

**RGTE 0199 Fall 2008 Schedule and Requirements (12-523, 32-524) Subject to Change**

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**COURSE DESCRIPTION:** The course consists of essay-writing practice and skills review from August 18 through October 22 to prepare students to take the Regents' Essay Exam October 22-29. Required of all students who have not passed or exempted the Regents' Essay Exam by the time they have earned 45 hours. Note that we may require additional work up to a total of 30 hours to address weaknesses in past exam and present practice essays.

**REQUIREMENTS:** Attend one of the skills-review workshops during the first week of the semester; then write four practice essays by the deadlines announced below and confer with the Writing Center instructor on each essay before writing the next essay. Conferences focus on strategies and skills to improve test results. We reserve the right, based upon weaknesses in your past essay exam and current practice essays, to require further work up to 30 hours total for the course. Students must complete RGTE 0199 requirements and pass the Regents' Essay Exam to receive a passing grade of S (satisfactory) for the course

**Skills-review workshops:** Students must attend one of the skills-review workshops before writing their first essay: 8:00 a.m. and 3:35 p.m. Monday, August 18; 8:00 a.m. and 3:35 p.m. Wednesday, August 20; 8:00 a.m. and 3:35 p.m. Friday, August 22 (all in 65 Park Hall).

**Essay-writing sessions:** 9:00-4:00 p.m. Monday & Wednesday, 10-2 Tuesday & Thursday (66 Park Hall) or each Monday and Wednesday at class times from August 25 through October 20 (65 Park Hall) except Labor Day (Sept. 1).

**Individual 15-minute conferences on each practice essay:** To be scheduled between 9:00 and 4:00 Monday & Wednesday, 10-2 Tuesday & Thursday, 9-12 on Friday (66 Park Hall)

Writing practice essays: Students write a short essay on a topic they choose from four possible topics provided to them at the beginning of the writing session 8:00 a.m. or 3:35 p.m. Monday and Wednesday, 65 Park Hall, excepting Labor Day. Optionally, students may write practice essays in the Writing Center, 66 Park Hall, between the open hours of the Writing Center, allowing one hour to write.

Individual 15-minute conferences are required after each practice essay before writing next essay: students must schedule and attend a conference on each practice essay before writing the next essay. Other requirements may be added during these conference sessions to address specific weaknesses.

After writing each practice essay, a student should schedule an appointment to review that essay with the RGTE instructor between 9:00 a.m. and 4:00 p.m. Monday & Wednesday, 10-2 Tuesday & Thursday, 9-12 on Friday.

**DEADLINE DATES**

Paper 1 Tuesday, September 2

Paper 2 Monday, September 15

Paper 3 Monday, September 29

Paper 4 Monday, October 20

## **IMPORTANT POLICIES AND PROCEDURES:**

Registering for Regents' Exam: Enrollment in RGTE 0199 does not automatically register a student to take the Regents' Exam. Students must register for the exam on OASIS early in the semester.

RGTE 0199 Clearance to take Regents' Exam: Students enrolled in RGTE 0199 must be cleared by RGTE to take the Regents' Exam even if they have registered for the exam on OASIS. To receive clearance, a student should print out his or her exam ticket from OASIS and have it embossed by the RGTE instructor at his or her last conference. The embossed ticket will admit the student to the Regents' testing session.

Cancellations/ No-Shows: Failure to keep an appointment or cancel it in advance counts as a No-Show; two No-Shows earn a U for the course and render a student ineligible to take the Regents' Essay Exam this semester.

U for the course: Students who complete RGTE requirements but do not pass the Regents' Essay Exam in the same semester, as well as students who do not complete RGTE requirements, must re-enroll in RGTE and complete the requirements to be eligible to take the Regents' Essay exam in a subsequent semester.

Multilingual (ESOL) Regents' Essay Exam: Multilingual students should sign up for an alternate test in 66 Park Hall, not on OASIS. Multilingual students are allowed two hours to write each practice essay, with a half-hour conference after each practice test.

RGTR 0198: Reading Exam Review NOT in Park Hall: If you have questions about the Reading portion of the Regents' Exam, please contact the staff for RGTR 0198 in Milledge Hall at 706-542-5436.