

Writing Essentials in Education Course Syllabus

Course Information

Number: EDUC 193

Credits: 2

Prerequisite: N/A

Corequisite: N/A

Course Offered: Fall Quarter, 2015

Class days/times: Friday 9:00 – 10:50 Room: EDUC 114



Personal Information:

Instructor: Kathie Maiers

Office: Evelyn M Stevenson Education Building Room 105

Office Hours: Tuesday (8:00 – 12:00), Thursday (1:00 – 3:00) I encourage you to call and make an appointment.

Telephone: Office 275-4750

E-mail: kathie_maiers@skc.edu

Required Books & Materials

- A. Resources from the Instructor
- B. 80 Sheet 11x 8.5 College Ruled Note Book for Creative Journal
- C. Writing Utensil (Pen/Pencil)

Course Description:

Writing Essentials in Education is a course designed to assess candidate's writing skills and implement strategies for improvement. The content of this course will include the basics of writing, editing, and improving skills based upon individualized assessments.

Course Objectives:

Communication -

The students will effectively utilize the writing process when producing writing pieces.

The students will proofread their own writing as well as their peers and participate in the revising and editing process of writing.

The students will produce effectively written samples of writing.

The students will define and evaluate instances of plagiarism.

Citizenship -

The students will reflect on the importance of effective written and oral communication in society.

The students will interpret readings relevant to their culture and the culture of the school community.

Critical Thinking -

The students will implement critical thinking skills to review ideas and information from a variety of sources.

The students will analyze works of writing and produce their own written responses through paraphrasing.

The students will critique works and interpret the use of plagiarism.

Cultural Relevancy -

The students will interpret and discuss the definition of cultural bias in literature.

Course Requirements:

- A. Attendance and participation in weekly class activities and discussions.
- B. Reflective Written Analysis (RWA) **Draft** Essay
- C. Reflective Written Analysis (RWA) **Final** Essay
- D. Skill Worksheets
- E. Two Quizzes –Midterm and Final
- F. Reflection Paper on Plagiarism
- G. Practice Portfolio Assignments (2)
- H. Creative Writing Journal-Complete nine Journal Entries
- I. Creative Writing Selection from Journal (Self Selected)

Assignments:

Attendance and participation:	100pts
10 points per class	
Reflective Written Analysis (RWA)	110pts
Draft =40 points	
Final = 70 points	
Skill Worksheets = 10 points	60pts
Skill Quizzes	50pts
Midterm Quiz = 25 points	
Final Quiz = 25 points	
Reflection Paper on Plagiarism	50pts
Practice Portfolio Assignments:	50pts
Introduction = 25 points	
Resume = 25 points	
Creative Writing Journal	180pts
20 points x 9 weeks	
Self Selected Creative Writing Selection from Journal	<u>50pts</u>
Total Points:	600

Grading:

- a. An Incomplete grade ("I") is NOT an option with the exemption of an extreme emergency or the death of a family member. In either case, the instructor must be notified within 48 hours.
- b. The following is a breakdown of how grades are earned:

540 – 600 = A

480 – 539 = B

420 – 479 = C

360 – 419 = D

Below 360 = F

Credit Hours:

Following the SKC Credit Hour policy, to meet the identified objectives of this course, this 2 credit course, delivered over a 10 week term will approximate:

2 hours/week classroom or direct faculty instruction

In addition out-of-class student work will approximate a minimum of 4 hours each week.

Attendance:

Attendance and active participation help you achieve success in your academic career. Poor attendance will result in missed information, missed assignments and tests, and possible failure of the course.

Learning occurs best through participation in class discussions and activities. Most of these discussions and activities are impossible to duplicate outside of the classroom setting.

You will receive 10 points for each class meeting. You will not receive points if you are not in class. Although you will have an opportunity to make up assignments for partial credit, you cannot make up participation points. It's impossible to make up your absence!

Students are expected to be on time for class and to stay until the designated time set for dismissal. If a student must leave early he/she must inform the instructor at the beginning of class. Arriving late for class or leaving before class is dismissed will result in a significant loss of attendance points.

Students must be in class to complete and present assignments on the day they are due. Students missing more than eight classroom hours may receive a failing grade and are recommended to withdraw from the class.

*Students with 100% attendance/participation will receive 25 bonus points.

Additionally, you will not receive participation points if you are an hour or more late to class!

Academic Honor Code:

All course work shall follow the guidelines of the Academic Honor Code as set forth by the SKC Student Handbook. Do your own work; allow other students to do their own work. Plagiarism involves the taking of someone else's words, ideas, or writings and presenting them as your own. Avoid plagiarism, and always acknowledge the ideas of others and cite your sources of information. Violation of the Academic Honor Code may result in failure of the assignment, the course, or possible expulsion from school.

Reasonable Accommodations are provided for eligible students with identified disabilities. The College complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students may contact the College's Disability Officer, Linda Pete (linda_pete@skc.edu, 406.275.4968) or consult the SKC web page for Students with Disabilities for more information.

The faculty reserves the right to change the course syllabus or course content. Students will be provided advanced notice of changes in writing.

Appropriate Behavior:

As an enrolled student of Salish Kootenai College, you are expected to display professionalism and responsibility in attitude and behavior. Treat yourself and others with courtesy and respect.

