

Performance Objective and Measurement: The student will write a minimum of three writing projects, including the final exam, that show an understanding of writing as a process based on the course content. The cumulative total for the writing projects should be at least 2,000 words. The writing projects will constitute at least 60 percent of the course grade, and minimum competency requirements for the course will be a grade average of 70 or better.

* **Learning Outcome 2:** The student will read and understand course materials, including works that address civic responsibility and global awareness, and apply basic principles of critical thinking, such as the analysis and synthesis of ideas from literary and non-fiction sources.

Performance Objective and Measurement: The student will demonstrate understanding through examinations, writing projects, and class assignments. Each instructor will determine percentages of each assignment beyond the writing project minimum requirements.

* **Learning Outcome 3:** The student will use a variety of rhetorical strategies to produce writing projects that have precise controlling ideas, clear thesis statements, relevant supporting details, logical organization with transitions, and effective introductory and concluding paragraphs.

Performance Objective and Measurement: The student will demonstrate his or her competency through writing projects and exams, including the final exam, with a grade average of 70 or better. The in-class final exam will include a writing project written or defended during the scheduled final exam period. The final will account for at least 10 percent of the semester grade.

* **Learning Outcome 4:** The student will achieve competency in edited, Standard American English as expected in the local and national communities.

Performance Objective and Measurement: The student will demonstrate competency through writing projects and exams, including the final exam, with a grade average of 70 or better. The in-class final exam will include a writing project written or defended during the scheduled final exam period. The final will account for at least 10 percent of the semester grade.

* **Learning Outcome 5:** The student will be able to incorporate research materials into writing projects based on course content, using an accepted format for documentation.

Performance Objective and Measurement: The student will produce at least one writing project that incorporates source materials and demonstrate a mastery of an accepted documentation method. A grade of 70 or better will demonstrate competency.

VII. Course requirements and grade computation:

1. College Requirements

While other examinations are given at the discretion of the instructor, a written comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of

each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor. Students who must be absent from a final examination must petition their instructor for permission to postpone the examination. Students absent without permission from a final examination are graded "F." Postponed examinations result in a grade of "I." The final examination must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." See the Final Exam Schedule in the current SAC Class Schedule for final exam dates and times (which differ from normal class meeting dates and times). (San Antonio College Student Handbook, 2009-2010, pg. 7).

2. Department Requirements

- a. The course grade will be based primarily on writing projects totaling at least 2,000 words of finished product. One or more of the projects must be documented. The writing projects may include an in-class essay exam that is to be written during the scheduled final exam period. The final exam grade will account for at least 10 percent of the semester grade.
- b. Grades on writing projects and final exam will make up 60 percent or more of the final grade.

3. Instructor Requirements:

The Work of the Course

1) Technical Writing Pieces: (60%)

A1	Representing Yourself	10
A2	Professional Correspondence	10
A3	Memo Report	15
A4	Document Design/Redesign	15
A5	Service Learning Project Proposal	10
A6	Usability Test Plan	10
A7	Service Learning Project Report	30
	Total # of Points	100

2) Discussion Board Explorations: (10%)

Mostly involves discussion board posts, but does include some other in-class and homework assignments

3) Technical Editing Notebook: (10%)

Weekly notebook of editing work

4) Final Exam: (20%)

Will include presentation of results from Service Learning Project and final essay.

VIII. College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.

- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.

ADDITIONAL INSTRUCTOR-SPECIFIC COURSE POLICIES:

Attendance: Excessive absences (6 for MWF classes), according to College policy, will result in your being dropped from the course. Three tardies (a tardy means arriving more than ten minutes late or leaving more than ten minutes early) equals one absence. Missing more than half the class is considered an absence. **If absent, you are responsible for the material covered and for any assignments due.** You are also responsible for completing your own drop form if you drop the class or you may receive an F. I encourage you to keep me informed about matters that may affect class attendance and/or class performance. Come to class! The consequences for dropping classes have in recent years become much larger (the new six drop rule), so come to class!

Late Daily Work: Late daily work is not accepted and receives no credit.

Late Writing Assignment Policy: All writing assignments are due when assigned, including drafts of essays. *Late drafts of essays result in the loss -10% from that assignments grade.* Late Final drafts of essays must be completed within a week or another 10% will be taken from the assignment's grade. Not completing an assignment beyond three weeks of the original due date may result in your being dropped from the course. Unacceptable drafts either due to lack of effort, incompleteness, or severe grammatical problems must be rewritten and are due the next class. The instructor has discretion to consider an unacceptable draft as a late draft and assess the penalty.

Curriculum Vitae (Short Version)

--[See Full Version](#)

Education:

University of the South Sewanee, TN. B.A. English 1984.

University of Texas at Austin M.A. English 1988. Emphasis: Creative Writing. Thesis: A Map of the Homeland

Texas Tech University PhD Technical Communication and Rhetoric 2010.

Teaching Experience

San Antonio College 1994- Assistant Professor. Tenure awarded 2001.

Selected Publications "What is Academic Writing?" Writing Spaces: Readings on Writing. Vol 1.

West Lafayette: Parlor Press, 2010. 3-17. <http://writingspaces.org/> | "The Activist WPA in

Action: A Profile of the First-Year Writing Program at Eastern Michigan University." Composition Forum 20, Summer 2009.

Recent Professional Papers and Presentations "Celebrating Writing for Learning in All Subjects:

How to Integrate More Writing into Your Classroom." The Success Trifecta. Region 20, San

Antonio, TX. October 2009. "Researching Rhetorical Reflection." Panel on Reflection with

Kathleen Blake Yancey as respondent. CCCC. March 2009, San Francisco. "Generating a Grounded Theory of Rhetorical Reflection." CCCC Research Network Forum. March 2009, San Francisco.

Professional Associations National Council of Teachers of English Two-Year College English

Association National Writing Project Council of Writing Program Administrators Other

Affiliations and Positions Co-Director and Tech-Liaison, San Antonio Writing Project President, enCore Consortium Inc.

Committee Leadership Positions and Activities Chair, San Antonio College Writing Center

Advisory Committee. Chair, Computer User's Committee, Department of English: 1995-2008

Chair, Program Review Committee, Department of English: 2004-2008