

Course Syllabus

Course Information

Assessment

Policies

Course Expectations

Course Information

Course Description

The Writing Workshop will help students be more confident, efficient and effective writers. Each student will work with the instructor to design an individual plan for improving the student's writing and mastery of the writing process. This is a four-credit hour course for which students earn the H3J competence. If it fits in their plan for improvement, students may use the Workshop to work on papers for competence in other courses or through the ILP process.

Course Competencies

In this course, you will develop the following competencies:

Competence	Competence Statement and Criteria
H3J	<p>Can manage one's ongoing development as a writer using principles and tools of assessment and feedback.</p> <ol style="list-style-type: none">1. Can assess his or her own writing and address areas of weakness.2. Uses revision to produce significantly improved final drafts.3. Demonstrates improvement in writing as documented in a writing portfolio.4. Presents a plan for continuous, ongoing improvement of writing.

Course Resources

To buy your books, go to <http://www.mbsdirect.net> .

Hint: type DePaul for name of the school.

[Click here for help buying your books](#)

Required Reading:

Diana Hacker's *A Writer's Reference*, Sixth Edition with 2009 MLA and 2010 APA Updates, from Bedford/St. Martin's, ISBN number 0-312-66476-1

Course Grading Scale

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90
B = 85 to 87	B- = 81 to 84	C+ = 77 to 80
C = 73 to 76	C- = 69 to 72	D+ = 65 to 68
D = 61 to 64	F = 60 or below	INC

This is a Pass/Fail class. However, you have the option of taking the course for a letter grade. If you wish to take the course for a letter grade, you must inform your instructor in writing by the end of the second week of class.

For SNL courses taken for Pass/Fail, a "Pass" represents a grade of "A" for purposes of financial aid and employer reimbursement.

Course Structure

Class Schedule

To be determined after initial assessments for each student and documented in their "Writing Workshop Plan."

Learning Experience

Students, in consultation with their instructor, design an individualized "Writing Workshop Plan" that may include any of the following: workshops, class discussions, journaling, lectures, small group work, conferences, at home and in class assignments, critical reading, online exercises, learning from others through peer editing, and lots and lots of writing. Students should expect to write and to rewrite extensively in this Workshop.

To see course due dates, click on the Checklist link on the top navigation bar. This page contains module-specific checklists and due dates for the work due in the course.

[Back to Top](#)

Assessment

Grading

This is a Pass/Fail class. However, you have the option of taking the course for a letter grade. If you wish to take the course for a letter grade, you must inform your instructor in writing by the end of the second week of class. Once you commit to taking the course for a letter grade, you cannot switch back to Pass/Fail. Some students think they need to take the class for a letter grade for employer reimbursement purposes. In most cases, this is not true. SNL offers students this letter for tuition reimbursement of pass/fail courses:

http://snl.depaul.edu/WebMedia/StudentResources/pass_explanatory_letter.pdf. To be sure, you should check with your Human Resources department.

In order to successfully complete this experience, student must:

- participate in scheduled class, group and individual work;
- submit assignments on time;

- meet the competence criteria listed above, including submission of the Writing Workshop portfolio.

Criteria for Assessment

Upon successfully completing the Writing Workshop, the student will be able to do the following:

H3J: Can manage one's ongoing development as a writer using principles and tools of assessment and feedback.

1. Can assess his or her own writing and address areas of weakness

- Student can give a realistic and detailed assessment of his or her own writing.
- Student can identify specific strengths in his or her writing and writing process and knows how to leverage these strengths.
- Student can identify specific weaknesses in his or her writing and writing process and has strategies for addressing these weaknesses.

2. Uses revision to produce significantly improved final drafts

- While student may not be able to write fluent first drafts, student knows how to use the revision process to improve the organization, focus, mechanics and effectiveness of his or her writing.
- Final drafts are college level where minimally competent college level writing is defined as having the following components:
 - A clear thesis, central point or dominant impression;
 - Consistent organization and logical development, although it may exhibit occasional organizational or argumentative weaknesses;
 - Provision of evidence with examples and/or supportive details that relate to the essay's overall point, although all claims may not be fully supported;
 - A general understanding of the reading's central subject and point (when the assignment includes a reading/readings);
 - Vocabulary, sentence and paragraph structures that are generally accurate—grammar and punctuation errors, though present, do not disrupt reading or inhibit clarity;
 - ESL features, if present, add voice and do not inhibit reading—ESL-related problems with idioms or articles are minor;
 - Words, facts and ideas from sources are cited, although there may be mistakes in the formatting of the citations.

