Course Syllabus

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| **Course Name** | **Writing Plus** |
| **Course Code** | **61253** |
| **Session/Term** | **ALL Sessions** |

# Class Meeting Information

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This Writing course meets face to face from August 10 – September 18, 2020. The class will be held on Monday, Tuesday, Wednesday, & Thursday from 8am to 10am.

The course location: ASU Mid-South Main Campus

2000 West Broadway

West Memphis, AR 72301

Room NC 140

# Instructor Information

**Name:** Jere Norville

**Phone** (870) 733-6720-office (662) 612-0497-cell

**Email** jenorville@asumidsouth.edu

**How to contact me:**

The best way to contact me is via the phone number provided. Contact me via email as a secondary method of communication.

# Course Description

This course examines the standard skills in writing and ways to utilize those skills as affective modes of communication as an adult learner. Emphasis will be placed on conventions in writing, the writing process, organization of ideas, and clarity and depth of ideas to argumentative topics.

# Course Resources

* Essential Education, Canvas, Common Core GED Textbook (4th edition) for Writing and Reading, & Writing, AZTEC Online Software, TABE Scoreboost Practice Books, Kahn Academy, & GED Success Writing Skills Textbook

# Course Objectives

* The students will be able to use the standard conventions of English grammar in daily writing
* The students will be able to write fluently for extended lengths of time
* The students will be able to use a variety of words and sentence types in writing
* The students will be able to apply correct punctuation in writing
* The students will be able to apply the steps of the writing process to construct a 5 paragraph essay
* The students will be able to organize ideas in the form of informal and formal writing
* The students will be able to engage in speaking and listening activities to express written word

# College and Career Readiness Standards

* W.1.3-6, W.1.6-7, W.3.1-5, W.4.2, W.4.6, W.5.1, W.5.4, W.5.5, W.5.8, W.7.6-7, W.9-10.6
* WHST.6-8.5, WHST.9-10.1, WHST.11-12.5
* SL.3.1, SL.3.6, SL.5.1, SL.8.3, SL.8.6, SL.9-10.4
* L.3.1, L.5.1, L.6-8.1, L.6.2-8.2, L.5.3-5, L.6.4, L.7.3, L.8.6, L.11-12.6

# Employability Standards.

* **(2.1) Thinks creatively** - Students create innovative and novel ideas/solutions and display divergent thinking. This can be seen in oral presentations and creative writing assignments, open-ended tasks, and project design.
* **(2.2) Thinks critically** - Students display analytical and strategic thinking. This can be seen in debating an issue, converging on an understanding, assessing a problem, and questioning (playing devil's advocate).
* **(2.3) Makes sound decisions** - Students differentiate between multiple approaches and assess options (could be linked to thinking critically).
* **(2.4) Solves problems** - Students assess problems involving the use of available resources (personnel and materials) and review multiple strategies for resolving problems (could be linked to thinking creatively).
* **(6**.**5) Communicates** - Summarize information to compose written or oral presentations, posters, reports, slides, etc.
* **(7.4) Conveys information in Writing –** Construct lab reports, posters, and presentation materials, take notes, and compose responses to essay questions.
* **(7.5) Observes carefully –** Interpret verbal and nonverbal communication efforts of others
* **(8.1) Understands and uses systems** – Understand roles and assignments when collaborating with a team and contribute to the organizational structure and function of the team.

