TO: UGCC - Meeting April 2007  
FROM: Alan Rosiene, Department of Humanities & Communication  
SUBJECT: Addition of COM 0100 Basic Writing for ESL Students

The Humanities and Communication Department is suggesting the following addition to its course offerings:

1. COM 0100 Basic Writing for ESL Students

   This course will provide additional instruction in writing for ESL students who need more practice before entering COM 1101. The current course COM 0110 Basic Writing Skills (syllabus attached) is designed for native English speakers whose grammar is poor although their writing may be acceptable. ESL students are familiar with the rules of grammar, but many need more practice with sentence and paragraph construction to handle the writing required in Composition and Rhetoric. COM 0100 will provide a more secure bridge to COM 1101 and reduce the likelihood of failure in freshman writing.
This course is available for student registration only after the approval process has been completed.

SUBJECT  COM  COURSE NO. 0100  CREDIT HOURS 3  TERM TO BE ADDED TO THE FILE Fall 2007
          Alpha Prefix (e.g., CSE)  Number Choice (e.g., 1301)

CLASS HOURS 45  LECTURE HOURS  LAB HOURS  CONTACT HOURS (CEU ONLY) ________________

DEPARTMENT  Humanities and Communication  SCHEDULE TYPE  Lecture
          (e.g., Computer Science)

☐ COLLEGE OF AERONAUTICS-23  ☒ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS-25
☐ COLLEGE OF BUSINESS-24  ☐ COLLEGE OF SCIENCE-26
☐ COLLEGE OF ENGINEERING-01  ☐ UNIVERSITY COLLEGE EXTENDED STUDIES-27

COMPUTER TITLE  Restricted to 25 characters, including spaces  Writing for ESL

CATALOG TITLE  Basic Writing for ESL Students

CATALOG DESCRIPTION OF COURSE  Limited to 350 characters, including spaces

Provides instruction for ESL students who need additional practice writing sentences and paragraphs to develop the skills required in COM 1101 Composition and Rhetoric. Credit may not be applied toward any Florida Tech degree. Requirement: ESL 0945 or Instructor approval.

In addition, you may attach a course syllabus and/or more detailed description.

RESTRICTIONS  ☒ Prerequisite  ESL 0945  ☐ Corequisite  ________________
              Course Number  Course Number

☐ Prerequisite ________________  ☐ Corequisite ________________
              Course Number  Course Number

GRADES TO BE ISSUED
☒ A, B, C, D, F
☐ A, B, C, D, F, CEU
☐ CEU
☐ S, U
☐ P, F
☐ Other

ADDITIONAL RESTRICTION  or instructor approval.

(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

SUBJECT Alpha Prefix (e.g., CSE)  COURSE NO. (e.g., 1301)

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

Chair, Graduate Council  4-6-07

Chair, Undergraduate Curriculum Committee  9/1/07

REGISTRAR'S USE ONLY

SCACRD  SCADETI  SCAAPRO  SCABASE
SCARRES  Operator Init  Date

DISTRIBUTION:
Original—Registrar  Copy—Academic Unit
Florida Institute of Technology - Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8114 • Fax (321) 674-7827
COM 0110 – Basic Writing Skills  
Spring 2007

E-mail: zfazal@fit.edu       Office hours: TBA

Text: 

Objectives: 
- To develop the ability to write clear, grammatically correct prose 
- To review grammar and spelling rules 
- To practice revision and editing

Materials: 
Please bring your textbook to class. Come to class prepared to write – bring lined paper, pencils, pens, erasers, and a dictionary/thesaurus when needed. Please keep class handouts and all your work in a notebook for self-evaluation at the end of the semester.

Attendance: 
In order to be successful in this course, you should attend every class meeting. Absence from more than three classes will adversely affect your grade. If you are absent from 25% of the classes (ten class meetings), you will automatically receive an “F” in the course. As soon as you miss ten class meetings, you will not receive grades on any further assignments or exams.

Tardiness is unprofessional. In the rare event that you are a little late to class, you are responsible for letting Ms. Fazal know so she can change your absence mark.

Assignments: 
All assignments are due in class on the designated day. Assignments will not be accepted via e-mail or the instructor’s mailbox. Late assignments will not be accepted. Missed assignments will result in a grade of zero unless prior arrangements have been made with the instructor. In-class assignments, quizzes, and exams cannot be made up without an official medical excuse.

