

**Moraine Valley Community College**  
**Education Center @ Blue Island**  
**Composition I**  
**COM 101 - 582**  
**Fall 2009**

**COURSE INFORMATION**

**Instructor:** J. A. Salas, M.A.

**Location:** Moraine Valley Ed. Center @ BI  
12940 S. Western Avenue  
Blue Island, IL Room 101

**Day and Time:** Mondays, 6:00 pm - 9:00 pm

**Office hours:** Before, after class

**Phone:** 708 974 5300

**E-mail:** salasj3@morainevalley.edu

**COURSE IDENTIFICATION**

Prefix and number: COM 101

Title: Composition I

Contact Hours: Lecture 3 Lab 0 Total 3

Credit Hours: 3

**REQUIRED TEXTS AND MATERIALS**

Faigley, Lester. *The Little Penguin Handbook*  
*75 Thematic Readings*

College dictionary and/or thesaurus

Additional readings (including hand-outs and web-based articles, etc...) may be required.

1.0-2.0 G USB Memory Stick (to back up, save, and transport your written assignments)

A stapler (I will not accept essays that are not secured with a staple.)

Notebook for note-taking

A sturdy binder to store graded assignments

MS Word and internet access (All are available on MVCC's Blue Island campus.)

A reliable email address (I will send out additional information or course announcements.)

\*This syllabus acts as a contract for the class. By remaining in this class, you agree to the rules and policies as outlined here:

**COURSE DESCRIPTION / OBJECTIVES**

From the catalog: Designed to teach clear and effective expository prose, with emphasis on organization, clarity and coherence. Learn to adapt style to various readers and use research to clarify explanations and support arguments. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative. Fee is required. 3 contact hours.

**Major Course Concepts**

Writing, Reading and Thinking

>Describe the core elements of the writing process-rewriting, drafting, revising, editing.

>Recognize that writing and reading are informed by the writer's purpose and audience.

Researching

>Recognize research as a process that involves both reading and writing.

> Demonstrate ethical awareness in writing by clearly attributing and documenting the use of source material in one's own work and following established conventions (MLA, APA).

### **Expected Outcomes for Student Learning**

#### *General Education learning outcomes*

1. Communicating  
Read and listen with comprehension.  
Write and speak effectively in English.
2. Information Literacy  
Locate, evaluate, and use information effectively.

#### *Course Content Outcomes*

1. Employ the following basic techniques during the writing process:
  - 1.1 Prewriting techniques, such as journaling, free writing, or clustering;
  - 1.2 Drafting techniques, such as experimenting with various organizational patterns;
  - 1.3 Revision techniques, such as identifying sections in a piece of writing which require more elaboration or support;
  - 1.4 Editing techniques, such as finding and correcting error patterns in their writing.
2. Demonstrate skill in writing rhetorically:
  - 2.1 Develop an awareness of his or her writing voice, such as through peer review of drafts;
  - 2.2 Read and/or write in a variety of genres, both academic and non-academic.
3. Demonstrate the following skills in reading rhetorically:
  - 3.1 Comprehend a text, such as by producing a summary;
  - 3.2 Recognize the writer's choices, by identifying the text's purpose and audience;
  - 3.3 Respond to a text in a manner that requires summarizing, paraphrasing, and quoting.
4. Perform the following during the research process:
  - 4.1 Locate information from a variety of sources, such as in the library, on the web, or through interview or observation;
  - 4.2 Correctly identify types of sources, such as an online database article, a selection from an anthology, a website article, or blog;
  - 4.3 Evaluate a source's credibility, based on authorship and bias;
  - 4.4 Create MLA style in-text and Works Cited entries for varied sources.

### **THE PLAN**

I think it's no mystery that we will primarily be doing two things this semester: reading and writing. However, we will be doing *a lot* of it. In fact, the college requires that 101 students compose 20 pages of writing by the end of the semester! We will be reading successful non-fiction works from "olden days" as well as recent years and examining them to determine what constitutes good writing. We will address issues of style and purpose, and we will work on ways for you to emulate the writers we read as well as reproduce, wherever possible, good writing. We will also study ineffective prose and revise it for clarity. This will develop your editing and revising skills.

