigned; they are late and may earn a zero if they are submitted thereafter (see Late Work Policy).
2. **When submitting assignments, they must be in Microsoft Word (.doc) or rich text format (rtf) and formatted as follows. No other file formats will be accepted and will count as a zero:**
3. The entire paper should have one-inch margins and be double-spaced using size 12 Times New Roman font.
4. are proofread for grammatical and mechanical (spelling, capitalization, and punctuation) errors
5. The student’s name, class information, and the title of the paper should be in the upper left-hand corner.
6. Page numbers should be placed in the upper right-hand corner.
7. Adherence to these format requirements will affect the grade.
8. All sources must be documented according to MLA standards.
9. Stapled or paper clipped together

**Suggestion:** Always make and keep a backup copy of each paper that you turn in. You can toss it after you get your graded final back.

**Computer problems will not be accepted as an excuse for late work.**

The following information should go in the upper left corner of the page

Your name

Course and Section Number

My Name

Assignment

Date

All pages thereafter should look like this:

Last name page#

**NOTE:** Papers that do not conform to any of the syllabus guidelines, will not be accepted and must be resubmitted with corrections and will be counted as a late assignment.

**Makeup Policy: Late or missing assignment policy:**

* ALL assignments are due by the assigned due date at the **beginning of class** or when I collect them**. Students who are more than ten minutes late to class may not turn in work for full credit/a grade. Such work will lose 25% of its value. For example if you would have earned an 80% and the paper is turned in after it has been collected in class on the day it was due, it will only receive a 60%.**
* Failure to hand in any assignment will result in it earning a failing grade of **ZERO.**
* **Late work turned in the next day will lose 50% of its earned grade. After this date, no late work will be accepted. For example if you would have earned an 80% and the paper is turned in the day after it was due, it will only receive a 40%.**
* No assignments will be accepted after the last class meeting/posting/assignment due date.
* **The deadline for the research paper, midterm, and final is absolute.** Do not even ask for an exception or extension. Late research papers will not be graded.

**Plagiarism: Write your own stuff.** I expect that ideas presented in your writing assignments were authored by you and that all outside sources have been cited properly. I have ZERO tolerance for plagiarism.Any assignment that shows signs of plagiarism will receive a grade of **zero.** Plagiarism can also result in earning an **“F”** in thecourse and/or being **withdrawn** from the course. The full policy is posted in each classroom.

“ To plagiarize is to present another person’s words or ideas as if they were your own… Plagiarism is a serious offense that can be grounds for failing a course or expulsion from a college.” (From Troyka, Lynn. Handbook for Writers.5th edition p.487) I expect that the ideas presented in your essays were authored by you and that all outside sources have been cited properly. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

**GRADING:** A = 90‑100, B = 80‑89, C = 70‑79, D = 60‑69, F 59-0

A student's grade will be based on the total of essay grades, discussion posts, online presentations and examinations.  **APPROXIMATE Total possible points: 500-800.**

* **Essays**: Each student is required to write one to two literary essays. Each essay is worth 100 points.
* **Poetry Project and presentation**: Each student is required to complete one group poetry project. The project will be worth approximately **50-100 points** toward the final grade.
* **midterm/final** A card report is a type of short essay response type writing. Details to come.
* **Discussions:** Each student is required to participate during our discussion time. Because of their interactive nature, students need to do the reading before class and come prepared with their thoughts, ideas, insights, and questions. You may earn participation points for these.
* **Research Paper:** Each student is required to write a research paper using at least 3- 5 sources and formatted according to MLA documentation standards. This paper is worth **100 points (A-F)** of the final grade.
* **Annotated Bibliography:** approximately 50-100 points. Details to come. This will become part of your research paper assignment and aid you in developing your research paper. However, it is a separate grade and assignment from your research paper.
* **There may be some additional points for submitting drafts of outlines and works cited pages…**
* **You may also complete a topic approval and summary of the ideas you want to cover in your paper for me.**
* **MIDTERM Exam**: Each student must complete the midterm exam. It will include short answer questions. The exam is worth **100 points** toward the final grade.
* **Final Exam**: Each student must complete the final exam. It will include short answer questions. The exam is worth **50 points** toward the final grade.

Grading ScaleA=100-90, B=89-80, C= 79-70, D=69-60, F=59-.

