TO: UGCC – Meeting March 2013  
FROM: Alan Rosiene, Department of Humanities & Communication  
SUBJECT: HUM 1000, HUM 3999, COM to WRI 0100 and 0110

The Humanities and Communication Department proposes the following:

1. **HUM 1000 Popular Culture for Freshmen**: The School of Psychology has requested that freshman General Studies students no longer be block registered into PSY 1400 Freshman Seminar (as not meeting the prerequisite “enrollment in the School of Psychology”). To accommodate this request, Humanities proposes to change HUM 1000 to a variable one to three credit course and to replace PSY 1400 with the one credit version of HUM 1000 in the General Studies program plan. The one credit course is needed to allow General Studies students to remain on track to complete 45 credit hours in three semesters. (CRC and CGR forms attached)

2. **HUM 3999 Capstone Research Methods**: HUM 3999 creates a named course for the HUM 4150 Independent Study we require as preparation for HUM 4100 Senior Capstone Project (Q). Although not (Q), HUM 3999 is used to measure program-level student outcomes; the current HUM 4150 syllabus and assessment rubric have been approved by APAC. (ANC form and syllabus attached)

3. **COM to WRI 0100 and 0110**: As noted in last month’s memo, permission has been granted by the Registrar to move composition and creative writing courses from the Communication Program (COM) to a new Writing prefix (WRI). We begin the process with two developmental English courses, WRI 0100 and WRI 0110. Titles and course descriptions for the two courses have been modified, but the syllabi are equivalent to those used in current COM 0100 and COM 0110. We will change the prerequisites for WRI 1101 when we propose that course; in the interim, the Registrar will handle the expanded prerequisites for COM 1101 behind the scenes. (ANC forms and syllabi attached; no CRC for COM 1101 because the course will soon be replaced by WRI 1101)
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT: WRI  COURSE NO.: 0100  CREDIT HOURS: 3  TERM TO BE ADDED TO THE FILE: Fall 2013

*Justify level if 1000 level and no co- or prerequisites.

CLASS HOURS: 45  LECTURE HOURS: 45  LAB HOURS: CONTACT HOURS (CEU ONLY): 0

DEPARTMENT: Humanities & Communication  SCHEDULE TYPE: Lecture (A)

☐ COLLEGE OF AERONAUTICS – 23  ☑ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS – 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS – 24  ☐ COLLEGE OF SCIENCE – 25
☐ COLLEGE OF ENGINEERING – 1  ☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS – 90

COMPUTER TITLE: Restricted to 23 characters, including spaces  English Writing Review  Dual-Prefix, BI-Level, Full-Load? ☐ Yes ☑ No

CATALOG TITLE: English Writing Review

CATALOG DESCRIPTION OF COURSE: Restricted to 350 characters, including spaces

Provides instruction to students on the writing process with a focus on vocabulary development, sentence structure and paragraph construction. Includes how to develop full-length essays to prepare for higher-level courses. Required for students with writing samples graded three or below. Credit may not be applied toward any Florida Tech degree.

This description has been approved by the catalog office.  

☐ Yes ☑ No  Will this course be used to measure program-level student learning outcomes? If yes, associate vice president for Institutional Compliance signature required: *

GRADES TO BE ISSUED: ☐ A, B, C, D, F  ☐ A, B, C, D, F; CEU/Audit

☐ CEU  ☐ S, U  ☐ P, F  ☑ Other (-P/F) (L)

If this course replaces a course currently offered in BANNER, please indicate old course information and the date the course may be removed from the system:

SUBJECT: COM  COURSE NO.: 1101  TERM TO INACTIVATE: Fall 2014

☑ Yes ☐ No  Will this course be used to measure program-level student learning outcomes? If yes, associate vice president for Institutional Compliance signature required: *

APPROVALS: On completion of description and course number verification, affix appropriate signatures as indicated, and submit completed form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval.

Originator:  Date: 3/21/13

Chair, Graduate Council:  Date: 3/22/13

Chair, Undergraduate Curriculum Committee:  Date:

*Associate Vice President for Institutional Compliance

CATALOG DIRECTOR

These changes/additions have been made for the University Catalog and entered into the Banner term named above.