# Financial Literacy Standards

* **(1.4.1) Job Seeking Skills:** Identify best practices in resume building and interview skills to increase employment obtainment opportunities
* **(1.6.1) Soft Job Skills:** Develop critical thinking, interpersonal, communication, and time management skills
* **(1.6.2)** Demonstrate personal qualities of professionalism such as responsibility, flexibility, and integrity that will meet employer expectations
* **(4.3.1) Homeownership:** Compare and contrast renting a home versus owning a home in terms of cost with a focus on the following factors: maintenance, taxes, & insurance

# Digital Standards

* Displays understanding of basic computer use
* Displays basic understanding of digital literacy concepts and vocabulary
* Searches for and locates information and resources online
* Creates products and content using digital tools and software

Writing Plus Course Schedule

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| **Week** | **Topics** | **Main Assignment/Activities** | **Exit Tickets** |
| 1 | **Why do we WRITE?**  To Inform  To Entertain  To Persuade  CCR Anchor W5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.  **What type of writing do we use? (Text)**  Informational  Expository  Persuasive  Descriptive  ARGUMENTATIVE  CCR Anchor 1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking  Extension Topic Additional Practice:  Khan Academy & Essential Education | Types of Writing, Reasons to Write & Steps of Writing Process  **Text:**  Common Core (Writing)  Common Core (Essential Skills)  GED Language/Writing Success Skills  **View Videos & Pictures**  Examine various documents & sources (stories, poems, essays, lists, letters, etc)  **ELA Toolbox Handout**  Extension Assignments:  Writing Skills Packet # 1  TABE Scoreboost **Level M > Language/Reading**  **Review Activities:**  Kahoot & Plickers | Completion of Tasks   * Weekly Journal Entries * Completion of Skill Practice Assignments * 70% Completion of 1 Essays, 1 Poem, Resume using Writing Process * Completion of TABE Scoreboost Assignments with 70% passing rate * Finish Writing Packet by the end of the week with 70% completion |
| 2 | **“The ELITE 8” PARTS OF SPEECH**  Standard Conventions of English  **What is correct Grammar?**  CCR Anchor 2: Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing  **Extension Topic Additional Practice:**  Parts of Speech Instructor Packet  Khan Academy & Essential Education | 1. Define & Determine parts of speech within sentences  2. Dissecting of Paragraph/Essays  3. Practice & Apply Punctuation, Capitalization, & Mechanics  4. Write individual sentences with proper conventions  **Extension Assignments:**  Writing Skills Packet # 2  TABE Scoreboost **Level M > Language/Reading**  **Review Activities:**  Kahoot & Plickers | 70% Passing Rate on Lesson Skill Practice and Chapter Review Exams  Complete Level M TABE SB assignment with 70% or higher passing rate  Finish Writing Packet by the end of the week with 70% completion |
| 3 | **Word Choice & Sentence Types**  CCR Anchor L3: Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening  CCR Anchor SL1: Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others’ ideas and expressing their own clearly and persuasively.  **Extension Topic Additional Practice:**  Khan Academy & Essential Education | **Text:**  Common Core (Writing)  GED Language/Writing Success Skills  A. Types of Sentences  B. Use of Transitions, Word Choice, & Sentence Variety  C. Use Reading Strategies to determine groups of sentences purpose within text  **Extension Assignments:**  Writing Skills Packet #  3 & 4  TABE Scoreboost **Level D > Language/Reading**  **Review Activities:**  Kahoot & Plickers | 70% Passing Rate on Lesson Skill Practice and Chapter Review Exams  Students will respond to an essay prompt via Essential Ed & focus on sentences & word choice  Complete Level D TABE SB assignment with 70% or higher passing rate  Finish Writing Packet by the end of the week with 70% completion |
| 4 | **Essay Elements (Parts)**  Review Standard Conventions of English  (Focus on Student areas of Deficiency)  CCR Anchor SL2: Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.  CCR Anchor L4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials  **Extension Topic Additional Practice:**  Khan Academy & Essential Education | **Text:**  Common Core (Writing)  Common Core (Reading & Writing)  Fully Revised Essay that applies the Writing Process, Standard Conventions, Sentence Variety, & Identifies Writing Type  **Extension Assignments:**  Writing Skills Packet #  5 & 6  TABE Scoreboost **Level D > Language/Reading**  **Review Activities:**  Kahoot & Plickers | Essay Meets 70% or more Requirements of Writing Rubric   * Aims for GED Writing Score of 2 (Upload Essay)   Students will respond to an essay prompt via Essential Ed & focus on sentences & word choice  Finish Writing Packet by the end of the week with 70% completion  Complete Level D TABE SB assignment with 70% or higher passing rate |
| 5 | **Informal and Formal Writing – Expression & Words**  **Figurative Language**  CCR Anchor W9: Draw evidence from literary or informational texts to support analysis, reflection, and research.  CCR Anchor W7: Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.  CCR Anchor W4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.  CCR Anchor W1: Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence  CCR Anchor L5: Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.  CCR Anchor L4: Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.  CCR Anchor SL3: Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric.  CCR Anchor L1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking  **Extension Topic Additional Practice:**  Khan Academy & Essential Education | Presentations, 45 mins Essay Completion, Poems, Short Stories, Resume, & Email/Memo Creation  **Extension Assignments:**  Writing Skills Packet # 7  TABE Scoreboost **Level A > Language/Reading**  **Review Activities:**  Kahoot & Plickers | 70% Passing Rate on Lesson Skill Practice and Chapter Review Exams  Completion of Tasks:   * Argumentative Essay * Personal Portfolio * Figurative Language Presentation   Finish Writing Packet by the end of the week with 70% completion  Complete Level A TABE SB assignment with 70% or higher passing rate |
| 6 | **REVIEW ALL TOPICS covered in Weeks 1 - 5 as a whole group & individually**  CCR Anchor W4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.  CCR Anchor W6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.  RF.2. Demonstrate understanding of spoken words, syllables, and sounds (phonemes)  FS: Read with sufficient accuracy and fluency to support comprehension.  CCR Anchor L6: Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when encountering a word or phrase important to comprehension or expression  **Advising**/Testing/Presentations/Learning Plans/Evaluation  **Extension Topic Additional Practice:**  AZTEC >> GED FLASH | **Text:**  Review GED Writing, Common Core, & Skills Books  Schedule Appointments  Extended Time Available for any Task or Assignment Completion  **Extension Assignments:**  Writing Skills Review  TABE Scoreboost **Level A > Language/Reading**  **Review Activities:**  Kahoot & Plickers | Take & Pass Essential Ed. & Khan Academy Unit Tests with 70% or higher rate  Review Test Scores  Re-Test if Needed to achieve 70%  Interact and show Progressive understanding in GED Flash Questions during  Whole Class Activity  Complete Level A TABE SB assignment with 70% or higher passing rate |

