

English 900: Writing Center Lab

Room: C341

.3 unit / Total of 18 hours laboratory

Pass / No Pass grading

Corequisite

To be enrolled in this course, you must be concurrently enrolled in English 1A.

Course Description

English 900 is a course in the development of writing skills for students in English 1A. The course includes individualized instruction with Writing Center instructors and writing consultants, as well as computer-assisted instruction.

Course Content

Course curriculum is divided into two categories: required and optional. Required curriculum includes one-on-one instruction and a library lesson in information literacy. Optional curriculum adds online research; exercises, tutorials, and other activities in A Writer's Reference E-book and Re: Writing Plus; and writing for your English 1A course.

The optional curriculum puts you in control of your own learning as **you develop a plan for study that suits your needs and interests**. Here's a description of the various activities:

1. Online library lesson in information literacy, including a Mini-Research Project
2. One-on-one instruction with instructors or writing consultants
 - Work with an instructor or consultant on assignments from your English 1A class: Instructors and consultants can help you at any stage of the writing process. Bring your instructor's assignment, your preliminary notes or first drafts, or graded work you are revising to resubmit to your 1A instructor.
3. Online research in Shatford Library's electronic databases or on the Web, with the assistance of Center staff
4. Computer-assisted grammar, writing, and research exercises; interactive revision activities; and video tutorials—using Bedford/St. Martin's A Writer's Reference E-book and Re: Writing Plus
5. Planning, drafting, and revising assignments from your English 1A class, with the assistance of Center staff

Grading

English 900 is a pass/no pass course; you will receive either Credit or No Credit.

- To receive Credit, you must complete the required number of activities listed on your Study Plan (12 for Monday-through-Friday students, 11 for Saturday students) and **not miss class more than two times**.
- If you miss class more than twice or do not complete your Study Plan, you will receive No Credit.
- **Your English 1A instructor will determine whether and how your performance, attendance, or grade in English 900 affects your grade in English 1A.**

At the end of the semester, you should provide the Writing Center staff with a copy of your Assignment Sheet (both sides). These sheets are used along with the record of your scans—in and out of the lab—to help determine your grade.

Required Materials

- Access code to Bedford/St. Martin's website

Access code is bundled with A Writer's Reference, PCC edition, a required text in your English 1A class. Purchase the shrink-wrapped text in the PCC bookstore.

Attendance

You are expected to attend every class meeting and are **required** to be in the lab for 45 minutes of your scheduled hour. You can be absent twice without penalty. Attendance is recorded in two ways: an electronic scan of your PCC Lancer ID card and a time/date stamp on your Assignment Sheet. Your arrival **and departure** are recorded, so do not leave the lab without checking out.

To be admitted to the lab during your scheduled hour, you **must** have with you:

- Your Lancer student ID card
- Your current course schedule (you can print this from the PCC website)
- Your English 900 assignment sheet (given to you at your first class meeting)

Beginning the third week of the semester, if you show up without all three of these items, you will not be allowed into the lab.

Additionally, you must check-in to the lab no more than 15 minutes after the scheduled start time. If you arrive more than fifteen minutes late, you will be considered absent. Remember that missing class more than two times will result in your receiving No Credit for the course, and **absences may not be made-up.**

Course Withdrawal

As long as you remain enrolled in your English 1A class, you will remain enrolled in English 900. You will not be dropped from English 900 for failure to attend or perform. Thus, **if you choose to drop your English 1A class, you are responsible for also dropping your English 900 class.** Failure to do so might result in your receiving No Credit for the course.

Important Lab Policies

- **Lab Use:** To get credit for English 900, you must attend during your scheduled hour. While you may meet with Instructors or Writing Consultants on a walk-in basis, you may not use the computer lab outside of your scheduled hour.
- **Student Conduct:** PCC seeks to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the College community. Inappropriate conduct by students is subject to discipline.
- **Cell Phones:** All cell phones, text messagers, and other electronic devices should be turned off and placed out of sight while you are in the lab.
- **Food and Drink:** Eating and drinking are not allowed in the lab; this includes drinking bottled water. Keep any food and drink in your bag and away from the computer workstations.
- **Visitors:** Only students registered in a Writing Center Lab course may enter the lab. Non-registered students, including children, are not allowed in the lab.