



DEVELOPMENTAL ENGLISH I

Date 12/5/11

C - L - CR
3 - 0 - 3

COURSE NUMBER: ENG 031

PREREQUISITE(S): None

CO-REQUISITE(S): ENG 032

COURSE DESCRIPTIONS

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

TEXTBOOK(S): Arlov, Pamela and Nick. *Wordsmith: Essentials of College English*. Upper Saddle River, NJ: Prentice, 2004.

REFERENCE(S): Dictionary (Webster's), www.prenhall.com/arlov (companion web site), www.mywritinglab.com (practice resource)

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Students need a notebook, divider sheets, notebook paper, pens and pencils, highlighter, small stapler, note cards (optional), and disk or USB drive for writing assignments.

METHOD OF INSTRUCTION: The course is taught through lectures, discussions, questioning, and group activities.

GRADING SYSTEM:

93	-	100	=	A
85	-	92	=	B
75	-	84	=	C
Below	-	75	=	F

GRADE CALCULATION METHOD:

Homework, class work, and participation	=	10%
Tests	=	50%
Formal Writing Assignments	=	10%
Final Exam	=	<u>30%</u>
	=	100%

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan, which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan, which outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

ENG 031 is designed to help students improve their English skills and prepare them for success in writing. Students will complete numerous practice exercises, homework, and other writing assignments. Students must complete all assignments to satisfactorily complete the course.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Analyze sentences.
 - A. Locate simple and compound subjects.
 - B. Locate simple and compound verbs.
 - C. Locate verb phrases.
 - D. Identify action verbs and linking verbs.
 - E. Identify prepositional phrases.
- II. Demonstrate the ability to use basic verb tenses correctly.
 - A. Use regular verb forms correctly.
 - B. Use irregular verb forms correctly.
- III. Demonstrate the ability to apply rules governing subject-verb agreement.
 - A. Write correct sentences using a basic subject-verb agreement pattern.
 - B. Identify and correct advanced sentence patterns with subject-verb agreement errors.
- IV. Demonstrate the understanding of basic sentence structure.
 - A. Locate and correct dependent clause fragments.
 - B. Locate and correct verbal fragments.
 - C. Locate and correct missing-subject fragments.
 - D. Locate and correct example/exception fragments.
 - E. Locate and correct prepositional phrase fragments.
- V. Demonstrate the ability to compose an email appropriate for an academic or business setting.
 - A. Format the formal e-mail correctly.
 - B. Apply proper e-mail etiquette.
 - C. Choose appropriate wording for formal academic or business email.
- VI. Compose grammatically correct informal journals.
 - A. Apply correct grammar.
 - B. Apply correct punctuation.
 - C. Apply correct spelling.
 - D. Use MLA format.

**GENERAL
EDUCATION
OUTCOME:**

Upon satisfactory completion of this course, students should be able to demonstrate

- I. their ability to express themselves effectively in written communication.