

ENGLISH 306 II

"Individualized Instruction" in this course means, primarily, that you will get a good deal more individual attention than you would get in a regular course. Known colloquially as "the lab course," this version of Freshman Composition offers you a maximum contact with (and minimum interference from) teachers. The course is thoroughly mapped out: you have procedures to follow, deadlines to meet, assignments to complete, tests to take, and all of them are established from the first. It is the primary job of the teachers and the TA's to help you complete this course of study effectively. While there are lecture days each week, most of the course time is taken up by your doing what you need to do rather than listening to abstract instruction on how to write better. Most of the instruction you get will be done in a tutorial context as you do your daily assignments.

The following information should tell you all you need to know about the course at the first. Other procedural instructions may be distributed during the semester.

TEXTBOOKS for the course include the following:

Wittig, Steps to Structure. Winthrop Pbl. Co., 1975.
Blumenthal, English 3200. Harcourt, Brace, Jovanovich, 1972.

Notice that these texts are different from the ones used in most E306 sections. The content is somewhat different, too, in that while the regular freshman courses take a traditional rhetorical approach to composition, this course approaches written expository discourse from the perspective of structures.

You may note, too, that there is no "reader" for this course. You will read quite a bit, though, so do not let the absence of a readings collection mislead you.

The CALENDAR of activities in this course is pre-established and rigid. Assignments are due on the date listed on the calendar; therefore, you should schedule your time effectively so that the deadlines and due dates are met. You may take any test before its due date without penalty; the only pre-requisite is that you must take the tests in order. Taking a test after its due date will cause you to lose points from your punctuality score, a point system set up to encourage you to do assignments on time.

The calendar for this semester is appended to this statement of policy.

ATTENDANCE is required at class time for every class meeting. Since lecture days are especially important, you are encouraged to attend all of those meetings. If you must miss at other times, you are expected to make up the hours, so that you are in the lab a minimum of three (3) hours per week. If you do not spend three hours per week in the lab, you will be penalized (see Grading, below).

No student is able to finish all his work, however, if he does not put in more than three hours per week on the course; therefore, you should come to the lab any time during its hours of operation to do your work. The lab is an excellent study hall where you may do homework, take tests, and seek help from lab teachers. Some students do all the work required for the course while in the lab, never taking work home; you are welcome to do just that.

COURSE CONTENT essentially follows the table of contents of STEPS TO STRUCTURE, exclusive of Unit 6. You will do assignments out of ENGLISH 3200, but in an order determined by STEPS rather than in the order in which they appear in 3200. The course is divided into three parts: Part I focuses on the sentence; Part II focuses on the paragraph; Part III focuses on the essay. While no one learns to write sentences before he is able to move to paragraphs or essays, it is good pedagogy (instructional methodology) to pay attention to specific matters whenever possible. Therefore, the primary structure of the course approaches the whole essay only after discussing some of its parts. However, in order to direct your attention throughout the course to the importance of the whole paper, you will be asked to keep a Writer's Notebook during the first half of the course. The approach to writing the essay in the Writer's Notebook will differ somewhat, though, from the approach in Part III.

Assignments are standard for all students and are listed in the expected order of completion in individual files in the gray filing cabinet. This file is called your "Working Folder," and you have continuous access to it.

Individual students will also be required to do additional work in ENGLISH 3200 and on the computer terminals. These assignments will be made after the first month or so of the course.

The COMPUTER COMPONENT is available to any student who wishes to use it. Generally, your use of the terminals will be discouraged until about the mid-point, however. The terminals give you access to seven programs that deal with basic grammatical concepts in a sentence-combining framework; as you go through the modules, you learn how to use the grammatical structures, not just to name them. Though some students will be assigned work to do on the computer, as noted above anyone enrolled in the course may use them. Put in a request with your teacher. It takes about seven hours time to complete the whole program.