For purposes of your time management, plan to spend at least 8 hours per week outside of class working on essays, reading, and thinking about the topics in the class. This course will be rigorous and will require you to engage yourself on many different levels. Should you choose to complete it, you will be a more powerful writer; an effective reader; an inquisitive individual better equipped to succeed in other coursework and in your career; and a lasting contributor to your community. In short, I'd like you to keep these things in mind this semester:

- You only get better at writing by doing A LOT of writing. Author Ray Bradbury: “Quantity produces quality. If you only write a few things, you're doomed.”
- You only get better at writing by doing A LOT of reading. Author Samuel Johnson: “A man will turn over half a library to make one book.”
- Writing and thinking go hand in hand. Good writing only comes from thinking deeply and making conscious choices. So don't skim the surface—dive in!
- You will be learning a lot in this class, not only about how to write, but perhaps, how to think and live, but it takes a lot of self-initiative. In other words, *don't just exist*. Determine your purpose and take an active role in your future.

## **CLASSROOM POLICIES/PROCEDURES**

### **General Information Sheet is Attached**

Please consult the last page of this syllabus to find specific policies of the college.

### **Computer Literacy**

By enrolling in this class, I assume that you are proficient in the following: typing, operating word processing software, surfing the web, and downloading, attaching, and saving documents. Any student who feels underdeveloped in this area is required to enroll in an introductory computer course, or visit your local library for a tutorial.

### **Communication**

Students are encouraged to remain in contact with me throughout the semester via email. I cannot provide in-depth commentary on essays and assignments, but can get you through writing or reading obstacles. Please refer to MVCC's policy regarding email:

### **Email Policy**

1. **Students must use the e-mail account provided by Moraine Valley as their official means of email communication for all business related to this course.** Any email that does not come directly from your MVCC email (*username@student.morainevalley.edu*) may be filtered by spam or junk mail filters, may get deleted, or may get a delayed response. This means if you choose to forward your MVCC email account to some other email account (such as *username@comcast.net*, or *username@yahoo.com*, or *username@sbcglobal.com*), then do not send a response back to the instructor from that third party account. All responses to email should come directly from your MVCC account and not from the forwarded account. In other words, all email correspondence for this course must come from your *username@student.morainevalley.edu* email account.
2. **The subject line of all email to the instructor must begin with the course number AND section number followed by the topic.** The course number and section for this course is: MIS111-001. Here are some examples:

Subject: MIS111-001, Missed class - When is quiz #2?

Subject: MIS111-001, When will my Lab 3 grade be posted?

Subject: MIS111-001, Question on assignment 12

Subject: MIS111-001, Final Exam Date

Email without a subject may not be read and will probably be deleted.

3. **The body of the email must include at least one complete sentence AND be “signed” with your full first and last name.** When asking for help, please do your best to be specific about

the question(s) and always “sign” your email at the bottom by typing your full first and last name. If you are requesting a phone call back, include your phone number with area code.

4. **Email Guidelines & Procedures:** Each student is responsible for reading the Email Guidelines & Procedures, which is located at <http://www.morainevalley.edu/studentemail/guidelines.htm>.

### **Absences**

If you are absent, I would like you to first contact a “buddy” student. He/she can inform you of what you missed. I teach several classes at different institutions, and often get mixed up when informing students. Woody Allen: “Eighty percent of success is showing up.”

Students may miss ONE class without penalty, though assignments are still due at 6pm (via email). Also in-class work cannot be made up no matter the reason for absence. TWO classes *may* result in a permanent lowering of your grade. THREE absences results in failure of the course. It is strongly advised that you only miss class due to extreme illness, emergency, or death in the immediate family.

### **Tardiness**

Late arrivals disrupt discussion and cut into our valuable class time. If you have a problem being here on time, I suggest that you withdraw and take the class at another time, when it is more convenient for you. Generally, students who are consistently tardy do not pass my class since assignments are due at the beginning of class.

### **Late Assignments**

Assignments are not accepted after 6pm the date they are due. This will prevent tardiness. However, during the semester, you will have ONE opportunity to submit a late assignment. Use this opportunity for a true emergency, such as an illness or flat tire on your way to class. Students who submit all assignments on time will receive a 2% credit toward their final grade. My late work policy is firm.

