**CODE:** ENGL 095  
**TITLE:** Fundamentals of Writing

**Institute:** Humanities  
**DEPARTMENT:** English

**COURSE DESCRIPTION:** This basic writing course is designed to teach students to write clear, well-organized and mechanically acceptable prose. In addition to class, students are required to work in the Writing Center each week. Successful completion of ENGL 095 satisfies students’ basic skills requirement in writing. This is a developmental course and will not be counted toward degree requirements. Students may not enroll in another writing course simultaneously with ENGL 095.

**PREREQUISITES:** None

**COREQUISITES:** None

**CREDITS:** 4  
**LECTURE HOURS:** 3  
**LAB HOURS:** 2  
**WRITING CENTER HOURS AS REQUIRED**

**REQUIRED MATERIALS:** To be determined by instructor

**ADDITIONAL TIME REQUIREMENTS:**
Students in ENGL 095 are required to meet with a Learning Assistant in the Writing Center on a regular basis to review and discuss their writing. Your instructor will have more information about the Writing Center requirements for this course. For more information on the Writing Center, please refer to **ADDITIONAL SUPPORT/LABS**, below.

**COURSE LEARNING OUTCOMES:**
This course will help you improve your writing skills as you compose, revise, and edit your own work. The skills and abilities that you develop in this class will help you to be successful in college and in your career.

Students in ENGL 095 will be able to:
- communicate information and ideas clearly and effectively in written form
- use a process approach to writing
- use writing as a way of exploring and communicating ideas
- write essays with an awareness of audience and purpose
- state and support a main point about a topic in clear, focused, logically organized paragraphs
- use effective sentence form and correct grammar, punctuation, vocabulary, spelling, and capitalization.

**GRADING STANDARD:**

A The portfolio meets the criteria for basic writing competency, the quality of writing assignments and coursework is **excellent** (100%–93%), and all course requirements are complete.

A- (90%-92%)

B+ (87%-89%)

B The portfolio meets the criteria for basic writing competency, the quality of writing assignments and coursework is **good** (83%-86%), and course requirements are complete.
SYLLABUS

B- (80%-82%)

C+ (77%-79%)

C The portfolio meets the criteria for basic writing competency, the quality of writing assignments and other coursework is satisfactory (70%-76%), and course requirements are complete.

Please note: a grade of C or higher is required to fulfill the basic writing requirement and for entry to ENGL 121: English Composition – The Writing Process.

D The portfolio is borderline, and all coursework and requirements are complete. Students may be referred to ENGL 094 or ENGL 097 based on individual learning needs.

F The portfolio does not meet the criteria for basic writing competency, or the student did not complete all coursework and requirements. Students will be required to repeat ENGL 095 or will be referred to ENGL 093 based on individual learning needs.

COURSE CONTENT:
During the semester, you will compose several essays, most of which will require more than one draft. You will share your writing in a “writer’s workshop” format that will help you develop and improve your work. At the end of the semester, you will select and revise your best work and present a portfolio of writing that best demonstrates your abilities as a writer.

In order to pass the course and earn a grade, students are required to

- submit a portfolio that demonstrates basic writing competency
- complete weekly assignments and coursework
- schedule and complete Writing Center appointments
- attend class on time and come prepared to each class session.

The Portfolio:
Before a grade for the course will be assigned, students must submit a portfolio of their writing that demonstrates competency in the basic writing skills. A passing portfolio contains a minimum of two revised essays and one final in-class essay. Without a passing portfolio, students cannot earn a passing grade for the course. The basic writing skills that must be demonstrated in the portfolio meet the following criteria:

Focus: Each paper has a central or main idea. Supporting material is consistently relevant to this focus.

Organization: Each paper has a clear beginning, middle, and end. Each paper demonstrates logical use and order of paragraphs.

Development: Each paper has a balance of general and specific support of the focus. Papers show use of concrete details, illustration, reasons, and/or examples as appropriate.

Grammar/Mechanics: Each paper demonstrates control of sentence form, verb form, spelling, punctuation, and capitalization.