GRADES in the course will be determined by the following percentile scale:

| | | |
|----------------------|---|-------------------|
| * | <u>Attendance and Punctuality</u> Everyone starts out with 100 points for this part of the grading system. Late work and attendance of less than 3 hrs/wk in the lab drop this score by 3 points each occurrence | 10% |
| * | <u>Part I Section Tests</u> The scores you get on STEPS Unit Tests and 3200 tests will be averaged to arrive at this score. If you make less than 85% on a test the first time you take it, you are required to take it over. Your highest score counts toward this grade. | 10% |
| * | <u>Sentence Mastery Test</u> <u>Paragraph Mastery Test</u> <u>Essay Mastery Test</u> These three tests come at the end of the three major parts of the course (see calendar). | 10% 10% 10% |
| * | <u>Writer's Notebook Average Grade</u> Each of the three Writer's Notebooks will be graded, and these grades averaged. | 10% |
| * | <u>Coordinate Essay Grade</u> The first essay in Part III, this relatively short paper has an informative purpose. | 10% |
| * | <u>Multi-level Essay Grade</u> An informative essay on the same topic as the coordinate essay, this is a much longer, research paper. Grade is determined by the writing and by the research procedures used. | 20% |
| * | <u>Argumentative Essay</u> The final essay required in the course, this paper defends a thesis. | 10% |
| TOTAL POSSIBLE GRADE | | 100% |

4

PROCEDURES in the course are as simple as possible; no one wants this to be an exercise in bureaucratic frustration. If you get confused, ask for help.

Each student has a Working Folder, mentioned above, in the gray filing cabinet. If this folder, you will keep the record of your progress through the course, your attendance chart, and work you have not yet completed. Work which has not been returned to you by a teacher may be left there. Completed assignments which have been accepted, however, as well as tests, must be placed in the Test File, which only lab associates (teachers and TA's) have access to. This file is kept in one of the beige filing cabinets.

All tests must be taken at the Testing Table, unless you have special permission from a lab associate to do otherwise. Please do not use the Testing Table for anything other than taking a test; do not take books or other materials with you to the Testing Table.

Please take the following steps for each of the sections in Part I of the course; you may omit steps as needed:

- * Do the required work in ENGLISH 3200.
- * Do the study problems in STEPS TO STRUCTURE.
- * Take the Section Test for 3200.
- * Have a lab associate check over your STEPS work.
- * Take the appropriate Unit Test for STEPS.
- * If you have not scored 85% on each of the two tests, take the test(s) over.
- * Make sure your grades are recorded in your Working Folder.
- * Go on to the next section.

Procedures for Parts II and III are similar, though adapted to the kind of assignments. In each case, follow the instructions given in the course outline provided in your Working Folder.

Writer's Notebooks are due at three times during the semester, the last being due around the half-way point. Notebooks are due at the times listed on the assignments sheets. Pick up a different assignment sheet for each notebook.

Mastery Tests are given at the end of each of the three Parts. The following pre-requisites must be met before you may take the Mastery Tests.

- * Sentence Mastery, Part A--STEPS Units 1-5 accepted, tests taken
- * Sentence Mastery, Part B--STEPS Unit 7 accepted
- * Paragraph Mastery--STEPS Units 8-10 accepted.
- * Essay Mastery--Coordinate essay accepted, multi-level submitted.

If you have any questions about procedures, ask a lab associate. Remember: only the squeaky wheel gets the grease!

English 306
INDIVIDUALIZED INSTRUCTION

Student Assignment/Record Sheet

student name _____

teacher name _____

university address _____

section unique number _____

local phone number _____

Note: All tests and study questions must be placed by a lab associate in your Test File after the appropriate information is entered here.

PART I--COMMANDING SENTENCES

| section | date due | ENGLISH 3200 lesson assign- ment | approved | tests | | | | unit assign- ment | approved | STEPS TO STRUCTURE tests | | | | Mastery test | | | | | |
|----------------------------|----------|--|----------|-------|----|----|-------|----------------------|----------|-----------------------------|----|-------|----|--------------|-------|----|----|-------|----|
| | | | | score | A | | score | | | B* | | score | A | | score | B* | | score | by |
| | | | | | by | by | | | | by | by | | by | by | | by | by | | |
| 1 | 1/26 | 1-6, 66, 7, 26 | | | | | | | | | | | | | | | | | |
| 2 | 2/2 | 8-11, 76, 78 | | | | | | | | | | | | | | | | | |
| 3 | 2/7 | 35-46 | | | | | | none | | | | | | | | | | | |
| 4 | 2/14 | 21-25, 62 | | | | | | 3 | | | | | | | | | | | |
| 5 | 2/21 | 14-18, 20, 80 | | | | | | 4 | | | | | | | | | | | |
| 6 | 2/28 | 12-13, 29 | | | | | | 5 | | | | | | | | | | | |
| Mastery Test--Part A (3/2) | | | | | | | | | | | | | | | | | | | |
| 7 | 3/7 | none | | | | | | 7 | | no tests | | | | | | | | | |
| Mastery test--Part B (3/9) | | | | | | | | | | | | | | | | | | | |

* B-tests to be taken by those who score less than 85% on A-tests.