### **Plagiarism**

It is your responsibility to know what constitutes plagiarism. Some examples include, but are not limited to:

- Having someone else write parts of your paper or your entire paper.
- Buying a paper online.
- Copying and pasting info (or an entire essay!) found online into your paper and passing it off as your own.
- Copying straight from a printed source like a book or a newspaper and passing it off as your own writing (meaning *without* quotations around the author’s words).
- Using a paper you wrote for another class in a current or past semester. (Yes, you can plagiarize your own writing!)
- Using a friend’s paper that he wrote for a different class.
- Presenting statistics or facts without acknowledging the source.
- Presenting another’s ideas without acknowledgment. (This one is tricky and will be discussed further.)

Should it happen *only once*, you will fail the course, and possibly face expulsion from the school. I usually fail 1-2 students per semester for plagiarizing an assignment.

Don’t be one of those students.

## Cell Phone/Food Consumption/Sleeping

Cell phones must not only be silenced; they must be turned off. Text-messaging is incredibly rude and disruptive to those around you. No food is allowed in class. Drinks are permitted, provided that they have a cap or lid. The following is the school's policy regarding cell phones:

**PLEASE NOTE: students and college visitors may not use and must silence cell phones, pagers and other communicative devices in ALL instructional areas which include: all labs and classrooms during instructional sessions, the Learning Center/Library, the Assessment Service center (B101) and other areas so designated by the college.**

## The Grading Scale

To calculate your final grade, A= 90-100, B= 80-89, C= 70-79, D= 60-69, F= <60.

## Evaluation

Success in English courses is largely dependent upon your motivation and dedication to the craft of careful reading and careful writing. Motivation and dedication are crucial components I consider when assessing your final grade. These two factors will be evident in your writing and your participation. Well-written essays are products of hard work, revision, and the ability to make careful choices. James Michener said, "I'm not a very good writer, but I'm an excellent rewriter." Good classroom participation is the product of effective reading and deep thinking about the material as well as considerate dialogue with classmates.

In simpler terms:

- A= Outstanding motivation, determination, and participation in the course. Takes writing assignments seriously, and masters the covered material. Typically misses 1 or fewer meetings. Student "*lives and breathes*" for the course. Never tardy. Assignments are always submitted on time with one exception. All major assignments are completed.
- B= Very good motivation, determination, and participation in the course. Takes most writing assignments seriously and clearly understands the covered material. Typically misses 1 or fewer meetings. Student is dedicated to the course. Never tardy. Assignments are always submitted on time with one exception. All major assignments are completed.
- C= Average motivation, determination, and participation in the course. Takes most assignments seriously, but doesn't always demonstrate *full* understanding of the material. Typically misses 2 or fewer meetings. Student is *usually* dedicated to the course. Never tardy. Assignments are always submitted on time with one exception. All major assignments are completed.
- D= Poor motivation, determination, and participation in the course. Doesn't take assignments seriously and doesn't always demonstrate understanding of the material. Typically misses 3 or more meetings. *Little* dedication to the course. Student devotes more time to work, partying, or sleeping in. Frequently tardy. Two or more assignments aren't submitted on time. A major essay, assignment, or presentation was not completed.
- F= Similar to a "D," but *worse on every level*. Student basically does not respect or appreciate the value of learning.

Here is breakdown of course components and their worth:

- Annotated Bibliography: 5%
- In-Class Activities and Presentations: 15%
- Reading Responses and Essay Drafts: 40%
- Portfolio: 40%

## **Assignment Rules and Policies**

The following is a list of policies regarding assignments:

- You must complete 85% of the work in order to pass the class.
- All presentations and essays must be completed in order to pass the class.
- As stated before, in-class work cannot be made up.
- I reserve the right to add, subtract, or change assignments as well as change their point values, though that likely won't happen.
- Keep all your graded work in a safe place, away from toddlers with crayons or flammable products.
- Assignments must be typed according to my specifications.
- The excuse, "I emailed my assignments to you yesterday. I don't know why you didn't receive them" is *never* accepted.