Student Course Agreement

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| **Course Name** | **Writing Plus** |
| **Course Code** | **61253** |
| **Session/Term** | **ALL Sessions** |

This agreement of understanding should be completed only after thoroughly reading the course syllabus. Please initial each understanding. Sign, date, and return this document to your Instructor within the first week of the session.

* I understand that the class meets *face-to-face* from August 6, 2019 – May 22, 2020 and, the class will be held on *Mondays, Tuesdays, Wednesdays, & Thursdays* at *9am – 11am.* \_\_\_\_\_
* I understand that the standards in this course are high and that I am responsible for meeting with my instructor to discuss my progress and request help when needed. \_\_\_\_\_
* I understand that I am responsible for being prepared in each class session. \_\_\_\_\_
* I understand that no handwritten, late work or emails are accepted in this course. \_\_\_\_\_
* I understand that the course requires consistent classroom attendance/active participation and that if I miss a class. I will make up any and all work provided to me by my instructor. \_\_\_\_\_
* I understand that if I miss 8 or more days I will be disenrolled from this course and automatically enrolled in an open enrollment course. ­­\_\_\_\_
* I understand that any violation of the student code of conduct will result in further disciplinary action. \_\_\_\_\_
* I understand that any cheating, plagiarism or course work submitted that is not my own, will result in further disciplinary action. \_\_\_\_\_
* **I understand that I am eligible to post-test after I complete this course AND have 40 or more instructional hours**. \_\_\_\_\_

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Sign Name Date