Part I Section Test Score

Scores (after 3/9) { enter here: sum of highest test scores _____ + _____ = _____
 { enter here: Mastery Test scores Part A _____ + Part B _____ = _____ combined score
 = 11 =

PART II--COMMANDING PARAGRAPHS

| STEPS TO STRUCTURE | | | | | | | |
|--------------------|----------|-------|----|------|------------------------------|----|------|
| unit number | date due | grade | by | date | revision | by | date |
| 8 | 3/23 | | | | | | |
| 9 | 3/30 | | | | | | |
| 10 | 4/4 | | | | | | |
| XX | 4/6 | | | | Paragraph Mastery Test Grade | | |

NOTE: Prior to beginning Part II, work through Lesson 28 in ENGLISH 3200. approved by date

Unlike the sentence part of the course, in this part your grades on the STEPS material do not have an effect on your final grade. These grades do reflect your writing abilities at this point, however, so you may use them as a gauge of how you may fare in the essay section. You are encouraged to revise.

This score accounts for 10% of your final grade.

| TOPIC FOR COORDINATE AND MULTILEVEL ESSAYS: | | | |
|---|-----|---------|-------------|
| due date | 4/2 | date in | approved by |

Records for the Writer's Notebook Assignments

| Notebook # | date due | date in | grade | by | comments |
|------------|----------|---------|-------|----|----------|
| 1 | 1/31 | | | | |
| 2 | 2/16 | | | | |
| 3 | 3/21 | | | | |

Each of the three Notebooks should be submitted before or on the due date. Consult your teacher or a TA if you have questions about any of the assignments.

Grade for Writer's Notebook series

This score accounts for 10% of your final grade.

PART III--COMMANDING ESSAYS (see handouts!)

| | | | |
|------------------------------------|-------|-------------|-------------|
| The Coordinate Essay (Informative) | | Due date: | <u>2/13</u> |
| approved thesis statement: | | | |
| | date | approved by | comments |
| thesis | _____ | _____ | |
| frame | _____ | _____ | |
| rough draft | _____ | _____ | |
| final draft | _____ | _____ | |
| | | grade | |

| | | | |
|---|-------|-------------|-------------|
| The Multilevel Essay (Informative Research Paper) | | Date due: | <u>2/27</u> |
| topic: | | | |
| approved thesis statement: | | | |
| | date | approved by | comments |
| topic | _____ | _____ | |
| thesis | _____ | _____ | |
| bibliog. | _____ | _____ | |
| notes | _____ | _____ | |
| frame | _____ | _____ | |
| rough draft | _____ | _____ | |
| final draft | _____ | _____ | |
| | | grade | |

| | | | |
|--------------------------------------|-------|----------------------|---------|
| The Multilevel Essay (Argumentative) | | Due date: <u>5/4</u> | |
| topic: _____ | | | |
| approved thesis statement: _____ | | | |
| | date | approved by | comment |
| topic | _____ | _____ | |
| thesis | _____ | _____ | |
| frame | _____ | _____ | |
| rough draft | _____ | _____ | |
| final draft | _____ | _____ | |
| | | | grade |

ADDITIONAL ASSIGNMENTS (as required by teacher)

| ENGLISH 3200 | | | | | | |
|--------------|-----------|----------|---------|----------|--------|--------|
| lesson | subject | date due | date in | approved | Test A | Test B |
| 69-75 | pron. us. | | | | | |
| 47-52 | pron. rf. | | | | | |
| 58-65 | vb. prob. | | | | | |
| 76-89 | graphics | | | | | |
| | | | | | | |
| | | | | | | |

| Computer Modules | | | | | | | |
|------------------|---|---|---|---|---|---|---|
| module | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| due date | | | | | | | |
| score | | | | | | | |