## **SUPPORT SERVICES**

### **The Writing Center**

MVCC's Writing Center is a place consultants and professors offer advice and feedback to enhance your writing abilities. Phone number: (708) 608-4216. They look at your writing with a critical eye, and give you insight on what can be improved or changed. For instance, they will not *correct* your fragments or spelling, but will work with you on eliminating them in future essays. Type this URL to see their spring schedule. <http://writingcenter.morainevalley.edu/schedule.htm>

### **Tutoring**

MVCC at Blue Island offers free tutoring. Phone number: (708) 974-5300. Their hours are limited; however, the main campus' tutoring center has an extended schedule. Writing tutors, unlike the Writing Center, will assist you with grammar or structural problems. I highly recommend seeing a tutor, especially if I advise you to do so. Type this URL to see their current schedule.

<http://www.morainevalley.edu/AcademicSkills/tutoring.htm>

### **Center for Disability Services**

The Center for Disability Services' mission is to ensure that students with documented disabilities receive equal access to all college programs and to promote student independence and self-advocacy. If you need special accommodations, such as a note taker or extended time on tests, do not hesitate to contact the office. Phone Number: 708-974-5711.

### **Counseling and Career Development Center**

The Moraine Valley Community College Counseling and Career Development Center (CCDC) provides educational, career and human development services to students. The variety of services assists you in establishing educational goals, developing a career direction, and making personal adjustments to get the most from your college experience. Phone Number: 708-974-5722.

### **Your Instructor**

Don't hesitate to contact me if you're having troubles. I like to be informed. Here are some more helpful hints:

- Keep an open line of communication with me throughout the semester.
- Exchange phone numbers and/or e-mail addresses with classmates.
- Attend as many meetings as possible.

- Submit assignments on time. (Remember, you are permitted to submit a late assignment only once.)
- Take notes in class to keep you alert and hopefully, awake.
- Read/think about the assigned material *twice* before forming responses. Show me that you understood the material.
- Vandalize your textbooks! Underline, highlight, write questions or comments in the margins, note the writer’s style and substance, etc. Read actively, not passively!
- Consider an audience larger than one (me).
- Consider your classmates’ input. (All of us are readers; not just me).
- Read all of my feedback on your papers. And follow it; I’m usually right. ☺
- Identify patterns of error in your writing and take an active role in preventing them in future essays.
- Don’t get too attached and overly fond of your own writing. Be willing to reword sentences, add more paragraphs, use new vocabulary, etc. Treat your writing like clay, not stone.
- Develop a thick skin. Remember that my criticism serves to help improve your abilities as a writer.
- If you are advised to seek a tutor, please do so. Take the appropriate paths to success, like tutoring and/or counseling.

**SYLLABUS IN A NUTSHELL**

Here is a condensed form of the rules and policies enforced in this course:

- Two absences *may* result in a permanent lowering of your grade. Three absences results in failure of the course.
- If you are absent, you must email any due work by 6pm that day.
- Assignments are not accepted after the 6pm due date.
- You can submit a late assignment only ONCE during the semester.
- Chronic tardiness may result in at least a “D.”
- If you plagiarize ONCE, you will fail the course and risk expulsion from the school.
- In-class work cannot be made up no matter the reason for absence.
- There is no extra credit offered in this class.
- Save your work on a USB Memory Drive, or in your email box, and keep all graded work in a safe place.
- Check your email daily.
- See a tutor if I recommend one.

**COURSE SCHEDULE, SUBJECT TO CHANGE**

	<b>Meeting Date</b>	<b>Readings Due</b>	<b>Assignments Due</b>
<b>1</b>	Monday, 8/31	Course Introduction, Syllabus Review, In-Class Reading, Diagnostic Writing	
<b>2</b>	Monday, 9/7	No Class - Labor Day	<b><i>Email Diagnostic Essay by 6pm</i></b>
<b>3</b>	Monday, 9/14	LPH: Ch. 1-5 and 22-24 (Read CH.28 if you are a non-native speaker) 75 TH: 69-74 and Malcolm X Handout	<b><i>Essay 1 Draft</i></b>