Catalog Director:  Date:

REGISTRAR’S USE ONLY

SCAGE  SCADEL  SCAPREQ  SCABASE

SCARBES  Operator Init:  Date:

Florida Institute of Technology • Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8114 • Fax (321) 674-7827

RDR-1415102
Semester:
Course/Section(s): WRI 0100 English Writing Review
Days/Time/Room:
Instructor:
Contact information:
Email:
Telephone:
Home:
Calls & Emails
Office Hours:

Course Description: Provides instruction to students on the writing process with a focus on vocabulary development, sentence structure and paragraph construction. Includes how to develop full-length essays to prepare for higher-level courses.


Also required:
♦ Keep a 2 pocket folder of your work. This folder will serve as your Portfolio and will be used for grading and discussion of progress in the course. Failure to keep your portfolio current may result in point deduction. Further, if there is any dispute or discrepancy about a grade, it is incumbent on the student to produce the graded work for verification.
♦ In-class notes and activities and homework are to be kept in a notebook. You may handwrite homework assignments OR type them; however, in all cases, homework and class notes must be kept in a neat and orderly manner. They are subject to being graded.
♦ Additional readings, writing, and/or media viewing may be required by the instructor, as deemed appropriate

All materials for this course are on ANGEL

Goal: To raise the levels in all areas of literacy, including reading, writing, and grammar to the college level so that the students may be competent in their expression in English.

Learning Objectives: By the end of this course, students will:

1. Develop critical thinking skills through the written and oral expression.
2. Increase their proficiency in reading comprehension and vocabulary.
3. Construct well-organized paragraphs in the basic rhetorical modes.
4. Correctly paraphrase and summarize documents.
5. Prepare three paragraph essays; depending on students' ability, write five paragraph essays.

Assignment Policies:
♦ Reading assignments must be completed before the class session for which they are assigned. Please see the attached tentative schedule. Note that the schedule may change to suit class needs.
All assignments are due on the designated date. Late assignments will NOT be accepted. Absence from class is not a valid excuse for missing an assignment deadline. In-class assignments and exams cannot be made up without an official medical excuse.

**Academic Dishonesty:** Any form of academic dishonesty, especially plagiarism, will not be tolerated. Such dishonesty will result in a grade of “0” for the assignment and/or a failing grade for the course. Serious instances of academic dishonesty will be forwarded to the Department Head for review and action. All papers must be submitted to www.turnitin.com by the due date, or they will not be accepted. You MUST submit a hard copy to the instructor AND upload a copy into turnitin.com. You are responsible for knowing Florida Tech’s academic dishonesty policies: www.fit.edu/current_plagiarism.pdf. Information on how to enroll in turnitin.com for this course will be provided to you and will be on ANGEL.

**Attendance Policies:**
Absences: To be a success in this course, you must attend every class meeting. Each unexcused absence will affect your attendance and professionalism grade. If you miss six (6) or more classes, your grade for the course is “F.” Excused absences will be considered; however, there is a strong need to be in class in this course and if there are cases of prolonged illness, each case will be judged on an individual basis. Tardiness is disruptive and unprofessional. In the rare event that you are a little late to class, you are to enter the room quietly and you are responsible for letting me know to ensure your absence mark can be changed.

**Important Notes:**
♦ Students who do not pass the Final Exam will NOT pass the course.
♦ Students who do not submit all essays to Turnitin.com will NOT pass the course.
♦ There will be deductions for absences (5 or fewer), lateness, and other infringements of class policies (e.g., homework not done)
♦ Specifics for all assignments will be provided in class and will be put on ANGEL. Study sheets will be provided for the Midsemester Exam and Final Exam and will be put on ANGEL.

**Changes/Modifications**
The instructor reserves the right to amend this syllabus as deemed appropriate. It is the responsibility of each student to obtain information on any announced changes. If you attend class, you will receive this information in class. If you are absent, it is incumbent upon you to seek out information missed. All changes, adaptations, or modifications will be placed on ANGEL.

