



## Developmental Writing

Spring 2021

SDev 0123-03 3 Credit hours / MWF 11:40-12:30 PM – LC 247

**Instructor:** Hiroka Thornton, M.Ed., M.B.A.

**Email:** [hiroka.thornton@oc.edu](mailto:hiroka.thornton@oc.edu)

**Office:** LC 245

**Office Hours/Virtual Meeting:** MWF 11 – 11:30 AM or by appointment for other time

**Contact Information:** OC email; Students should check their OC email daily. Email is the best way to contact me outside of class.

### I. OC Mission Statement

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

### II. Class in the Time of COVID-19

While OC is planning for classes to occur face to face all semester, the pandemic may force us to go online at some point. If that happens, I have planned this class so that we can make that change smoothly. **Unless we are forced to go virtual, this class will meet in person.**

If you test positive for COVID-19 or know that you have been exposed to COVID-19, please do not come to class until you have been cleared by a medical professional, such as the COVID-19 Clinical Officer. If you have to miss class, please send me a copy of communication from a medical professional saying that you have tested positive or have been exposed. I will also need a copy of communication from a medical professional, or from a member of the OC housing staff if you are in quarantine, saying that you are no longer contagious or have negative test results before you can return to class. If you are quarantined, I will work with you so that you do not fall behind in your coursework. Your attendance grade will not be reduced because of quarantine if appropriate documentation is supplied, as mentioned above.

Please consult the COVID-19 Roadmap to Readiness Manual for Students and Parents for information and guidelines. <https://www.oc.edu/blogs/covid-19/ocs-roadmap-to-readiness>

### III. Christian Worldview & Teaching Philosophy

The professor and the students respect a diversity of backgrounds and worldviews; hence, this is a safe place for them to express those diversities freely. At the same time, as Oklahoma Christian University students, they are expected to put an effort to meet the academic standard set forth by her, a Christian educator and also the University.



#### IV. Course Description

SDev 0123 is a writing course designed to develop the basic academic writing skills necessary for successful college study. The course is required as a prerequisite to ENGL 1113: Comp I for students scoring 18 or below on ACT verbal scores. This course is graded with a (P) Passing or (NP) No Passing grading system. The 3 credit hours count toward graduation, but not for credit in a major or minor.

#### V. Course Objectives:

The purpose of Developmental Writing is to prepare students for university level academic writing specifically for ENGL 1113: Composition I. In order to achieve this objective, students in SDEV 0123 will develop their writing skills by practicing an effective writing process that includes prewriting, drafting, revising, and editing. By the end of the course, students will be able to

1. Complete formal essay assignments
2. Apply revision strategies to rough drafts
3. Identify and correct major mechanical errors in grammar, punctuation, and spelling
4. Apply mechanical and grammatical knowledge in the writing and editing of papers

Course Objectives	Assessment Tools	Program Outcomes	University Outcomes
1	Essays	Academic writing	Knowledge
2	Peer reviews	Critical thinking	Communication
3	Exercises	Language awareness	Literacy
4	Peer reviews	Academic writing	Knowledge

#### VI. Course Requirements & Grading Standards:

Grades are calculated on a Pass/Fail basis. To pass Developmental Writing students must show academic success through their writing and classroom performance. This success is measured as follows:

1. Students must write three Comp I level essays. Another member of the Lang/Lit faculty may grade one of these essays independently.
2. A passing essay is one which would score at least 80% at the beginning of ENGL 1113.
3. Students must attend and participate in class activities that are specifically designed to increase awareness of and facility with written language.

Grades will be posted in Blackboard ASAP. In most cases, essays are graded within 10 days of being turned in. All essays must be submitted to turnitin.com before grading can be finalized. The 6 week grade will come from the essays graded up to that point.

#### VII. Materials Needed

- *MindTap*, electronic resource – code is available for purchase through the OC Bookstore or through the *MindTap* in Blackboard.



- *The New Harbrace Guide: Genres for Composing* 3rd ed by Cheryl Glenn  
ISBN: 9781305959163

**VIII. Required Educational Technology (only if students are required to download and use specific software/technology)**

- *Google Drive*  
Essays and rough drafts require access to Google Drive. Students have an account with unlimited storage connected to their OC email. To access the OC Google Drive, go to [www.drive.google.com](http://www.drive.google.com) and enter OC credentials.
- *Blackboard*
- *Microsoft Word*

**IX. Placement Exam**

Students in Developmental Writing may opt to take a Placement Exam during the first week of the semester at Oklahoma Christian University. The exam will be graded for success or failure. Students who succeed will be moved to a section of Composition I (ENGL 1113). Students who fail will stay in Developmental Writing. Failure has no effect on the student's grade in Developmental Writing. The instructor will have a copy of the Placement Exam requirements available during the first Developmental Writing class session.