<b>4</b>	Monday, 9/21	LPH: Ch. 6-7, 25-27, and 33 75 TH: 3-10 and 355-363	<b><i>Reading Response 1</i></b> <b><i>Final Essay 1</i></b>
<b>5</b>	Monday, 9/28	LPH: CH.18-21, 29-31 75TH: 197-199 and 157-160	<b><i>Essay 2 Draft</i></b> <b><i>Reading Response 2</i></b>
<b>6</b>	Monday, 10/5	75 TH: 191-196 and 242-250	<b><i>Final Essay 2</i></b> <b><i>Reading Response 3</i></b>
<b>7</b>	Monday, 10/12	75 TH: 215-218 and Women in Combat handout	<b><i>Essay Draft 3</i></b> <b><i>Reading Response 4</i></b>
<b>8</b>	Monday, 10/19	75 TH: 276-280 and 280-282	<b><i>Final Essay 3</i></b> <b><i>Reading Response 5</i></b>
<b>9</b>	Monday, 10/26	75 TH: 305-323	<b><i>Essay 4 Draft</i></b> <b><i>Reading Response 6</i></b>
<b>10</b>	Monday, 11/2	<b>Research 6-7pm</b> 75 TH: 388-390 and 400-430 (selections)	<b><i>Final Essay 4</i></b> <b><i>Reading Response 7</i></b>
<b>11</b>	Monday, 11/9	<b>Research 6-7pm</b> 75 TH: 468-474 and Handout	<b><i>Essay 5 Draft</i></b> <b><i>Reading Response 8</i></b>
<b>12</b>	Monday, 11/16	<b>Research 6-7pm</b> 75 TH: 534-537 and 563-564 and Dillard Handout	<b><i>Final Essay 5</i></b> <b><i>Reading Response 9</i></b>
<b>13</b>	Monday, 11/23	<b>Catch-up/Conferences</b>	<b><i>Bring all assignments to class</i></b>
<b>14</b>	Monday, 11/30	<b>Catch-up/Conferences</b>	<b><i>Bring all assignments to class</i></b>
<b>15</b>	Monday, 12/7	<b>Presentations</b>	<b><i>Annotated Bibliography</i></b>
<b>16</b>	Monday, 12/14		<b><i>Final Portfolio Due</i></b>

**This syllabus is provisional, and can be modified at any time at the discretion of the instructor.**

**Attendance Policy**

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus. Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially may receive a grade of "F" for the course, which will become a part of the student's permanent record. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

**Campus Environment**

In accordance with the Illinois Clean Indoor Air Act, Moraine Valley Community College prohibits smoking in all campus buildings.

Food is not allowed in the classroom. Beverages in the classroom are left to the instructor's discretion. Please leave the classroom in a clean and tidy condition.

**Cell Phones and Pagers**

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers, and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops, and meetings; the Library/Learning Resources Center; the Testing Center (B101); and other areas designated by the college.

**Center for Disability Services**

The Center for Disability Services (CDS) seeks to provide equal access to programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, L150, 708/974-5711 (V) or 708/974-9556 (TTY). The CDS will work with you to make arrangements for reasonable accommodations.

**Computer Labs**

Computers are available for student and/or community use. More information is available online at <http://www.morainevalley.edu/Resources/computer.htm>.

**Counseling Career Dev/Academic Advising Center**

Visit or call the Counseling Center (708/974-5722) for academic, career, and personal counseling or help in selecting a college major. Visit or call the Advising Center (708/974-5721) for information on MVCC programs of study, transfer information, and course selection assistance. Both centers are located in the Student Services Center—Counseling (S101) and Advising (S203).

**Emergency/Closing Information**

Information about Moraine Valley closing because of bad weather or emergency will be broadcast on the following radio and TV stations, or you can check our Web site or call. Students, faculty, and staff will also receive an automated phone call (home or cell phone) to inform them if the college is closed or if classes will be delayed.

**RADIO:** WGN (720 AM) and WBBM (780 AM); Zone (94.5 FM).

**TELEVISION:** WBBM-Channel 2, WMAQ-Channel 5, WLS-Channel 7, WGN-Channel 9, WFLD-FOX-Channel 32, and ChicagoLand Television CLTV News.

**ONLINE:** Moraine Valley's website ([www.morainevalley.edu](http://www.morainevalley.edu)) and the Emergency Closing Center's website ([www.emergencyclosings.com](http://www.emergencyclosings.com)).

**PHONE:** Call the college's main phone number (708/974-4300). Additionally, information is available by calling 1-312-222-SNOW (7669) using a touch-tone phone.