**Grades:**
Upon completion of all course expectations and assignments, your work will be assessed (see “Assessments” on page 3), and your FINAL grade will be determined as follows:

- In-class quizzes: 10%
- Midsemester Exam: 10%
- Final Exam: 15%
- Essays (4) Draft & Revision: 40%
- In-class assignments: 5%
- Peer Reviews: 5%
- Private Writing Journal: 5%
- Homework: 5%
- TOTAL: 100%
Course Requirements and Assessments: In order to be successful in this class, students must comply with the following expectations:

<table>
<thead>
<tr>
<th>In Class Expectations</th>
<th>Out of Class Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer evaluation</td>
<td>Private Journal writing</td>
</tr>
<tr>
<td>Revision of 1+2 drafts</td>
<td>Objective responses</td>
</tr>
<tr>
<td>Submit all drafts plus final draft &amp; evaluations</td>
<td>Read all readings in book</td>
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<tr>
<td>Writing conference with each student (2-3 min)</td>
<td>Complete all exercises in book per syllabus</td>
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<td></td>
<td>Complete all initial drafts</td>
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<td>Complete final draft</td>
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<td></td>
<td>Outlines as stated on syllabus</td>
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<td></td>
<td>Portfolio submission at end of term</td>
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<td>Any other assignment, as deemed appropriate by the instructor</td>
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</tbody>
</table>

In accordance with the above expectations, the assessments listed below will be made:

Assessment of Each Essay Paper (3 scores):
1. Content and ideas --- $x/10$ (twice as heavily)
2. Organization and form --- $x/5$
3. Language use --- $x/5$
   Source: paragraph assessment (Ch 1 & 2)
   Essay assessment (Ch 3 to 7)

Total Writings submitted:
1. 2 – paragraphs evaluated
2. 3 – essays evaluated
3. 1 – research paper evaluated
4. 1 – portfolio evaluated

Portfolio:
1. Number scores of drafts
2. May revise one already-assessed paper for midterm writing score
3. May revise one already-assessed writing for final writing score
4. NOT Inflated grade. Will compute average of revision scores.
5. Will be considered the overall portfolio score.

Shared responses (Objective responses) – 6 included with drafts in portfolio; will be evaluated.

Journal (Personal Journal) – 6 submissions. Will NOT be graded; will receive 0 if not submitted.

Other: Scores on quizzes, in-class preparedness, out of class assignments completed, and scores on the midsemester and final examinations will be considered in the final grade. (See “Grades” on page 2).
<table>
<thead>
<tr>
<th>Week One</th>
<th>Semester Dates Monday</th>
<th>Course: WRI 0100 Wednesday</th>
<th>MWF Friday</th>
<th>Read Chapter One: Birth Order and Your Place in Life – Part I and Write answers to all exercises</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to course</td>
<td>Class interviews</td>
<td>In-class writing sample – pre-test</td>
<td>Chapter One</td>
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<td>Review of syllabus</td>
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<td>Chapter One</td>
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<td>Week Two</td>
<td>Chapter One</td>
<td>Chapter One</td>
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<td>Read Chapter Two: Matters of the Heart: Part I and Write answers to all exercises</td>
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<td>(Each Chapter has 4 sections)</td>
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<tr>
<td>Week Three</td>
<td>No Class- Martin Luther King Day or whatever</td>
<td>Chapter One</td>
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<tr>
<td>Week Four</td>
<td>Quiz One – Vocabulary, grammar, and content</td>
<td>Chapter Two</td>
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<td>Read Chapter Three: Friendship– Part I and Write answers to all exercises</td>
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<td>Week Five</td>
<td>Chapter Two</td>
<td>Chapter Two</td>
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<td>Week Six</td>
<td>Review for midterm exam</td>
<td>Midsemester exam</td>
<td>Chapter Three</td>
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<td>Week Seven</td>
<td>No Class – President's Day</td>
<td>Chapter Three</td>
<td>Chapter Three</td>
<td>Read Chapter Four: Live to Work or Work to Live: Part I and Write answers to all exercises</td>
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<td>Week Eight</td>
<td>Chapter Three</td>
<td>Chapter Three</td>
<td>Chapter Four</td>
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<tr>
<td>Week Nine</td>
<td>Spring (or Thanksgiving)</td>
<td>Break</td>
<td>No Classes</td>
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<td>Week Ten</td>
<td>Chapter Four</td>
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<td>Week Eleven</td>
<td>Chapter Four</td>
<td>Chapter Four</td>
<td>Chapter Four</td>
<td>Quiz – grammar, vocabulary and content Chapters Read Chapter Five: Out of Courtesy: Write answers to all exercises</td>
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<td>Week</td>
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<td>In – class</td>
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<td>No Classes</td>
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<td>Post text</td>
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Florida Institute of Technology