**Possible Points/Grades:** **Writing Assignments/Essays:**  100-200 **Midterm Exam:** 100 **Final Exam**: 50 **Research Paper:** 100 **Annotated Bibliography**: 50-100 **Attendance & Participation: 50 Group work and classwork/participation: approx.**150 **Poetry project: 50-70**

**\*You MUST complete the research paper to earn a passing grade in the course. If you do not complete this paper regardless of your average in the class, you will not earn a passing grade in the class – A grade of D or F will be assigned.**

**Course Organization:** This course is broken up into modules – Short Story, Poetry, Research and Drama.

**CELL PHONES AND BEEPERS AND LAPTOPS TURNED OFF** The first time such a device interrupts the class you will need to apologize to the class for interrupting our learning. The second time you will be marked absent for the day and lose the points for work due that day or group work participation points assigned that day. Also, there is to be **no text messaging or use of laptops in class unless the professor gives you permission to use them on an assignment**. If you do so, you will be asked to leave and forfeit all points for whatever assignment was due that day.

**More on the late or missing assignment policy:**

* **ALL** assignments (homework, rough drafts, final drafts, etc.) are due at the beginning of the class on the assigned due date**.**
* Failure to hand in any assignment will result in it earning a failing grade of **ZERO.**
* This is an intensive writing course and your success and progress rests on your submitting your assignments as they are due and receiving feedback on them before progressing to the next assignment. Treat this class as your job.
* IF, however, you provide documentation that you were hospitalized, had active military duty or jury duty, I will take that into consideration.
* **The deadline** for the **documented research essay is absolute.** Do not even ask for an exception or extension. I do not accept late research papers.
* **Emailing a paper is not typically an accepted form of submission and the paper will not be graded until a hard copy is submitted with appropriate documentation for your absence.**
* You need to be in class to turn in your work and your work is due at the beginning of class and **will not be accepted for full credit if you arrive late. The paper will lose 25% of its value. For example if class starts at 12pm and if you arrive at 12:05 with your paper, it loses 25 % of its value. Students who are more than ten minutes late to class may not turn in work for full credit/a grade.**
* If you submit a paper after class or the next day it **will lose fifty percent** of its earned grade.
* **Do not email and ask what your grade is or if you can do extra credit during the last two weeks of class.** Blackboard grades are available online. You should be checking. “Extra” credit implies you did all the credit. It also has to be offered by the professor to everyone.

**Final Exam Policy:** To receive credit for a course for which you are registered, you must take the final examination. **It is your responsibility to know when and where the final examination is scheduled and to be present and on time.** You may be absent from a final examination or deviate from the examination schedule only with approval by the professor and the appropriate provost. **http://www.valenciacc.edu/calendar/FinalExam.cfm**

* **Disclaimer: The syllabus and course schedule may be changed at the discretion of the professor.**

Please make note of evacuation route from you classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.

COLLEGE POLICIES:

A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/> ; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/> ; and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>.

Links to the College Catalog, Policy Manual, and the Student Handbook:

* + College Catalog - <http://www.valenciacollege.edu/catalog/>
  + Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
  + Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>
* Student Code of Conduct -<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

Smoke Free Campuses: Smoking is not permitted on any Valencia campus.

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

* East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222
* Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
* West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222
* Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

**Withdrawal Policy:**

WITHDRAWAL Per Valencia Policy 4-07 (Academic Progress, Course Attendance and

Grades, and Withdrawals), a student who withdraws from class before the established

deadline for a particular term will receive a grade of “W.” A student is not permitted to

withdraw after the withdrawal deadline of [March 21]. A faculty

member MAY withdraw a student up to the beginning of the final exam period for

violation of the class attendance policy. A student who is withdrawn by faculty for

violation of the class attendance policy will receive a grade of “W”. Any student who

withdraws or is withdrawn from a class during a third or subsequent attempt in the same

course will be assigned a grade of “F”. For a complete policy and procedure overview on

Valencia Policy 4-07 please go to:

<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

**\* Disclaimer**- The instructor reserves the right to alter the course syllabus and schedule.

You should check your **Blackboard and atlas email** and the homework discussion forum **frequently** for messages from me. Failing to check e-mail messages will **NOT** be accepted as an excuse for late work. **I use the Blackboard grading program as well. Please keep track of your points and grades here. Email me if you see an error.**

**Important to note:**

**Dates –** When I roll over a previous class to the new term, I try my best to fix all the dates, but should you find one that does not match the course outline or our term, please let me know so that I can correct it. I appreciate your extra set of eyes and help.