**Family Educational Rights & Privacy Act (FERPA, 1974)**

Please refer to the complete policy in the 2009-2011 catalog, page 45, regarding student rights concerning education records maintained by the college.

**Graduation Petition Deadlines**

Students completing a certificate or degree must file a graduation petition in the Records Office. Filing deadlines are: Fall graduation (December) - September 15; Spring graduation (May) - February 1; Summer graduation (August) - June 1

**Irene H. Brodie Academic Skills Center (708/974-5340)**

Free tutoring for currently enrolled Moraine Valley students is available in B284A for accounting, biology, chemistry, mathematics, and physics. Tutoring is available in English and reading in B284B. Students should pick up a tutoring schedule for specific details. Additional information can be found in the college catalog, semester class schedule, and the center's Web page. The center has two computer labs—classroom and walk-in.

**Late Registration Policy**

COURSE LENGTH	17 - 12 WKS	11 - 5 WKS	4 - 1 WKS
Late Registration Period	1st WK	3 days	1 day
Late registration with Instructor Permission	2nd WK	3 days	1 day

NO REGISTRATION WILL BE ACCEPTED AFTER THESE DATES. Refund information is available in the semester class schedule and the Registration Office.

**NON-CREDIT Refund Policy:** It is the student's responsibility to drop a non-credit course three business days (9am to 5pm, Mon-Fri) prior to the start date of course to receive a full refund. Courses dropped less than three business days before or after the start date will not receive a refund. No-shows do not constitute an official drop. No credit may be used toward another section for missed classes. Classes that are canceled by the college receive a full refund.

**Library (708/974-5235)**

The Library is located at the west end of Building L. Enter on the 2nd floor. Additional information on the Library can be found in the college catalog and the Web site.

**Student E-mail**

Students are provided a college-issued e-mail address and are required to use this e-mail address to communicate with their instructors and other college staff. Faculty will use the college-issued e-mail to communicate electronically with students. The user name and password are printed on the class schedule students receive in the mail. Students who do not receive an e-mail address do not have a birth date on file and must contact Registration to provide this information. For more information, visit [morainevalley.edu/studentemail](http://morainevalley.edu/studentemail).

**Student Identification Card/Photo I.D.s (708/974-5620)**

All full- and part-time students must have a Moraine Valley photo identification card (ID) that has been validated for current enrollment. ID cards and/or validation stickers can be obtained at the Photo ID Services area, located in the Student Services Center (Room S164). Two forms of identification are required; your current class schedule will serve as one of these forms. Obtain your ID at the beginning of the semester. You will need it to use the library, computer labs, testing center, and recreational facilities. Additional information can be found in the student handbook and on the Web site.

**Testing Center (708/974-5309)**

The center is located in B101. You must present a valid MVCC student ID. All testing materials will be collected at closing. THE LAST EXAM IS HANDED OUT 35 MINUTES PRIOR TO CLOSING.

**Withdrawal Policy**

After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table below), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course will receive a grade of "F," depending on course progress or course attendance, which will become a part of the student's permanent record. To withdraw officially from a course, a student must obtain a withdrawal form from the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned, in person, to the Registration Office (S125).

Class length	Deadline to obtain "W"	Class length	Deadline to obtain "W"	Class length	Deadline to obtain "W"
3 wks	2 weeks	8 wks	6 weeks	13 wks	10 weeks
4 wks	3 weeks	9 wks	7 weeks	14 wks	10 weeks
5 wks	4 weeks	10 wks	7 weeks	15 wks	11 weeks
6 wks	5 weeks	11 wks	8 weeks	16 wks	12 weeks
7 wks	5 weeks	12 wks	9 weeks	17 wks	13 weeks

**Writing Center**

Moraine Valley faculty members and peer consultants are available to assist students with any part of the writing process. The Writing Center is located in L242 and is open Monday through Friday. Additional information is available online at <http://writingcenter.morainevalley.edu>.

**THE COLLEGE WILL BE CLOSED:**

FALL 2009: Sept. 7, Nov. 25-29

No credit classes will be held Oct. 20, 2009—college services will be available

SPRING 2010: Jan. 18, Feb. 15, April 2-4

No credit classes will be held March 2, 2010—college services will be available

No classes will be held March 15-21 (SPRING BREAK)—college will be open

\*Hours of operation are posted outside of each center.