3. Demonstrates improvement in writing as documented in a writing portfolio. The writing portfolio will include the following:

- Initial examples of the student's writing from before or at the start of the Workshop.
- The student and teacher designed "Writing Workshop Plan." The plan should include clear, demonstrable goals.
- Evidence the student has accomplished the goals set out in his or her "Writing Workshop Plan" as well as the criteria listed here.
- The student's plan for continuous writing improvement (see the next criteria).
- A final essay in which students cite the evidence in their portfolio to argue that they have met the Writing Workshop criteria and their "Writing Workshop Plan" goals and in which they reflect upon their learning in this

Workshop.

4. Presents a plan for continuous, ongoing improvement of writing. Since writing is a life-long learning process, the student should leave this Workshop with a concrete plan for his or her ongoing development as a writer. This plan should include the following:
 - Ideas about how to leverage strengths and address weaknesses;
 - An explanation of where and how the student intends to seek out ongoing help with his or her writing;
 - Goals for future writing accomplishments.

To develop this plan the student should have tried out the following resources by the completion of this Workshop: The DePaul Writing Center, a few online writing guides, and a writing handbook.

Evidence the Students will Submit

At the end of the Writing Workshop, the student will submit his or her Writing Workshop portfolio documenting the student's successful accomplishment of the Writing Workshop competence, criteria and the goals the student set for him or herself in the "Writing Workshop Plan." Whenever possible, portfolios should be electronic.

Instructors will send a copy of each student's portfolio to the Writing Coordinator at the end of the quarter. These portfolios will be used to assess the effectiveness of the Writing Workshop. They can be anonymous. They will not be returned.

Portfolio Checklist

1. A Table of Contents
2. Your "Student Self Assessment"
3. Your "Grammar Checkup"
4. Your "Student Goals"
5. Your "Writing Samples"
6. Your "Instructor Assessment"
7. Your "Writing Workshop Plan"
8. Examples of Your Work in Writing Workshop
9. Your Portfolio Reflection Cover Letter

Writing Help: For help with organizing your ideas, grammar, citing sources, avoiding plagiarism, sample SNL assignments and much more, see the [Writing Guide for SNL Students](#).

General Assessment Criteria for All Writing Assignments

All writing assignments are expected to conform to basic college-level standards of mechanics and presentation.

Consider visiting the Writing Center to discuss your assignments for this course or any others. You may schedule appointments (30 or 50 minutes) on an as-needed or weekly basis, scheduling up to 3 hours worth of appointments per week. Online services include Feedback-by-Email and IM conferencing (with or without a webcam). All writing center services are free.

Writing Center tutors are specially selected and trained graduate and undergraduate students who can help you at almost any stage of your writing. They will not do your work for you, but they can help you focus and develop your ideas, review your drafts,

and polish your writing. They can answer questions about grammar, mechanics, different kinds of writing styles, and documentation formats. They also can answer questions and provide feedback online, through IM/webcam chats and email.

Obviously, the tutors won't necessarily be familiar with every class or subject, but they are able to provide valuable help from the perspective of an interested and careful reader as well as a serious and experienced student-writer.

Schedule your appointments with enough time to think about and use the feedback you'll receive.

Quick Links:

- To schedule Real-time conversations with IM and/or webcam: <http://condor.depaul.edu/writing/appointments/im.html>
- To request Feedback by Email: <http://condor.depaul.edu/writing/appointments/fbe.html>
- For more information, visit: <http://condor.depaul.edu/writing/>

[Back to Top](#)

Online Discussion

Discussion Boards

Discussion Boards are a forum for discussion and sharing information among students. Your instructor may create one or more discussion boards related to the topics you are studying each week.

At the beginning of the quarter, your instructor will set up two discussion boards. These two discussions will help you and your classmates get off to an immediate start on the course, by providing conversational spaces for necessary, ongoing social and administrative activities. These discussions are:

- Introductions
- Course Q&A

The Q&A discussion is where the management and administrative tasks of the course are conducted, and where you can ask 'process' questions and receive answers. Your instructor will add additional discussion boards as you move through the modules.

[Back to Top](#)

Policies

Academic Integrity

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas.

Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy

could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit <http://studentaffairs.depaul.edu/homehandbook.html> for further details.

Plagiarism:

Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:

- The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.
- Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement.
- Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency.
- The paraphrasing of another's work or ideas without proper acknowledgement.

Plagiarism, like other forms of academic dishonesty, is always a serious matter. If a instructor finds that a student has plagiarized, the appropriate penalty is at the instructor's discretion.