**Links –** I do my best to keep current links, but if one is broken please let me know. There are so many that it is hard to check each one to see if it is down. Again, I appreciate your extra set of eyes and help.

**Student Conduct and Academic Honesty:**

• Exams, essays, discussions, tests, and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit.

• Students are responsible for preparing for class by reading pre-assigned readings and completing assignments. Students who are out of town, traveling or away from their computer are still fully responsible for all material and due dates.

• The instructor’s phone and email are provided for emergency situations, such as

missing an exam, and brief questions about specific assignments. Messages should

consist of your name, your class and class time, and a brief message. Questions such

as “What did we cover in class?” will not result in a response. Due to the problem of

“phone tag”, student phone calls will normally not be returned. Emails with specific

questions will be answered as soon as possible, usually within 48 hours. Students

who need more than a brief response should arrange a meeting with the instructor

**Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but

is concerned with the development of responsible personal and social conduct. By

enrolling at Valencia College, a student assumes the responsibility for becoming familiar

with and abiding by the general rules of conduct. The primary responsibility for

managing the classroom environment rests with the faculty. Students who engage in any

prohibited or unlawful acts that result in disruption of a class may be directed by the

faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to

disciplinary action up to and including expulsion from Valencia. Disciplinary action

could include being withdrawn from class, disciplinary warning, probation, suspension,

expulsion, or other appropriate and authorized actions. You will find the Student Code of

Conduct in the current Valencia Student Handbook.

**Computer/Equipment Use Policy:**

• Use of computers in the Business, IT, and Public Services classrooms at Valencia

College is restricted to those activities designated by the instructor to enhance the

class materials. Any other use is strictly forbidden. Inappropriate use includes, but is

not limited to:

• Use of computer to send E-mail or access Internet sites not specifically assigned in class.

• Use of computer for job, internship, homework or other activities not assigned in class.

• Modifying any hardware or software system configuration or setting.

• Activities not in accordance with the Valencia Student Code of Conduct

• Use of computers in the Business Students open lab (Bldg. 2, Room 304) is limited to

those activities involved with preparing homework or coursework in the IT or

Business departments and is subject to the same restriction as listed above.

• Computer use is remotely monitored; any student using computers inappropriately

may be subject to dismissal from class or banishment from the lab. Subsequent

offense may be sent to the campus administration for further disciplinary action.

Comp II Essay Grading Rubric

*(For the paper to pass, it must score Competent or better in ALL areas.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Sophisticated (A) | Competent (B/C) | Not Yet Competent (D/F) |
| Use of Terminology | Understands and uses a wide variety of literary terminology correctly and insightfully; communicates clearly within the discourse of the genre. | Uses some literary terminology in the journal response; sometimes does not show a clear understanding of the discourse. | Rarely employs literary terminology; often does not seem to be aware that terminology is available to describe the points made in the journal response. |
| Interpretation | Interprets a number of literary elements, such as theme, structure, language, and tone, and shows their significance related to possible meanings of the work. | Often relates interpretation of the work to elements of literature, poetry or drama. Sometimes interprets through plot or language summary. Generally valid read. | Provides mostly plot or language summary; does not use literary concepts of any kind to aid in interpretation. Reading of the work does not reflect critical thought. |
| Assertions | Makes clear, unique, and insightful claims that reflect in-depth critical thinking about possible interpretations of the work. | In most cases makes clear claims about the nature of the work. Occasionally resorts to personal reactions or opinions. | Provides only personal opinion about the work. Does not provide valid assertions. |
| Support | Provides textual evidence to support all claims; explains clearly why each example is valid as evidence. Elaborates and develops as needed for clarity. | Provides quoted or paraphrased support for some assertions and needed explanations; at times does not back general claims based on assumptions and occasionally does not develop supporting ideas convincingly. | Offers no support for whatever claims are offered; provides only generalizations that are not supported by the text. |
| Grammar and Mechanics | Uses grammar and punctuation deliberately and creatively with few to no errors; sentences are coherent and varied in style and structure, with appropriate and graceful transitions; word choice is mature and correct; avoids ordinary words, clichés, and jargon. | Occasional but limited errors in syntax, agreement, pronoun reference, spelling, and punctuation. Demonstrates better than average variety in sentence structure; makes relatively few errors in use of coordination, subordination, and sentence types; provides adequate transitions. Word choice is relatively mature and correct with occasional ordinary words. | Frequent errors in syntax, agreement, pronoun case and reference, spelling, and punctuation. Sentence structure is simple or fragmented. Sentence structures are awkward and lack clarity; demonstrates little sentence variety; frequently creates fragments and run-ons. Writer uses some words incorrectly; uses vague, ordinary words and relies on clichés and jargon. |

