

ACADEMIC SKILLS AND GENERAL STUDIES DIVISION**CONTACTS AND COMMITMENT**

619-4240, Division Dean

619-4331, Secretary

To offer curriculum and instructional methods that guide each learner to develop the skills and attitudes leading to academic and career success.

ACSK 0041, 0042, 0043 Foundations of Writing

The student selects the number of credit hours, from one to three, when enrolling. This is a course to address the punctuation, verb forms, patterning, and usage skills needed by first or second language students. The schedule is planned on an individual student basis, with weekly computer lab time and instructor conference. Home use of the computer tutorial and conferencing by e-mail are possible. This course may be taken along with Intermediate Composition, Composition I or II, or alone, and can be repeated. Enrollment for one credit hour is allowed through the eighth week of the regular semester. No prerequisite. This course and selection of credit hours from one to three is also offered through distance learning, with instructor consent.

CREDIT HOURS: 1, 2, or 3 credit hours, none counting toward any degree requirements. Course grade is computed in GPA.

TARGET AUDIENCE AND TRANSFER:

This non-transfer course is intended for college students who wish to review or who have demonstrated a need to review the mechanics, rules, and structure of English writing. Exit criteria for Foundations of Writing is completion with a "C" or better grade in completing the contract arranged individually. This course is also for students who can self-teach and who prefer working one-to-one with an instructor. This course also benefits students who cannot meet with a class on a regular basis. For both types of student, this course is offered in two formats: 1) conferences scheduled with the instructor; or 2) web-ct, a distance learning opportunity which requires students to meet with the instructor 3 times during the semester, including orientation to the program.

CORE COURSE OBJECTIVES

A student successfully completing ACSK 0043 Foundations of Writing will demonstrate these primary competencies as well as those selected by the student for study:

1. Use grammar rules to improve proofreading techniques.
2. Write complete sentences.
3. Demonstrate techniques for writing with unity and coherence.

REQUIRED/OPTIONAL TEXTS AND STUDENT RESOURCES:

Required: *Along These Lines* by Biays and Wershoven, 3d ed., Prentice-Hall, 2003.

E-mail address and sending attachments (This information can be obtained from the instructor or the Learning Lab).

Other Resources:

Reference materials, Internet, and study strategy and time management videos in NWACC's Library
NWACC's Life Development Center counseling service and programs.

Computer access to word processing, e-mail, and internet in the Learning Lab.

REQUIRED FORMS OF ASSESSMENT:

In all sections of Foundations of Writing a pre- and post-diagnostic is optional, but encouraged. Student grade is based on a portfolio. Grouped statistics regarding overall student learning in the course are based on these diagnostic tools. In addition, an ACSK Developmental Performance Report indicates that students who successfully complete Intermediate Composition succeed in Composition I at a rate comparable to that of students placed directly into Composition I.

TOPICS (REQUIRED COVERAGE):

Parts of speech and the simple sentence—subject-verb agreement, prepositional phrases, sentence variety, punctuation, and proofreading. Students choose further areas of concentration in a contract depending on credit hours.

The writing process and practice in paragraphing. Writing is from text readings, and is sent in an attachment by e-mail at an arranged time scheduled in agreement between the instructor and the student in a mutual contract.

Write and send by attachment each week not in conference.

Send e-mail up-dates weekly.

Arrange appointments to meet on campus for orientation, mid-term, and final exam.

Plagiarism is dishonest and will not be tolerated. Plagiarized work receives an automatic grade of zero; culpable students may face suspension or dismissal. Cheating on other assignments or exams will cause an automatic grade of zero. See the NWACC handbook for college regulations and action on academic dishonesty, academic misconduct, and other college policies pertaining to the privilege of participating in higher education.

OPTIONAL COVERAGE:

Additional or repeated practice with required topics including pronouns (point of view, agreement, reference, types); verbs and tenses: action verbs-intransitive and transitive--direct objects\linking verbs--complements--predicate nouns or predicate adjectives; other phrases, especially verbals; dangling and misplaced modifiers, and transitions.

Problems most commonly found among ESL students as well as first language English speakers.

Some students may choose to move into the essay with emphasis on paragraphing within the context of the essay. This will include practice in preparing a thesis statement.

Practice relative to writing in a concurrent composition course.