

**Hagerstown Community College**  
**OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE: ENG 101 English Composition 3 credits**

**INSTRUCTOR: A. Miller, all other full-time and adjunct faculty**

**SEMESTER/YEAR: Updated 2015**

**CONTACT INFORMATION:**

**COURSE DESCRIPTION:** This course examines paragraph and theme development with emphasis on syntax, organization, logical thinking, and diction as a basis for writing. Students are given extensive practice in creating and revising their own compositions. Documentation and plagiarism are discussed. Selected readings may be used.

**TEXTBOOK: McWhorter, Kathleen T. *Successful College Writing* 5<sup>th</sup> ed. Boston: Bedford/St. Martin's, 2012.**

**STUDENT LEARNING OUTCOMES:**

Students will be able to:

**Processes**

- Employ prewriting, drafting, revising, and editing to contribute to the clear communication of ideas, taking into consideration the feedback of instructors and peers.

**Conventions**

- Formulate and support a focused thesis statement with adequate evidence while adhering to the conventions of standard written English in a well-structured essay.

**Rhetorical Knowledge**

- Demonstrate critical thinking and an understanding of appropriate audience and rhetorical mode in order to employ collegiate voice, tone, level of formality, and development of support.

**Research**

- Engage in inquiry-driven research, properly attributing and citing the language and ideas of others to avoid plagiarism in a well-reasoned essay.

**Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of

coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

**\*\*A note about these charts. These charts must appear on the master syllabi. Including the chart on your syllabi that you distribute to students is optional. If you include it, you may alter the number of hours in any way you'd like, or you may create additional rows, as long as the total hours spent on coursework comes to at least 112.5 hours.**

**\*\*Face to face ENG 101 classes**

In-class instruction, including at least one in-class essay	37.5 hours
Assigned readings, grammar exercises, and MLA exercises	20 hours
Three undocumented essays amounting to roughly 8-10 pages of writing	15 hours for prewriting, writing, and revision
Two documented essays amounting to roughly 10 pages of writing and research in the final draft, not to include worked cited pages	40 hours for prewriting, writing, research, documentation, and revision
<b>TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS</b>	<b>112.5 HOURS</b>

**\*\*Online ENG 101 classes**

Instruction normally given during class time, delivered through Powerpoints, discussion board, videos, thorough assignment sheets, and other means of online delivery	37.5 hours
Assigned readings, grammar exercises, and MLA exercises	20 hours
Three undocumented essays amounting to roughly 8-10 pages of writing	15 hours for prewriting, writing, and revision
Two documented essays amounting to roughly 10 pages of writing and research in the final draft, not to include worked cited pages	40 hours for prewriting, writing, research, documentation, and revision
<b>TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS</b>	<b>112.5 HOURS</b>

**COURSE CONTENT OBJECTIVES:** Students will be required to:

- Write a minimum of 5 essays (4 in a 7.5 week or 8 week session). Read various essays by student and professional writers.
- Focus on grammar, punctuation, mechanics, and proofreading to produce nearly error-free essays.
- Submit drafts that indicate an understanding of the writing process, especially revision.
- Complete assignments and in-class work focusing on paraphrasing, summarizing, and quoting in addition to learning how to properly document sources.

**General Education Outcomes:**

This course may fulfill an English General Education requirement. These are the outcomes for that requirement:

**Outcome 1 Write or deliver an organized, coherent, fully developed essay or speech that uses standard English and cites outside sources appropriately.**

**Outcome 2 Evaluate a piece of writing from either literature, current events, non-fiction essays, or a college textbook for logical flaws, rhetorical purpose, organization, and evidence for claims.**

**COURSE POLICIES:** [[[fill in your policies here]]]

**ASSESSMENTS:** [[[fill in your policies here]]]

**Grading Scale:**

**90-100 = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**Below 60 = F**

**Honor Code:** HCC abides by an honor code that can be found in the student handbook and college catalog:

“I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.”

**Services for Students with Special Needs:** Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273 (TTY 301-739-5813) to request accommodations.

**TOPICAL OUTLINE: This schedule may be altered at the discretion of the instructor.**

**[[[fill in your outline here]]]**