**X. Sources of Help (optional)**

Tutoring	Student Success 405.425.5923 <a href="http://www.oc.edu/academics/student-success/">www.oc.edu/academics/student-success/</a>
Writing Lab	Writer's Block <a href="http://writersblock.oc.edu/">http://writersblock.oc.edu/</a>
Research Help	Library 405.425.5312 Ask a Librarian ( <a href="http://libanswers.oc.edu/">libanswers.oc.edu/</a> ) <a href="http://library.oc.edu">library.oc.edu</a>
Information Technology	Support Central 405.425.5555 <a href="http://support.oc.edu/home">support.oc.edu/home</a>
Blackboard Help	Link in Blackboard (usually on left side)
Calling & Career Office	Day Six (located directly below Admissions) Career counseling, strengths analysis, resume and



portfolio building, interview mastery, network building, career search/ landing, and more.  
405.425.5961  
[www.oc.edu/daysix](http://www.oc.edu/daysix)

#### XI. Course Policies:

##### Engagement: Attendance and Participation

Regular attendance is required; **I will not accept assignments from students who regularly miss class, who fail to complete in-class work, or who fail to have full rough drafts ready for peer reviews on the date assigned.** I also expect students to arrive on time. Students who are consistently late will be counted absent.

##### Late assignments/exam policies

**There is no such thing as a late paper.** Students should turn work in on time as assigned. As a general rule, I do not grade late work; however, **students may always turn work in early.** Students who become ill or have a family emergency should contact me immediately to discuss the situation. There are no formal exams in SDev 0123 although the Final Exam time may be needed for students who have not yet passed the 3 essays.

#### Americans with Disabilities Act

If you have a diagnosed disability and need special accommodations, please notify Ms. Katy Roybal (425-1876) before or immediately after your first scheduled class meeting. After your disability has been verified, your instructor will work with you, with Ms. Roybal, and with the Office of the Vice President of Academic Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this course.

#### Sexual Misconduct Policy (Title IX)

Oklahoma Christian University is a Christian community unequivocally committed to ensuring a working and learning environment in which the dignity of every individual is respected and providing a campus environment that is free of unlawful discrimination, which includes sexual harassment, sexual assault, or sexual misconduct. OC's Sexual Misconduct Policy (see the OC Student Handbook) is compliant with Title IX, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a breach of community, which expresses disrespect, exploits and undermines relationships based on trusts, and interferes with learning and productive work.



Students are encouraged to immediately seek available assistance and report incidents of sexual misconduct as defined by the Sexual Misconduct Policy to the Title IX Coordinator:

**Title IX Coordinator**                      Mrs. Lisa Herndon                      405.425.1820                      lisa.herndon@oc.edu

Students have access to confidential services through OC's Counseling Center and the Spiritual Life office.

**OC Counseling Center**    405.425.5250

**Spiritual Life**

Jeff McMillon, Dean of Spiritual Life	405.425.5919
Summer Lashley, Ethos Director	405.425.5908

**Inclement weather policy**

If I cannot make it in to campus, I will send an email or post on Blackboard; if a student cannot make it to campus, he/she should email me. Generally, classes will run as usual unless the University is closed. If classes are canceled, students will be responsible for the material that was to be covered that day or for any assignment that is due. If inclement weather occurs during final exam week, final grades may be calculated on all work submitted previously.

**Emergency statement**

Students should sign up for OC Campus Messenger ([oc.edu/notify](https://oc.edu/notify)) to be notified by email, text, or Twitter if an emergency occurs.

**Oklahoma Christian University Policy on Academic Honesty**

**Cheating**

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.