During the semester, you will write seven paragraphs of 250-300 words each and one essay of about 1500 words. All out-of-class writing assignments need to be word processed using Times New Roman font, size 12, and double-spaced. Include a word-count for each assignment. For each assignment, you will be required to submit a draft and a final version. You will not receive a grade for the final version if you do not submit the first draft.

In-class quizzes (announced and unannounced) will contain grammar exercises and comprehension questions based on assigned readings. To do well in the quizzes, you need to keep up with the assigned readings and exercises.

Grammar tests will be given on the days announced on the syllabus. The final exam will be given on the day and at the time designated by the university’s official exam schedule. Please make your summer break travel arrangements accordingly.
Plagiarism:
Any form of academic dishonesty will result in an “F” for this course. You are responsible for knowing all Florida Tech academic dishonesty policies (www.fit.edu/current/plagiarism.pdf). By remaining enrolled in the class, you agree to the plagiarism policies above, as well as to having your work submitted to an online plagiarism detection website as needed.

Academic Support Center:
The faculty writing consultants in the Academic Support Center (ASC) are available to give you additional help for out-of-class writing assignments. The ASC is located in the Evans Library Pavilion, next to P-133. Call x8009 to make an appointment for help.

Grading:
Your final grade will be based on the following:

Quizzes  20%
Grammar Tests  20%
Paragraphs  40%
Essay  10%
Final Exam  10%

The final grade will be assigned according to the school scale (90% = A; 80% = B; 70% = C; 60% = D).
<table>
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<tr>
<th>Week</th>
<th>Text Chapters</th>
<th>Assignments</th>
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<td>1 – Jan. 8</td>
<td>Chap. 14 – The Simple Sentence</td>
<td>M – Diagnostic writing</td>
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<td>Chap. 15 – Coordination</td>
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<td>3 – Jan. 22</td>
<td>Chap. 18 – Avoiding Fragments Chap. 19 – Parallelism</td>
<td>F – Grammar Test I</td>
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<td>4 – Jan. 29</td>
<td>Chap. 1 – Writing a Paragraph Chap. 2 – Illustration “Spanglish” (p. 596)</td>
<td>F – Illustrative paragraph draft</td>
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<td>5 – Feb. 5</td>
<td>Chap. 3 – Description “A Present for Popo” (p. 599) Chap. 20 – Adjectives and Adverbs Chap. 21 – Problems with Modifiers</td>
<td>W – Illustorative paragraph final F – Descriptive paragraph draft</td>
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<td>6 – Feb. 12</td>
<td>Chap. 4 – Narration “The Good Father” (p. 603) Chap. 34/35 – Precision and Variety</td>
<td>W – Descriptive paragraph final F – Narrative paragraph draft</td>
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<td>7 – Feb. 19 (M – President’s Day)</td>
<td>Chap. 5 – Process “How to Write a Personal Letter” (p. 606) Chap. 22 – Using Verbs Correctly</td>
<td>F – Narrative paragraph final</td>
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<td>9 – Mar. 5</td>
<td>Spring Break</td>
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<td>10 – Mar. 12</td>
<td>Chap. 6 – Compare / Contrast “Beautiful Daughter” (p. 610) Chap. 7 – Classify “Three Disciplines for Children” (p. 613)</td>
<td>F – Comparison / Classification paragraph draft</td>
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<td>12 – Mar. 26</td>
<td>Chap. 8 – Definition “Breaking the Bonds of Hate” (p. 616) Chap. 27/28/29 – Punctuation I</td>
<td>F – Definition paragraph draft</td>
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<td>13 – Apr. 2</td>
<td>Chap. 9 – Cause &amp; Effect “Students in Shock” (p. 620) Chap. 30/31 – Punctuation II</td>
<td>W – Definition paragraph final F – Cause/effect paragraph draft</td>
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<td>14 – Apr. 9</td>
<td>Chap. 10 – Argument Chap. 11 – Writing an Essay Chap. 12 (pp. 320-326) – Argument Essay “A Cell Phone? Never for Me” (p. 627)</td>
<td>W – Cause/effect paragraph final</td>
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<td>15 – Apr. 16</td>
<td>Chap. 13 – Writing from Reading Chap. 32/33 – Spelling</td>
<td>M – Argument essay draft</td>
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<td>16 – Apr. 23</td>
<td>Self-evaluation of writings Review for Final Exam</td>
<td>M – Argument essay final</td>
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