COURSE OUTLINE

COURSE: ENG 100  |  EFFECTIVE DATE: SPRING 2015  |  NEXT REVIEW DATE: SPRING 2016

TITLE: Introduction to Composition | CREDITS: 3 | CONTACTS: 3 0 3

PREREQUISITES: Acceptable placement scores (COMPASS: 53-67) or satisfactory completion of English 032.

DESCRIPTION: This course is a study of basic writing and different modes of composition and may include a review of usage. This is a required course for students completing English Essentials. Non-Degree credit.

An introduction to the basic techniques of research is also presented.


COLLATERAL READING: None.

MATERIALS (Specifying those to be purchased by student): Textbook, Notebook for note-taking, Computer Access – all papers for this course must be typed.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

ACADEMIC DISHONESTY: Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

ATTENDANCE: Students are expected to attend class and be punctual. Absences are a serious deterrent to the learning process. This course is extremely learning intensive and requires much responsibility. An absence in NO WAY lessons that responsibility. Students are to meet ALL course requirements in order to pass the class. Please take note of the following explanations:

Students must attend a minimum of 80% (eighty percent) of scheduled class meetings. There are NO excused absences unless decided upon by the administration (usually only weather or school related). If a student is not physically in the classroom, the student is considered absent. If a student misses more than 20% (twenty percent) – six (6) absences – of scheduled class meetings, the student will be dropped from the course and will receive a grade of “F”.
TARDINESS: If a student is 5 minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence. If a student arrives to class thirty (30) minutes late, the student will be counted absent. For each tardy and absence, the student must discuss the situation with the instructor at the end of the class session.

If a student must leave class early, the instructor must be notified before class starts. If the instructor is notified before class starts, then the student will be able to get all assignments given during class. If a student leaves class before dismissal and without notifying the instructor before class started, the student will be marked as absent.

WITHDRAWAL POLICY: Withdrawals with a grade of W will be awarded through midterm regardless of the student’s academic performance; however, a grade of WF (withdraw failing) will be awarded if the student withdraws after midterm with a failing average. No withdrawals are permitted 2 weeks before the semester’s end.

MAKE-UP WORK: Make up work is the student’s responsibility. If you are absent from a class, you MUST contact the instructor to obtain information regarding classroom assignments. There is no guarantee of make-up work. If an announced test is missed, you are required to notify the instructor in advance in order for a make-up to even be considered. You will have one week to make-up the test. If you are absent on a day when work is to be submitted, it is still your responsibility to make sure that the work is received on time.

STATEMENT ON WRITTEN ASSIGNMENTS: The instructor reserves the right to refuse any paper/assignment that is messy or unreadable. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, and neatness.

CLASSROOM ETIQUETTE: An integral part of an education is developing a sense of responsibility toward the self as well as others. In the classroom, exhibiting appropriate behavior reflects maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects upon you and your fellow students. Please be considerate.

Students are reminded of College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and must remain off and remain unseen during class. Use of a cell phone or mobile device during class will be seen as a disruption and the student will be asked to leave and marked absent.

STUDENT ID: All students are required to have their valid NETC photo ID with them at all times. If a student arrives to class without
the ID visibly displayed, the student will be asked to show the ID. If the student does not have the ID on his/her person, the student will be asked to leave the class and will not be allowed to return until he/she can show the valid NETC photo ID. This Policy has been instituted to provide protection for all students and faculty on the campus. Please be mindful of this and always have the ID available.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
Success Center: access to a computer using word-processing software (all papers must be typed).

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE COURSE OUTLINE

This course will utilize Moodle for the submission of various assignments. All students are expected to have Moodle access by the end of the first week of class.

TOPIC
Introduction to the course and discussion of syllabus
Back to Basics Grammar review
Back to Basics assignment
Moodle Assignment Due
TEST ONE
Sentences
Paragraph Structure
Paragraph Assignments
TEST TWO
Essay Structure
Essay Assignments
Descriptive Writing
Descriptive Assignment (Paragraph)
Descriptive 3 PARAGRAPH ESSAY Reviews
Descriptive 3 PARAGRAPH ESSAY Due
Narrative Writing
Narrative 3 PARAGRAPH ESSAY Review
Narrative 3 PARAGRAPH ESSAY Due
TEST THREE
Comparison Contrast Writing
Discussion of Comparison Contrast Reading
Comparison Contrast 3 PARAGRAPH ESSAY DUE
Final Paper Assigned
LEARNING OUTCOMES/OBJECTIVES OF COURSE:
1. Students will be able to express ideas in sentence and paragraph form without errors in grammar, sentence construction, mechanics, and usage.
2. Students will be able to acquire and demonstrate essay-writing skills.
3. Students will be able to illustrate a basic knowledge of the research process.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
1. Paragraph and essay assignments
2. Sentence and paragraph practice
3. Homework and quizzes

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Tests: There will be three (3) tests throughout the semester covering all the information discussed.

Final Paper: This assignment will introduce the student to the five paragraph essay structure (THIS MUST BE TYPED). Please note: if a student fails to turn in his/her rough draft, the final draft will NOT be graded.

Writing Assignments: There will be three essays assigned throughout the semester; these essays are to be word-processed and formatted correctly – the essays will be discussed in class (THESE MUST BE TYPED).

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Tests</td>
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<tr>
<td>Writing Assignments</td>
<td>30%</td>
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<tr>
<td>Final Paper</td>
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<td>Final Exam</td>
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COURSE REQUIREMENTS:
1. All out-of-class essays must be word-processed using Times New Roman, font 12 only; all other fonts will be returned and graded as late after correction.
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2. Follow all guidelines and models presented in class and in handouts when preparing written assignments. Failure to follow assignment guidelines will result in an “F”.

3. Work is due when it is due; late work will not be accepted.

4. Be prepared for class by reading all assignments as directed.

5. All original, graded work will be kept by the instructor and will be available for review by the student upon request.

GRADING SCALE:

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<tr>
<th>Score</th>
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<tr>
<td>100 – 90</td>
<td>A</td>
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<tr>
<td>89 – 80</td>
<td>B</td>
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<td>79 – 70</td>
<td>C</td>
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<td>69 – 60</td>
<td>D</td>
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<tr>
<td>59 – 0</td>
<td>F</td>
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STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES: From the English Department:
Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.