**Plagiarism**

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another's work (a friend, a parent, a website) as one's own. Plagiarism undermines the ethics of the academy and the specific



Christian purposes of Oklahoma Christian University. Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

#### **Penalties for Academic Dishonesty**

1. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or assignments, the Professor shall have the discretion to impose an appropriate penalty. Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
2. On the second offense in the same course, the student will receive an F in the course. Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
3. At either the first offense or second offense, the student may appeal using the process described in both the *OC Student Handbook* and the *OC Academic Policy Manual* covering Grade Appeals.
4. If the student commits offenses in two or more courses, the Academic Appeals Committee, described in the *OC Student Handbook* and in the *OC Academic Policy Manual*, may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the Chief Academic Officer and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University's Academic Affairs Committee.
5. Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.

#### **Copyright/Fair use notice**

Course materials provided or made available to students in class, online or via email are the property of Oklahoma Christian University, the instructor and other copyright holders and are made available for the sole use of students enrolled in this class during the semester in which the student is enrolled. Students may keep one copy (print or digital) for personal use only and may not distribute the materials in any media format to any person without the express permission of the Oklahoma Christian University and the instructor. Original materials posted and authored by students may not be distributed under any circumstances.

#### **Electronic devices in the classroom**

Students should be prepared to use their laptops regularly in this course, especially Word. Additionally, I suggest you consider the following:



- **Technology is a privilege that may be taken away.** Students who use their laptops inappropriately (chat, Facebook, games, etc) during class will not be allowed to bring their laptops to class. They will have to do the class work by hand and type it later.
- **Technology is imperfect.** Students should always be prepared for the inevitable failure of their computer, the Internet, or the printers. Students should bring paper and pens to class as well as a power cord. Students should always save their work in another place besides their laptop's hard drive, e.g. Google Docs or Dropbox. Students should not wait until just before class to print an assignment and then realize that the printers don't work with their laptop.
- Most of the time, I cannot solve technology problems. Students should contact IT support at [supportcentral@oc.edu](mailto:supportcentral@oc.edu) for help with computer issues.
- Cell phones should be either clearly displayed on the desk or packed away in a bag – NOT in laps or pockets. If students need to communicate with someone via phone, they should quietly leave the classroom and return when finished.

### Formatting Requirements

Specifications for the essays follow MLA guidelines:

1. All finished compositions (rough drafts and final drafts) should be typewritten on white paper with 1-inch margins on all sides of each page.
2. Print should be size 12 Times New Roman or Cambria font.
3. Essays should have appropriate titles and should follow MLA rules of indentation, punctuation, and pagination.



4. The following information should appear double-spaced in the upper left-hand corner of the manuscript: student's name, professor's name, course number, and the date. For example:

Student's Name

Professor Thornton

SDev 0123

Date

5. Students should keep all drafts in a folder to be submitted according to the professor's instructions.

**Tentative Course Schedule:**

Week 1            1/25-29            Starting the class

Monday (M): Introduction to the course; Sending E-mails

**HW:**    Sending an E-mail to Thornton

Wednesday (W): Introduction to *Mind Tap (Instructions on Bb)*; MindTap "Student to Student";  
"Language I Like (LIL)"

\*Bring laptop to every class

**HW:** Write a LIL paragraph to share with the class





Friday (F): \*Placement Exam due today for participating students

*MT Just in Time* “Understanding Writing Assignments” video-review-quiz<sup>1</sup>

Week 2            2/1-5            Starting essay 1

M: Introduction to Essay 1

**HW:** Choose a literacy event for essay 1

W: Discuss Prewriting Strategy; Analyze the literacy event; Write a Fast First Draft (FFD) of the literacy event.

**HW:** Type FFD in MLA format (see the syllabus) and submit to Turnitin.com by Friday

F: Discuss Outline

**HW:** Write Outline and submit to Turnitin.com by Sunday midnight

Week 3            2/8-12            Writing essay 1

M: Discuss Thesis Statement

**HW:** *MT Just in Time* “Thesis Statement”

W: Discuss Introduction and Conclusion; Discuss FFDs

**HW:** *MT Just in Time* “Introductions and Conclusions”

F: Discuss student’s feedback strategy and sign up for small group reviews; Writing Center appt.

**HW:** Write a complete rough draft of Essay 1; submit it to turnitin.com by 11:59PM.

Week 4            2/15-19            Revising essay 1

During this week you have 2 revisions tasks which may be completed in various order; however, between each task you should make revisions to your rough draft and you should be prepared to turn in all rough drafts with your final. I expect to see the feedback you received at each session.

