

## English 305 Syllabus

English 305, Section 4638: Introductory Reading and Writing Skills  
Spring 2008: 12:30-1:50 Tu&Th in Room 712  
Office Hours & Place: TBA

Instructor Dave Badtke  
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➔ **Online Reference: QCounty.com (follow link to Solano College classes)**

**Course Objectives:** In this course you will work on improving reading and writing skills that will help you in all of your college courses. You will read various short essays written by professional writers as well as by students. You will frequently be writing short essays in response to what you've read. You will also be keeping notes in a journal, and you will be working in groups in your *Sentence-Combining Workbook*, which will help you construct well-written sentences and paragraphs. At the end of this course, your need to repeat this course or your placement in either English 350/355, English 370, or English 1 will be determined by your grade on the English Department's Composition Mastery Exam (CME), which you will take near the end of the semester.

### Required Texts:

1. *America Now: Short Readings from Recent Periodicals*, Seventh Edition, by Robert Atwan;
2. *Sentence-Combining Workbook*, Second Edition, by Pam Altman, Mari Caro, Lisa Metge-Egan and Leslie Roberts;
3. A bound composition book that you will use for your journal;
4. A folder or loose-leaf binder in which you will keep all your writing assignments and quizzes.
5. A college-level dictionary.

**Requirements:** To receive credit for this course, you must receive a passing grade, 70%, in your classroom activities and receive a 4 or higher on the Composition Mastery Exam, CME, that you will take at the end of the semester.

I will consider the following in determining your classroom grade:

- 1) Since your on-time attendance and classroom participation are critical to your success, I will take attendance at the beginning of each class. It is imperative that you be in class ready to work with required texts, a dictionary, pencils and lined paper. If you miss three or fewer classes during the semester, there will be no effect on your grade. For every class missed beyond three, your grade for the semester will be decreased by 10%.
- 2) **30% of grade:** You will write short essays, usually around 250 words, in which you will learn to summarize readings and will practice developmental forms such as description, definition, classification and division, examples and illustration, compare and contrast, cause and effect, process, narration and argument. Each writing assignment is due on the assigned date, but if you turn your paper in on time, you will

be able to rewrite and hand in your paper no later than one week after I return your paper to you.

- 3) **30% of grade:** The completion of your *Sentence-Combining Workbook*, a portion of which will you will do in class in groups, will give you considerable practice in writing well-structured sentences.
- 4) **20% of grade:** I will give frequent quizzes on readings and class work, and you will take in-class practice CMEs that will prepare you for your CME at the end of the semester.
- 5) **20% of grade:** You will keep a class journal, which is your composition book, in which you will record class notes and do additional exercises that I will assign. Additionally, you need to keep all your class-work in a loose-leaf binder or folder. From time to time I will ask to see both to assess your progress and assign a grade.

**Ethical class behavior:** In order for us to cover this material successfully and for you to improve as readers and writers, we have to engage in ethical behavior. By this I mean that in dealing with me and your classmates, treat others as ends, not as means; be happy for others when they succeed and be understanding when they struggle; be respectful of others' beliefs, most especially when they're different from your own; and be true to all these things even when no one is watching.

**Important:** One-on-one help can be the best kind of help, which is why you need to see me outside of class whenever you're having difficulty. Also, be bold and ask questions in class because participating in class is one of the best ways to test your knowledge.