Course Transferability:

Transferability of any SKC course to any other academic institution is entirely dependent upon the program requirements of that other institution.

Course Responsibilities:

Knowledge of the course content, class lectures, assignments, and syllabus content are the responsibility of the student regardless of absenteeism. Syllabus content and calendars are tentative; instructors will notify you of any changes.

SKC Retention:

The SKC Retention Team consists of SKC staff and faculty who provide student-centered support services on a daily basis. The SKC Retention Team is here to help you to be successful in reaching your educational goals. You can contact the SKC Retention Team yourself, or your instructor may refer you (for example, if you "disappear" from class or they are concerned about your attendance and performance). *Debbie L. Bell, SKC Retention Coordinator* (Bookstore Annex, 275-4982, Email: retention@skc.edu)

Writing Essentials in Education Dynamic Course Outline

Week One- Oct. 2:

Course/Class Introductions

Review Course Syllabus and Outline

The Writing Process

APA Basics – ‘Cheat Sheet’

Handout -Perceptions of yourself as a writer: Strengths/Weaknesses

In Class Assignment: Writing Assessment –

“My Strengths and Weaknesses as a Writer”

Week Two- Oct. 9:

“Writing Warm-up”

Writing Expectations for Portfolio

- Introduction
- Resume
- Reflective Written Analysis (RWA)
- Artifacts

Creative Journal Overview

Grammar & Spelling

Homework:

- Creative Journal Entry
- Skill Worksheets

Week Three- Oct. 16:

“Writing Warm-up”

Portfolio/Artifacts/Ed. Dept. Rubrics/TEP – brief introduction

InTasc Principles

Reflective Written Analysis Introduction

Homework:

- **RWA Draft- Due Week 4**
- Creative Journal Entry
- Skill Worksheets

Week Four- Oct. 23:

“Writing Warm-up”

Writing as a Teacher- Does it matter?

Punctuation-It makes a difference!

Word Choice

Proofreading

Editing

Common Errors

Homework:

- Creative Journal Entry
- Skill Worksheets

***RWA Draft Due**

Week Five- Oct. 30:

"Writing Warm-up"

Quiz 1

College Writing Video

Library Resources

Writing Lab

Homework:

- Creative Journal Entry
- Skill Worksheets

Week Six- Nov. 6:

"Writing Warm-up"

Sentence Structure

Elements of Style

Homework:

- Creative Journal Entry
- Skill Worksheet
- Revise RWA for final draft –due week 7

Week Seven- Nov. 13:

"Writing Warm-up"

Plagiarism in class activity

Homework:

- Reflection Paper on Plagiarism – due week eight (Nov.20th)
- Creative Journal Entry
- Skill Worksheet

***RWA Due**

Week Eight- Nov. 20:

"Writing Warm-up"

In Class Practice Portfolio Assignment: Write Your Introduction:

"Why I Want To Be a Teacher"

Homework:

- Creative Journal Entry
- Revise and type your Introduction Paper

***Reflection Paper on Plagiarism Due**

Week Nine- Nov. 27: No Class. Thanksgiving Holiday

Homework:

- Creative Journal Entry



Week Ten- Dec. 4:

"Writing Warm-up"

Quiz 2

Introduce Resume Format

APA Writing Style

In Class Practice Portfolio Assignment: Write a draft of your Resume

Homework:

- Creative Journal Entry

Week Eleven- Dec. 11:

How do you feel about your writing skills now?

***Creative Journal Due**

***Creative Writing Selection Due**

All assignments are due today at the beginning of class. No late assignments accepted.

Course outline subject to change according to student assessments



Writing Essentials in Education Assignment Descriptions

Reflective Written Analysis (RWA):

This assignment is a two-part process. You will first create a draft RWA that is due week four. You will edit and revise your draft RWA and submit the final RWA week 6.

Use the following guidelines when writing your RWA:

Include the InTASC Principle/Standard at the top of a 1-2 page essay.

- (1) Explain how the principle is important in your teaching;
- (2) Describe ways you have implemented the principle in your lessons and/or what you plan to do when you teach;
- (3) Conclusion should reinforce your belief in the principle and make a reference to the artifacts/evidence in that section of the portfolio

Skill Worksheets:

You will have 6 packets of basic writing skill worksheets handed out in class for you to practice/review your grammar, spelling and punctuation.

Reflection Paper on Plagiarism:

You will write a 1-2 page essay on what plagiarism is and how you plan to avoid it in the future. Papers must be typed, aligned left and double-spaced.

Practice Portfolio Assignments:

You will have two in class assignments:

- (1) Introduction – write a one page introduction statement on why you want to become a teacher in class, make revisions and turn in a one page, double spaced typed paper for a grade.
- (2) Resume – you will work on a draft of your resume in class and submit it for feedback and a grade.

Creative Writing Journal:

You will receive nine prompts for nine journal entries. Journal entries can be hand written or typed. These assignments are designed to inspire you to write creatively and freely. Have fun and let your creative style show.

Creative Writing Selection from Journal:

You will select one Creative Journal entry that you feel is the best example of your creative writing skills to submit for grade.