



Introduction to Composition

Date 12/8/2012

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COURSE NUMBER: ENG 100

PREREQUISITE(S): Eng 032 or 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): Langan, John. *College Writing Skills with Readings*. 8th ed. Boston: McGraw-Hill, 2011.

REFERENCE(S): Online Learning Center (www.mhhe.com/langan) This reference site offers self-correcting exercises, writing activities, useful web links and is free to students in this class.

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Students need a notebook, notebook paper, pens, pencils, highlighters, pocket stapler, index cards (optional), **a computer disk or USB**, access to a computer, and a college-level dictionary.

METHOD OF INSTRUCTION: The course is taught using a variety of methods, which may include lecture, audio-visual materials, peer critique sessions, and collaborative learning techniques.

GRADING SYSTEM:

93	-	100	=	A
85	-	92	=	B
75	-	84	=	C
65	-	74	=	D
Below	-	65	=	F

GRADE CALCULATION METHOD:

Minimum of five graded writing assignments (including at least one in-class writing assignment)	=	50%
Tests (including Portfolio)	=	15%
Class preparation and participation, homework/class work, and journal	=	10%
Exam	=	25%
	=	<u>100%</u>

Writing Requirements for English 100

Students in English 100 are required to complete the following:

- (a) One or two paragraphs (instructor's discretion)
- (b) Three or four essays (instructor's discretion)
- (c) One summary

In English 100, compositions that contain the following will be 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 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.**)

Students may be given the opportunity to rewrite an unacceptable paper (one receiving a **D** or **F**). However, a rewritten paper will receive a grade no higher than **C** and must be resubmitted with the original within one week of the date papers are returned. Instructors may set their own policy with regards to whether or not to accept revisions.

Final drafts of assigned papers must be produced on a computer or word processor and follow the format guidelines given in class.

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinicals, practicums, 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 outlining 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 ten days of the academic term. Develop an instructor-approved plan outlining 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 100 is a beginning composition course with a review of specific grammar skills. Students who need a more thorough review of sentence skills should schedule tutoring in the College’s Learning Center (TLC) or in Success Network. Students will complete a minimum of five major writing assignments. Tests will cover lecture and text material. Writing assignments will be evaluated for content, grammar, and format. Final drafts of assigned papers must be produced on a computer or word processor (except in-class assignments). Acceptance of late writing assignments (with documented evidence of a sound reason for lateness) and make-up tests are at instructor’s discretion. See your instructor’s policy sheet regarding these issues.

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. Demonstrate an understanding of basic sentence structure rules.
 1. Identify and correct fragments.
 2. Identify and correct run-ons.
 3. Identify and use commonly confused words.

- II. Evaluate and edit written passages.
 1. Revise passages for unity, support, coherence, and style.
 2. Identify sentence skills in passages.
 3. Correct sentence skills in passages.

- III. Apply the writing process to create paragraphs that are focused, unified, developed, coherent, and grammatically correct.
 1. Identify the parts of a correctly formatted traditional college paragraph.
 2. Employ prewriting techniques.
 3. Outline ideas.
 4. Compose and revise a traditional college paragraph with a minimal number of errors in correct format.
 - a. Write a paragraph with a clear topic sentence.
 - b. Write a paragraph body that supports the topic sentence.
 - c. Write an appropriate paragraph conclusion.
 - d. Revise and edit the paragraph as needed.

- IV. Apply the writing process to create essays that are focused, unified, developed, coherent, and grammatically correct.
 1. Identify the parts of a correctly formatted traditional college essay.
 2. Employ prewriting techniques.
 3. Outline ideas.
 4. Compose and revise a traditional college essay with a minimal number of errors in correct format.
 - e. Write an essay introduction with a clear thesis.
 - f. Write an essay body that supports the thesis.
 - g. Write an appropriate essay conclusion

- h. Revise and edit the essay as needed.
- V. Demonstrate the ability to write a summary using MLA documentation.
- 1. Read and analyze a passage.
 - 2. Select main points of the passage.
 - 3. Summarize passage(s).
 - 4. Document sources in MLA format.

**GENERAL
EDUCATION
OUTCOMES:**

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

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