This course is available for student registration only after the approval process has been completed.

SUBJECT    FAL    COURSE NO.   0110   CREDIT HOURS   3   TERM TO BE ADDED TO THE FILE   Fall 2013
(e.g., CS1)    (e.g., 1301)    (e.g., Fall 2013)

CLASS HOURS   45   LECTURE HOURS   45   LAB HOURS,   CONTACT HOURS  (CEU ONLY)

DEPARTMENT    Humanities & Communication
              (e.g., Computer Science)

SCHEDULE TYPE    Lecture (A)
                  (e.g., Lecture, Lab or Special Topic/Project)

☐ COLLEGE OF AERONAUTICS – 23  ☑ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS – 25
☐ NATHAN M. BISK COLLEGE OF BUSINESS – 24  ☐ COLLEGE OF SCIENCE – 26
☐ COLLEGE OF ENGINEERING – 1  ☐ EXTENDED STUDIES DIVISION / NATHAN M. BISK COLLEGE OF BUSINESS – 90

COMPUTER TITLE    Restricted to 25 characters, including spaces
College English Grammar    Dual-Prefix, B-Level, Full-Load?    Yes ☐ No ☑

CATALOG TITLE    College English Grammar

CATALOG DESCRIPTION OF COURSE    Restricted to 350 characters, including spaces
Provides instruction to students on the writing process with a focus on grammar and syntax. Reviews grammar, syntax, spelling, and punctuation rules, and developing paragraphs into essays to prepare for higher-level courses. Required for students with placement test scores below 90. Credit cannot be applied toward any Florida Tech degree.

This description has been approved by the catalog office.  Emers 3/24/13
Catalog Director  Date

In addition, please attach a course syllabus and/or more detailed description.

RESTRICTIONS    ☐ Prerequisite  ☐ Corequisite  ☐ Course Number  ☐ and/or
☐ Prerequisite  ☐ Corequisite  ☐ Course Number  ☐ and/or
☐ Prerequisite  ☐ Corequisite  ☐ Course Number  ☐ and/or

ADDITIONAL RESTRICTION    GPA not impacted; cannot count toward degree; required for 30 or below placement test score.
If this course replaces a course currently offered in BANNER, please indicate old course information and the date/term the course may be removed from the system.

SUBJECT    ALPHA PREFIX (e.g., CS1)    COM 0110   TERM TO INACTIVATE   Fall 2014

☐ Yes ☑ No  Will this course be used to measure program-level student learning outcomes?  If yes, associate vice president for Institutional Compliance signature required.**

APPROVALS: On completion of description and course number verification, affix appropriate signatures as indicated, and submit completed form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval.

Orig = 3/21/13

Chair, Graduate Council  Date
OR

Dean or Associate Dean  Date

Chair, Undergraduate Curriculum Committee  Date

**Associate Vice President for Institutional Compliance  Date

CATALOG DIRECTOR

These changes/additions have been made for the University Catalog and entered into the BANNER term named above.

