



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**Writing Workshop
ENG2259 1 Credit Hour**

Student Level:

This course is open to students on the college level in either freshman or sophomore year.

Catalog Description:

ENG2259 - WRITING WORKSHOP (1 hr)

More focused instruction in particular writing genre, the writing process, or related field of work. This course may be repeated for different genres.

Prerequisites:

Instructor Approval

Controlling Purpose:

This course is designed to help the student increase knowledge concerning a particular genre of writing, the writing process and/or work in the field.

Learner Outcomes:

Upon completion of the course, the student will be able to compose works written in the particular genre or understand and be able to follow processes which lead to successful writing or work in the field. Usually this will serve as an extension of an area covered briefly before, and will polish skills into a more professional manner in this area.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of

- inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: ASSESSMENT OF BASIC SKILLS AND KNOWLEDGE						
Outcomes: The student will evaluate current abilities and knowledge in the area(s) to be explored.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Conduct a self-evaluation of skills and knowledge currently possessed in the area covered by the workshop.

UNIT 2: TECHNIQUE, GENRE AND IDEAS TO BE EXPLORED						
Outcomes: The student will read, research, practice writing and/or develop a plan to build knowledge in the area of study, as outlined and required by instructor.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Read examples of the genre to be studied to gain a clearer understanding of the mode of writing.
						Research ideas and methods utilized in the composition of works in the area.
						Write drafts, as instructed, to practice the type of writing or for idea exploration.
						Create a plan for the completion of the work required that includes the process outlined for the particular area.

UNIT 3: PORTFOLIO DEVELOPMENT OR PRESENTATION

Outcomes: The student will document their process and develop a portfolio, or participate in a public presentation, as instructed for the particular area of study.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Document process and advances made through the workshop activities.
						Create a portfolio of works or participate in a formal presentation of works, as deemed appropriate by instructor.
						Critically evaluate progress in the area of study.

Projects Required:

Project number varies with the area of study, genre, and complexity of each.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Needs will vary based on the area of study and its needs.

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy and/or restrictions of work for particular area.

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.