

**Hagerstown Community College
OFFICIAL MASTER SYLLABUS**

COURSE: ENG 099, Writing Essentials, 3 credits

SEMESTER/YEAR: FA16

LEAD INSTRUCTOR: Sonjurae Cross

COURSE DESCRIPTION

This course is designed to help students develop effective writing and reading strategies appropriate for college studies. Students will engage in a variety of reading and writing activities, concentrating on logical interpretation of what they read and on clear written expression of what they understood. Instruction focuses on developing reading strategies to increase comprehension and analysis of college-level vocabulary and texts. Writing instruction emphasizes paragraphs and short essays that are unified, coherent, and fully developed. Prerequisite: Successful completion of ENG 098 and/or an appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer.

TEXTBOOK/Resources

- Internet Access (at home, the library, HCC's Learning Support Center, or elsewhere outside of class)
- MySkillsLabPlus- Integrated Comprehensive 12-month Stand-Alone Student Access Code, ISBN: 1256661813
- Clearly, this is an English course. You should come prepared with paper, pen/pencil, paper, and a notebook/folder to EVERY class period.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to

1. Use the steps of the writing process to write competent essays
2. Improve and advance sentence-level skills
3. Employ critical thinking skills to thoroughly develop and support ideas
4. Develop college-level reading comprehension

CREDIT HOUR REQUIREMENT: Minimum of 112.5 hours

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.

Hourly Breakdown

Traditional Lecture Sections

MySkillsLab Reading Activities	30 hours
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MySkillsLab Mechanics/Grammar Post-tests	30 hours
Essays	12 hours
Lecture/In-Class Assignments	37.5 hours
Final Assessments	3 hours
Total	112.5 hours

Online Sections

MySkillsLab Reading Activities	30 hours
MySkillsLab Mechanics/Grammar Post-tests	30 hours
Essays	12 hours
Interactive Online Discussions, Peer Reviews, and Homework	37.5 hours
Final Assessments	3 hours
Total	112.5 hours

COURSE POLICIES:

Honor Code: Upon admission to HCC all students sign a pledge to uphold an honor system which holds the qualities of honesty and integrity in highest regard for the duration of their educational experience.

Services for Students with Disabilities: Students who have a disability are encouraged to identify themselves to the Disability Support Services (DSS) office as early as possible. Reasonable accommodations based on current documentation are provided to qualified students. Contact the Disability Support Services office at 240-500-2628 or at dss@hagerstowncc.edu to request accommodations.