THEME GRADES for ENC 1101 and 1102

Valencia Community College

Grades on written work range from A to F. They are based on both content and form. The criteria for each grade are listed below. Your instructor assumes that you will do the assignment as instructed, and that when you choose your own topic, you will select one appropriate to expository writing.

The A theme

1. has clear stated thesis, accurately written topic sentences that support the thesis, and sufficient fresh detail to support the topic sentences;

2. is logical and generally thought-provoking;

3. has clear and effective organization and appropriate transitional devices between paragraphs and between and within sentences;

4. employs variety in length and structure of sentences;

5. uses words correctly and avoids wordiness, jargon, pretentious diction, slang;

6. is virtually free of errors in grammar, sentence structure, punctuation, and spelling, and of common weaknesses in writing (overuse of passive voice, shifts in focus, awkward phrasing, and other errors listed under “Weaknesses” below).

The B theme

1. has a clearly stated thesis, topic sentences that support the thesis, and adequate details   
 to support each topic sentence;

2. is logical and occasionally thought-provoking;

3. has clear organization and appropriate transitional devices between paragraphs and

sentences;

4. uses words acceptably without awkwardness or wordiness;

5. uses appropriate coordination and subordination;

6. is relatively free of errors in grammar.... (See #6 under the A theme and “Weaknesses.”)

The C theme

1. has a passable thesis, topic sentences that relate to the thesis, and some detail to

support each topic sentence;

2. is logical but rarely thought-provoking;

3. has recognizable organizational pattern and overall coherence;

4. lacks accurate word choice and tends to be awkward or wordy;

5. lacks sentence variety;

6. contains occasional errors in grammar.... (See #6 under the A theme and “weaknesses.”)

The D theme

1. lacks a clear thesis or fails to develop the thesis it does have;

2. is frequently illogical;

3. lacks organization beyond an elementary level;

4. uses monotonous sentence structure and phrasing;

5. tends to prefer general to specific words;

6. contains frequent errors in grammar.... (See under the A theme and “Weaknesses.”)

The F theme

1. lacks a clear thesis, organization, and/or development;

2. is illogical;

3. fails to use specific words; frequently uses wrong words;

4. uses elementary sentences structure;

5. has frequent errors in grammar.... (See #6 under the A theme and “Weaknesses.”)

Weaknesses characteristic of D and F writing:

1. inaccurate word choice

2. obscure or ambiguous phrasing

3. unjustifiable sentence fragments

4. run-on sentences

5. fused sentences

6. comma splices

7. lack of verb-subject agreement

8. lack of pronoun-antecedent agreement

9. inappropriate shifts in tense, voice, mood, tone, etc.

10. misplaced modifiers

11. misuse of common marks of punctuation

12. inappropriate capitalization

13. inconsistent numbering system

14. excessive misspellings

15. unconventional manuscript form

16. illegible handwriting or careless typing

**Note: I also highlight your paper in red, yellow, green, etc. to indicate errors in grammar, spelling, word choice, lack of source citations, etc.Grading Marks for Writing Assignments**

Please remember that I generally only mark an error **ONE TIME** per paper. So, if you misspell the **SAME** word throughout your paper, use the incorrect form of a verb like ***teached*** or ***tooked***, use ***I*** instead of ***you***, I will only mark the error the **first** time I find it. After that, I expect **YOU** to find and fix the error throughout the rest of your paper. Take responsibility for improving your writing.