1. You should attend one small group session with me.

**HW:** Revise your rough draft **after each feedback session**

2. You should schedule a one-on-one (either in-person or virtual) session in the writing center.

\*Appointment required in advance

**HW:** Revise your rough draft **after each feedback session**

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<sup>1</sup> follow this procedure with all *Just in Time* activities



F: Final editing: **Essay 1 due to turnitin.com by 11:59 PM on this day**; rough drafts; Sign up for feedback session

Week 5                      2/22-26                      Final Draft Feedback Week

M/W/F: During this week, I will meet with you individually to go over your graded essay. You have the following homework to work on.

**HW:** Read Glenn Chapter 1-1, 1-2, 1-3, 1-4, 1-5 & 1-6 and Chapter 2-1, 2-3 & 2-3; Understanding the Rhetorical Situation (MT: under ch1)

Week 6                      3/1-5                      Starting essay 2

M: Discuss chapter 1 & part of chapter 2

**HW:** Write a paragraph about an opportunity for change (a problem); print and bring to class; MT Just in Time "Writing Topic Sentences"

W: Discuss the opportunity for change written by the students; Discuss Essay #2

**HW:** Write three solutions; Print and bring to class; MT Just in Time "Including Supporting Ideas"

F: Discuss documentation for Essay #2; using a quote, paraphrase & summary in essay

**HW:** Find at least two articles to support your ideas and write a quote, paraphrase or summary with documentation and submit to turnitin.com.

Week 7                      3/8-12                      Writing essay 2

M: Discuss Essay 2 organization; Outline builder; Thesis Statement builder

**HW:** Complete Outline & submit to turnitin.com; *MT Just in Time* "Revising Run-On and Comma Splices"

W: Finalize outline; Write a rough draft

**HW:** Complete *MT Just in Time* "Revising Sentence Fragments"

F: Complete a rough draft in class and submit to turnitin.com; Sign up for the small group sessions ; Make a writing center appointment

**HW:** Revise a rough draft



Week 8            3/15-19            Revising Essay 2

During this week you have 2 revisions tasks which may be completed in various order; however, between each task you should make revisions to your rough draft and you should be prepared to turn in all rough drafts with your final. I expect to see the feedback you received at each session.

1. You should attend one small group session with me.

**HW:** Revise your rough draft **after each feedback session**

2. You should schedule a one-on-one session in the writing center. \*Appointment required in advance

**HW:** Revise your rough draft **after each feedback session**

F: **We will not meet in class.** Sit back and work on your final editing; Sign up for feedback session

**Essay 1 due to turnitin.com by 11:59 PM on the NEXT day, Saturday 3/20**

Week 9            3/22-26            Final Draft Feedback Week

M/W/F: During this week, I will meet with you individually to go over your graded essay. You will receive assignment to work on.

**HW:** Read Glenn Chapter 2-4 & 2-5. Your next essay assignment will come from this chapter.

Week 10            3/29 - 4/2            Starting Essay 3

M: Discuss activities in Glenn chapter 2; Reading Critically

**HW:** Choose an essay from Part V to analyze

W: Discuss Essay 3 assignment

**HW:** research author information

F: Discuss documentation and context

**HW:** *MT Just in Time*

Week 11            4/5-9            Writing Essay 3

M: Write (in-class) a 1 paragraph in class summary of essay chosen for Essay 3

**HW:** Complete "I say/They Say" worksheet

W: Discuss organization of Essay 3



**HW:** Type a potential outline for Essay 3

F: Write a rough draft in class; Make a writing center appointment

**HW:** Revise a rough draft for feedback

Week 12      4/12-16      Revising Essay 3 & Final Editing

During this week you have 2 revisions tasks which may be completed in various order; however, between each task you should make revisions to your rough draft and you should be prepared to turn in all rough drafts with your final. I expect to see the feedback you received at each session.

1. You should attend one small group session with me.

**HW:** Revise your rough draft **after each feedback session**

2. You should schedule a one-on-one session in the writing center. \*Appointment required in advance

**HW:** Revise your rough draft **after each feedback session**

F: Final editing: **Essay 1 due to turnitin.com by 11:59 PM on this day**; rough drafts; Sign up for feedback session

Week 13      4/19-23      Final Draft Feedback

M/W/F: We will not meet as a class. I will meet with you individually to go over your graded essay.

Week 14      4/26-30      Starting & Writing Essay 4

M: Starting Essay 4

W: Writing Essay 4

F: Writing Essay 4

**Last essay due by end of exam period**

May 5<sup>th</sup> Wednesday 12:00 PM