Once the portfolio is submitted and accepted, the course grade will be determined as follows:

Weekly Assignments and Coursework:
SYLLABUS

Students are required to complete all writing assignments and coursework each week. Assignments and other coursework provide practice in the basic writing skills at all stages of the writing process: invention, drafting, feedback, revision, editing, and proofreading. Active participation in class activities and attention to quality in weekly coursework is an important component for success in the class. Specifically, students must

- complete all work assigned each week and meet all deadlines
- demonstrate a conscientious and thorough effort to apply course material and new skills to all assignments
- strive to meet the basic standards for focus, development, organization, and mechanics for each draft or revision assigned
- demonstrate the ability to work and write independently when required
- improve specific assignments through Writing Center assistance and other feedback as specified by the instructor.

Writing Center Appointments:
Students are required to schedule and keep all assigned Writing Center appointments. Writing Center appointments assure students of individual instruction with a learning assistant to review and discuss their writing on a regular basis.

Writing Center learning assistants provide tutoring at all stages of the writing process. These tutoring sessions reinforce the skills students learn in class and help them develop additional skills for writing, revising, and proofreading essays based on their individual needs.

DEPARTMENT POLICIES:

Class Attendance
Students are expected to attend all classes and come prepared as required by the instructor. At all levels and at every stage of a student’s progress, the writing program at Brookdale emphasizes the developmental nature of writing. To develop their writing skills at the required pace, students are expected to attend class each week, be on time, and stay for the full session.

Students who have to miss a class because of an emergency must speak to their instructor in time to attend the following class fully prepared and up-to-date. Individual instructors will provide additional information about specific attendance requirements. It is the student’s responsibility to be aware of these requirements.

COLLEGE POLICIES:
For information regarding:
- Brookdale’s Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

please refer to the STUDENT HANDBOOK AND BCC CATALOG.

NOTIFICATION FOR STUDENTS WITH DISABILITIES:
Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:
Writing Center

A Writing Center appointment assures you of individual instruction. Writing Center learning assistants can help you at any stage of the writing process, whether you’ve just started a draft or you’ve already finished a draft and are ready to revise. These conferences will help you build on skills you’ve practiced in class and help you develop new skills to use when revising and proofreading your essays.

You may choose any day or time that is convenient for you, but you will need to make an appointment using TutorTrac (see Making Writing Center Appointments, below) to meet with a learning assistant.

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<thead>
<tr>
<th>Location:</th>
<th>Phone: 732-224-2941</th>
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<tbody>
<tr>
<td>Lincroft LAH 118</td>
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<tr>
<td>Hours:</td>
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<tr>
<td>Monday through Thursday</td>
<td>9:00 AM to 8:00 PM</td>
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<tr>
<td>Friday</td>
<td>9:00 AM to 5:00 PM</td>
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<tr>
<td>Saturday</td>
<td>10:00AM-2:00PM</td>
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Please note: Summer Semester Hours – Monday through Thursday 9:00AM - 8:00PM

Writing Center learning assistants are also available at the Brookdale extension sites in Eastern Monmouth/Neptune, Northern Monmouth/Bayshore, Long Branch, Wall, and Western Monmouth/Freehold.

Writing Center hours vary at the higher education centers. Please check TutorTrac for times and availability.

Making Writing Center Appointments

Writing students must use TutorTrac to schedule and cancel Writing Center appointments. TutorTrac is the Web-based appointment scheduling, tracking, and reporting software used by the Brookdale Community College Writing Centers.

To schedule or cancel a Writing Center appointment, go online using any Internet browser (Explorer must be version 5.5 or higher) and type in the following Web address to go to the TutorTrac login screen: http://tutortrac.brookdalecc.edu/TracWeb40/default.html

Enter User Name: Your first initial followed by your last name (no spaces, all lowercase).

Enter Password: The last 6-digits only of your Brookdale Community College ID number (located on the front of your student ID card and the upper left corner of your class schedule).

Detailed TutorTrac instructions are available in the Writing Centers and on the English Department Web page.

Computer Access

Computers are available at the following locations:

- The Writing Center (LAH 118)
- Library