

**Hagerstown Community College**  
**OFFICIAL MASTER SYLLABUS**

**COURSE:** ENG-100 Beginning Composition, 3 credits

**SEMESTER/YEAR:** SU16, FA16, and SP17

**LEAD INSTRUCTOR:** James Niessner

**COURSE DESCRIPTION:** This course is a survey of fundamental writing and reading skills with an emphasis on sentence structure, organization, diction and paragraph development as components of the essay, as well as emphasis on particular comprehension skills essential for reading college texts. Focus is placed on the application of these skills in effective study of college-level materials. By completing the course content objectives, students will develop their reading, writing, and thinking skills and will improve their ability to express ideas orally and in writing in ENG 101 and other college-level courses. Students placed into this course may be required to attend the skills lab for additional instruction and skill-building exercises. Prerequisite: Successful completion of ENG 099 and/or an appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer.

**TEXTBOOK:** MySkillsLabPlus- Integrated Comprehensive 12-month Stand-Alone Student Access Code, ISBN: 1256661813

**STUDENT LEARNING OUTCOMES**

**Upon successful completion of this course I will be able to . . .**

- Write a competent essay by developing a thesis statement, employing the five paragraph essay structure to organize ideas logically, using appropriate and varied sentence structure and coherent and unified paragraph structure, and developing effective introductions and conclusions.
- Employ the steps of the writing process: Plan, Organize, Write, Evaluate, and Revise, develop strong editing and proofreading skills, and see writing as a recursive process.
- Improve and advance sentence-level skills including: recognizing and avoiding fragments and run-ons, mastering common pronoun errors, using correct punctuation, avoiding tense shifts, recognizing point of view, employing correct verb usage, and spelling and capitalizing correctly.
- Employ critical thinking skills by working collaboratively with others, developing and supporting ideas thoroughly and using appropriate language for college-level writing.

**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.

<b>LECTURE</b>	<b>Direct Faculty Instruction (In Class)</b>	<b>Student Work (Out of Class)</b>
<b>Class</b>	37.5	
<b>Homework/My Writing Lab</b>		30
<b>Essays</b>		35
<b>Final Assessments</b>	10	

<b>ONLINE</b>	<b>Direct Faculty Instruction</b>	<b>Student Work</b>
<b>Orientation</b>	2	
<b>Homework/My Writing Lab</b>		67.5
<b>Essays</b>		35
<b>Final Assessments</b>		10 (Testing Center)

**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](mailto:dss@hagerstowncc.edu) to request accommodations.