

INTRODUCTION TO COMPOSITION

Revised: 1/3/2012

COURSE NUMBER:	ENG 100N
PREREQUISITE(S):	ENG 032 or exemption through placement
CO-REQUISITE(S):	NONE
COURSE DESCRIPTIONS:	This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)
TEXTBOOK(S):	<i>Langan: College Writing Skills with Readings 8/ed Fall 2010.</i>
OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:	Access to a PC or Mac with Internet Explorer 5.0 or higher, internet service, and word processing software (Microsoft 2000 or later). Additional resources may include a notebook, notebook paper, pens, pencils, highlighters, and a college-level dictionary. Other Resources Available at SCC: Academic Advising Center – E1 Open Computer Lab – E5 Tutorial Learning Center – E-2 Testing Center – E3
METHOD OF INSTRUCTION:	The course will be taught via the Internet using online study tools, self-study quizzes and responses, electronic discussion boards, and /or online peer critiques. 93 - 100 = A

85 - 92 = B
75 - 84 = C
65 - 74 = D
Below - 65 = F

**GRADING SYSTEM:
GRADE
CALCULATION
METHOD:**

Minimum of five graded writing assignments = 50%
Tests= 15%
Homework(Discussions and quizzes)= 10%
Final Exam= 25%

Writing Requirements for English 100

Students in English 100 N are required to complete the following:

- (a) One paragraph assignments
- (b) Three essay assignments
- (c) One summary assignment

In English 100, paragraphs, essays or summaries that contain the following will be considered unacceptable and automatically receive a grade of **F**:

- (a) an average of more than two serious errors per page (Errors considered serious are fragments, run-ons, comma splices, verb form errors, and errors in subject-verb agreement.)
- (b) five or more different misspelled words per page
- (c) failure to follow basic format requirements

(Papers that do not follow basic MLA format requirements will not be marked but will receive a grade of **zero** until the paper has been properly submitted in accordance with instructor's policy on acceptance of late work.)

Once the student has been given an opportunity to correct any of the above major grammatical errors, he or she should not expect to rewrite a paper once it has been assigned a final grade. Final drafts of assigned papers must be produced on a computer or word

processor and follow the format guidelines given in class.

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that email and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Technical College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - Harassment
 - Unlawful solicitation
 - "Spamming"
 - "Flaming"
- Use of online editing tools within the course

management software to:

- Create offensive material
- Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the instructor will drop the student from the course if it is not received.

The instructor in ENG 100 counts attendance as one contact per week. Following the beginning of the semester, the week is defined as beginning at 12:01 a.m. on Sunday and ending at 12:00

midnight on the following Saturday. Contact includes communication with the instructor via e-mail, FAX, telephone, or office visit; or logging into the course to access study tools, take online quizzes, submit homework assignments, and post comments to the discussion board.

Students will be required to three major tests and the final examination in the ScC Testing Center located on the central campus in Room E-3 of the East Building. If a student is registered for the course via Tech Online, on-site arrangements must be made with the closest technical college by the end of the drop-add period. Assignments must be submitted by the deadline specified in the course agenda and calendar. Late assignments will not be accepted and will result in a grade of zero on the assignment. Major tests that are not taken within the timeframe outlined in the course agenda and calendar will not be accepted and will result in a grade of zero on the major test.

ACADEMIC 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.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a

documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, and toll-free-1-800-922-3679; via email through the Spartanburg Technical College web site at www.stcsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, Room 112 of the Spartanburg Technical College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

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

**COURSE
COMPETENCIES &
OBJECTIVES:**

GENERAL EDUCATION OUTCOMES:

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