

English 902: 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 400.

Course Description

English 902 is a course in the development of writing skills for students in English 400. The course includes individualized instruction with Writing Center instructors and writing consultants, as well as computer-assisted instruction.

Course Content

Course includes the following curriculum:

1. Development of a study plan, with the assistance of an instructor, based on grammar and writing diagnostics
2. Computer-assisted grammar, reading, writing and study skills lessons found on our website, hosted by Bedford/St. Martin's
 - You will choose which lessons to complete and the order in which you will complete them, based on the results of your diagnostics and with the help of an instructor. **This puts you in charge of your learning.**
3. One-on-one instruction with instructors or writing consultants
 - Work with an instructor or consultant on assignments from your English 400 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 400 instructor.
4. Online library tutorial in the use of Shatford Library
5. Group seminar instruction in the use of Inspiration, an idea-organizing computer program (not available for all sections)

Grading

English 902 is a pass/no pass course; you will receive either Credit or No Credit.

- To receive Credit, you must consistently spend your lab hours working in one of the above activities and **not miss class more than two times.**
- If you miss class more than twice or consistently fail to work on an approved activity, you will receive No Credit.
- **Your English 400 instructor will determine whether and how your performance, attendance, or grade in English 902 affects your grade in English 400.**

At the end of the semester, you should provide the Writing Center staff with a copy of your Assignment Sheet (both sides). These sheets provide a record of your arrival to and departure from the lab for the semester and 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 the Bedford/St. Martin's website

Materials (cont.)

Access code can be purchased at the PCC bookstore or directly from the Bedford/St. Martin's website. If you purchase the code from the bookstore, you must ask for it at the storeroom window—the code is not available on a shelf. You are required to bring this code to your second class meeting unless you are purchasing from the Bedford/St. Martin's website; this you can do during your second class meeting. **If you do not have the access code by your third class meeting, you will not be admitted to class.**

Attendance

You are expected to attend every class meeting and **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 (available in T110)
- Your current course schedule receipt (you can print this from the PCC website)
- Your English 902 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 400 class, you will remain enrolled in English 902. You will not be dropped from English 902 for failure to attend or perform. Thus, **if you choose to drop your English 400 class, you are responsible for also dropping your English 902 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 902, 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 the Writing Center lab course may attend the lab. Non-registered students, including children, are not allowed in the lab.