**\*Note: After essay one, I highlight (in a different font color) your grammar, spelling, word choice errors. I may highlight on essay 1 as well, but highlighting and less symbolic feedback is given on essay 2-research paper.**

**Major Mistakes/Errors**

|  |  |  |
| --- | --- | --- |
| **Mark/Symbol** | **Error Type** | **How to fix** |
| Frag | Fragment | Write a complete sentence. You need to have an independent subject and verb. |
| Cs | Comma splice | Break the sentence into two separate sentences. |
| Fs/ro | Fused Sentence/Run on sentence | Break the sentence into two separate sentences. |
| Agr | Subject-verb agreement | Singular subjects need singular verbs (end in ***s***). Plural subjects need plural verbs (don’t end in ***s***). |
| Tense | Verb tense | Use your textbook or a dictionary to find the correct verb form. |

**Important Errors**

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| **Symbol/Mark** | **Error Type** | **How to fix** |
| Pro | Pronoun error | Look up the correct pronoun form in your textbook. |
| ^ | Missing comma or other punctuation mark. | Insert comma or other missing punctuation. |
| Sp or circled word | Spelling | Use a dictionary! |
| Cap or three underlines | Capitalization | Use a capital letter. |
| Lc or / | Lowercase | Use a lower case letter. |
| Art | Article error | Use ***a, an****,* or ***the*** correctly. |
| ‘ | Apostrophe error | Put one in or take one out as needed. |
| Pl | Plural error | Make the word plural. |
| Sing | Singular error | Make the word singular. |
| Poss | Possessive error | Find the correct possessive form in your textbook. |
| Noun or N | Noun form | Find the correct noun form in your textbook or dictionary. |
| Verb or V | Verb form | Find the correct verb form in your textbook or dictionary. |
| Adj | Adjective form | Find the correct adjective form in your textbook or dictionary. |
| Adv | Adverb form | Find the correct adverb form in your textbook or dictionary. |
| Prep | Preposition error | Add one if it is necessary or use a different preposition. |
| Ww | Wrong Word | Check a dictionary for the right word. |
| wc or bw | Word choice or better word | Check a dictionary or thesaurus for a more appropriate or vivid word. |
| Mw | Missing word | Proofread your writing more carefully. |
| Awk | Awkward phrasing | Rephrase whatever is marked. Make sure your ideas are clear and short. |
| Red | Redundant | Rephrase whatever is marked. Make sure your ideas are clear and short. Don’t say the same thing over and over. |
| unnec. Or Del. | Unnecessary/Delete | Remove unnecessary or redundant words or phrases as marked. |
| ¶ | Paragraph | Start a new paragraph where marked. |
| ital or single underline | Italics error | Italicize or underline the title. |
| Ul or u/s | underline/underscore | Underline the title. |
| Trans. | Transition | Add a transition. See handbook for ideas. |
| WO | Transpose/Word Order | Reorder your words for clarity. |
| Wordy | Wordy | Condense long sentence or phrase for simplicity and clarity. |

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| QI | Quote integration/quote not integrated | When you use a quote, make sure it is introduced or integrated smoothly into your own sentence structure/word order. A quote should be introduced or concluded with your own words. |
| TF | Title format | The title of your paper should be centered at the top of your first page. Your title should not be italicized, boldfaced, all caps, or underlined. Words in the title are capitalized except for a, an, and the. If you use a title of another work within your title, you should punctuate it appropriately. *This could also indicate that you did nor properly punctuate the title of a source. Books get underlined. Articles, short stories and poems get quotation marks.* |
| : | Colon misuse | See handbook for colon use. |
| ; | Semicolon misuse | A semi-colon separates two independent clauses and indicates that the two ideas are closely related - what is on either side of the; could stand alone as a sentence. A; can also be used to separate items in a list which contain commas. |
| S-V | Subject-verb agreement | Error occurs with using a singular subject with a plural verb or vice versa. |
| # or NU | Number use | Numbers less than ten should be written as words. 11 and higher should be written as numerals. See handbook for exceptions/rules. |

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| Par. | Parallelism | Words or phrases in lists or of equal importance should be of the same part of speech. See handbook for rules and suggestions. |
| D or V | Detail or Vague | The information presented in your writing is too general or vague. Provide a specific name, number or sensory description to make the reader able to visualize or become concretely aware of what you are writing about. |
| **I**  or  **S/I**  Or  **Ex.** | **Illustrate**  Or  **Support and illustrate**  Or  **Example** | Use a real life/real world example to show rather than simply telling your reader what you are talking about. |
| U or? | Unclear | Your point is confusing or not fully clear due to poor word order or usage, grammar, or logical explanation - or you may have contradicted a point that you made earlier. Reread your sentence or paragraph again and put yourself in your reader’s place. |
| Dev | Development | Paragraph lacks sufficient detail, illustration, explanation, examples etc. |
| S or Source? | Source lacking or needs source support | Paragraph lacks source support or citation. (parenthetical, in text references) |