Catalog Director  Date

REGISTRAR’S USE ONLY

SCARSE  SCADTE  SCAPREQ  SCARBASE
SCARRES  Operator Init.  Date

Florida Institute of Technology  •  Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975  •  (321) 674-8114  •  Fax (321) 674-7827
Florida Institute of Technology
Department of Humanities and Communication
Melbourne, Florida
Course Syllabus

Semester: 
Course: WRI 0110 College English Grammar
Days/Time/Room: 
Instructor: 
Contact information: Email: 
Telephone: 
Calls & Emails 
Office Hours: 

Course Description: Provides instruction to students on the writing process with a focus on grammar and syntax. Reviews grammar, syntax, spelling and punctuation rules, and developing paragraphs into essays to prepare for higher-level courses.


Also required: Small spiral notebook for use as a Writer's Journal
Bring paper, pencil, pens to class.
Keep your work for the course in a folder (your “portfolio”). It is the student’s responsibility to keep his/her works in the portfolio. Grade issues will not be discussed if the student has not kept work in the portfolio. Additional readings and/or media viewing may be required by the instructor, as deemed appropriate

Course Objectives:
Students will significantly improve:
Their use of standard English grammar, spelling, mechanics
Their knowledge and use of the writing process
Writing about readings
Writing paragraphs
Writing various types of essays (rhetoric)

Grading
⊲ Writer's Journal 5%
⊲ Four paragraphs – 250 - 300 words each 20%
Based on readings in *Along These Lines*
⊲ Two essays –600 - 800 words each – based on specific, assigned topics 20%
⊲ Homework 5%
Students are expected to read material at home prior to the class date in which it will be presented, discussed, and/or reviewed. Specific homework
⊲ In-class assignments 5%
⊲ Two exams on readings and on grammar 10%
⊲ Midsemester exam 15%
⊲ Final Exam 15%
⊲ Total 100%

Grading:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 – 900</td>
<td>A</td>
</tr>
<tr>
<td>899 – 800</td>
<td>B</td>
</tr>
<tr>
<td>799 – 700</td>
<td>C</td>
</tr>
<tr>
<td>699 – 600</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>
Course Policies:

1. **Changes:** The instructor reserves the right to make changes to the Syllabus and to the Course Schedule, as deemed appropriate by the instructor and at her discretion. It is the students’ responsibility to keep informed about any and all announced changes.

2. **Absences/Lateness:** Absences: To be a success in this course, you must attend every class meeting. Each unexcused absence will affect your attendance and professionalism grade. If you miss six (6) or more classes, your grade for the course is “F.” Excused absences will be considered; however, there is a strong need to be in class in this course and if there are cases of prolonged illness, each case will be judged on an individual basis. **Tardiness** is disruptive and unprofessional. In the rare event that you are a little late to class, you are to enter the room quietly and you are responsible for letting me know to ensure your absence mark can be changed.

3. **Late submission of work:** Late work will NOT be accepted and will result in a grade of “0”. Work must be submitted in person, during class, unless other arrangements were made in advance. No work will be accepted if sent by email or left in the instructor’s mailbox.

4. **Academic Dishonesty:** Any form of academic dishonesty, especially plagiarism, will not be tolerated. Such dishonesty will result in a grade of “0” for the assignment and/or a failing grade for the course. Serious instances of academic dishonesty will be forwarded to the Department Head for review and action. All papers must be submitted to www.turnitin.com by the due date, or they will not be accepted. You MUST submit a hard copy to the instructor AND upload a copy into turnitin.com. You are responsible for knowing Florida Tech’s academic dishonesty policies: www.fit.edu/current.plagiarism.pdf. Information on how to enroll in turnitin.com for this course will be provided to you and will be on ANGEL.

5. **Important Notes:**
   - Students who do not pass the Final Exam will NOT pass the course.
   - Students who do not submit all essays to Turnitin.com will NOT pass the course.
   - There will be deductions for absences (5 or fewer), lateness, and other infringements of class policies (e.g., homework not done)
   - Specifics for all assignments will be provided in class and will be put on ANGEL. Study sheets will be provided for the Midsemester Exam and Final Exam and will be put on ANGEL.
# Course Schedule