[Back to Top](#)

Disability Accommodations

Reasonable accommodations will be provided for students with disabilities on an individualized and flexible basis. The Office of Students with Disabilities (OSD) determines appropriate accommodations through consultation with the student. For certain learning disabilities and/or attention deficit disorders, the Productive Learning Strategies Program (PLuS) determines the appropriate accommodations. See the instructor for more information or call OSD at 773-325-7290 (phone) or 773-325-7296 (TTY); or call PLuS at 773-325-1677.

Incomplete Grades

The intent of the Incomplete grade is to allow students extra time to complete their final assignments. This need arises because, in the closing weeks of the course, they have an event of significant magnitude that adversely affects their ability to complete the course, e.g. serious illness, death in the family, overseas deployment, or natural disaster.

You must request an incomplete grade in writing two weeks before the end of the quarter. Incomplete grades will be considered only after you have satisfactorily completed at least 75 percent of the coursework, and you have such an unexpected, uncontrollable event that prevents you from completing your course. Do not assume that you will qualify for an incomplete. Students who are failing the course at the point where they request an incomplete will not receive one, nor will they be granted after the end of the quarter. Incomplete grades are given at the discretion of the instructor.

If you do receive permission from the instructor to take an incomplete in the course, you will be required to complete a contract with the instructor, specifying how you will finish the missing work within the next two quarters (excluding summer). Incompletes not finished by the end of the second quarter (excluding summer) will automatically become an F grade on your transcript.

Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee.

NOTE: In the case of a student who has applied for graduation and who has been approved for an Incomplete in his or her final term, the incomplete must be resolved within the four week grace period before final degree certification.

[Back to Top](#)

Protection of Human Subjects

For more information see: <http://research.depaul.edu/>

Demonstrating the acquisition of competencies in this course can involve "interactions"—interviewing and or observing other people—discussing those interviews or observations with other class members and writing them up in one or more final report(s). As such, these activities qualify as "research" with "human subjects" and are subject to University and Federal guidelines. Because it takes place in the context of this course, your research is exempt from approval by the School for New Learning's Local Review Board only under the following conditions:

- The information you collect is EXCLUSIVELY for the purpose of classroom discussion and will NOT be used after the term is over. If there is any possibility that you will EVER use it in further research or for publication, you must obtain approval from the Local Review Board before you begin.
- You assess and ensure that no "harm"—physical, mental, or social—does or could result from either your interviews and/or observations or your discussion and/or reports.
- The privacy and confidentiality of those that you interview or observe must be protected. Unless you receive specific permission, in writing, from the person(s) you interview or observe, please change their names, and make sure that their identity cannot be readily ascertained from the information you provide.
- If you want to use real names and relationships, they must sign an "informed consent" document. For information on creating an "informed consent document" see, for example, <http://www.research.umn.edu/consent>

[Back to Top](#)

Course Expectations

Time Management and Attendance

SNL's online courses are not self-paced and require a regular time commitment EACH week throughout the quarter.

You are required to log in to your course at least four times a week so that you can participate in the ongoing course discussions.

Online courses are no less time consuming than "face to face" courses. You will have to dedicate some time every day or at least every second day to your studies. A typical four credit hour "face to face" course at SNL involves three hours of classroom meeting per week, plus at least three to six hours of study and homework per week.

This course will require at least the same time commitment, but your learning activities will be spread out through the week. If you have any problems with your technology, or if you need to improve your reading or writing skills, it may take even longer.

The instructor should be notified if your life events do not allow you to participate in the course and the online discussions for more than one week. This is particularly important when there are group discussions or you are working as part of a team.

If you find yourself getting behind, please contact the instructor immediately.

Your Instructor's Role

Your instructor's role in this course is that of a discussion facilitator and learning advisor. It is not their responsibility to make sure you log in regularly and submit your assignments. As instructor, s/he will read all postings to the general discussion forums on a daily basis but may not choose to respond to each posting. You will receive feedback to assignments.

The instructor may choose to designate "office hours" when s/he will be online and available and will immediately respond to questions. Depending on the instructor, this response may be by e-mail, instant messenger or telephone. Otherwise, you will generally receive a response to emailed or posted queries within 48 hours.

Your Role as a Student

As an online student, you will be taking a proactive approach to your learning. As the course instructor's role is that of a learning guide, your role is that of the leader in your own learning.

You will be managing your own time so that you can complete the readings, activities and assignments for the course, and you will also be expected to take a more active role in peer learning.

Credits

This course was designed and produced by Michelle Navarre Cleary and staff at SNL Online of the School for New Learning of DePaul University.

©2010 School for New Learning, DePaul University. All Rights Reserved by SNL during contractual interval with the Author.

Printed in the USA.

[Back to Top](#)