<table>
<thead>
<tr>
<th>Week #</th>
<th>M Date</th>
<th>W Date</th>
<th>F Date</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Syllabus Review</td>
<td>In-class writing sample (Pre-test)</td>
<td>Chapter 14 – The simple sentence</td>
<td>Read Chapters 14, 15, 16</td>
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<td></td>
<td>Class interviews</td>
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<tr>
<td>Two</td>
<td>No Class</td>
<td>Chapter 15 - Coordination</td>
<td>Chapter 16 – Run-on sentences and comma splices</td>
<td>Read Chapters 17 and 18</td>
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<td>MLK Birthday</td>
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<tr>
<td>Three</td>
<td>Chapter 17 – Subordination</td>
<td>Chapter 18 – Avoiding fragments</td>
<td>The writing process</td>
<td>Read Chapters 1 &amp; 2</td>
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<td>Components of the paragraph</td>
<td>Read “Spanglish”</td>
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<td>Four</td>
<td>Chapter 2: Illustration</td>
<td>Paragraph 1 on “Spanglish” due today</td>
<td>Exam I</td>
<td>Read Chapters 19, 20, 21</td>
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<td>Reading: “Spanglish,”</td>
<td>p. 596</td>
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<tr>
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<td>“Spanglish” due today</td>
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<tr>
<td></td>
<td>Review for Exam I</td>
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<td>Five</td>
<td>Chapter 19: Parallelism</td>
<td>Chapter 20: Adjectives &amp; Adverbs</td>
<td>Chapter 21: Problems with Modifiers</td>
<td>Read Chapters 3 &amp; 4;</td>
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<td>Read “A Present for Pogo,” and “The Good Father,”</td>
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<td>Six</td>
<td>No class</td>
<td>Chapter 3 – Description Reading: “A Present for Pogo,”</td>
<td>Chapter 4 – Narration Reading: “The Good Father,”</td>
<td>Read Chapter 11 – Writing an Essay</td>
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<td>President’s Day</td>
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<td>Seven</td>
<td>Paragraph 2 due today</td>
<td>Review for Midsemester Exam</td>
<td>Midsemester Exam</td>
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<td>Eight</td>
<td>No class</td>
<td>Spring</td>
<td>Break</td>
<td>Work on Chapters 32 &amp; 33 and Appendix A</td>
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<td>independently. Read p. 606 and p. 610 prior to</td>
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<td>coming back from Spring. Break Paragraph 3:</td>
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<td>choice of writing about “How to Write a Personal</td>
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<td>Letter,” or “Beautiful Daughter,”</td>
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| Nine   | Chapter 12 – The Process Essay & “How to Write a Personal Letter”  
Chapter 22 – Using Verbs Correctly  
Paragraph 3 due today  
Read Chapters 23, 24, 6, and 12.  
Work on Paragraph 4 |
|--------|------------------------------------------------------------------|
| Ten    | In-class reading:  
Chapter – Classification Essay  
“Three Disciplines for Children,”  
Chapter 6: Compare/Contrast and “Students in Shock,”  
Paragraph 4 due today  
Read Chapters 13, 25, and 26 |
| Eleven | Chapter 13 – Writing from Reading  
Chapter 12 – Definition Essay – pp. 309 – 314  
Chapter 24: Subject/Verb Agreement  
Chapter 25 – Pronoun Agreement and Reference.  
Essay One due today  
Read Chapters 9 and 12 |
| Twelve | Chapter 26 – Pronoun Consistency and Case  
Chapters 27/28/29 Punctuation I  
Chapters 27/28/29 Punctuation I (continued)  
Work on Essay Two |
| Thirteen | Chapters 30/31 Punctuation II  
Chapters 30/31 Punctuation II (continued)  
Chapters 10 and Chapter 12 (pp. 320-326) – Argument Essay  
Work on Essay Two |
| Fourteen | Reading: : One World, Many Cultures, TBA  
Reading: : One World, Many Cultures, TBA  
Chapter 8 - Definition  
Study for Exam II |
| Fifteen | Essay Two due today  
Review for Exam  
Exam II  
Work on Final project |
| Sixteen | In-class Writing (Post-test)  
Last Day of class  
Study Day  
May 4 - 7  
Final Exam Week |