

**Hagerstown Community College**  
**Official Course Syllabus Document**  
(replace this parenthetical with semester and year)

**COURSE:**

ENG 101 – English Composition (3 credit)

(replace this parenthetical with section number & Days/Times class meets)

**INSTRUCTOR:**

(replace this parenthetical with name, office hours, and all 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:**

Open Education Resources are being used for this class. No textbook purchase is necessary.

**STUDENT LEARNING OUTCOMES:**

The student will be able to:

- Employ prewriting, drafting, revising, and editing to contribute to the clear communication of ideas, taking into consideration the feedback of instructors and peers. (Processes)
- Formulate and support a focused thesis statement with adequate evidence while adhering to the conventions of standard written English in a well-structured essay. (Conventions)
- 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. (Rhetorical Knowledge)
- Engage in inquiry-driven research, properly attributing and citing the language and ideas of others to avoid plagiarism in a well-reasoned essay. (Research)

**GENERAL EDUCATION OUTCOMES:**

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

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

**MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE**

To earn one hour of 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. A three credit hour course requires 112.5 clock hours.

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>DIRECT Faculty Instruction In-class 37.5 h required</b>	<b>Student Work Out of Classroom 75 h required</b>
In-class instruction, including at least one in-class essay; Online instruction delivered normally during class time	37.5 hours	
Assigned readings, grammar exercises, and MLA exercises		20 hours
Three undocumented essays amounting to roughly 8-10 pages of writing	Included in lecture time	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	Included in lecture time	40 hours for prewriting, writing, research, documentation, and revision
<b>Total Hours</b>	<b>37.5 h</b>	<b>75 h</b>

### **ASSESSMENT PROCEDURES:**

(Replace this parenthetical with explanation of quizzes, exams, projects, etc.; the grading scale and how a student can calculate a grade need to be included here as well)

### **COURSE POLICIES:**

(Please delete this parenthetical: Course policies should contain statements about the following topics, as well as any individual policies of an instructor. Please consider a plagiarism statement; the student handbook defines plagiarism this way: Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include submitting material created by another as one's own work or including passages of another author without giving due credit, and submitting purchased material, in any form of communication, as one's own work.)

- Attendance Policy – the college attendance policy can be found in the College catalog.
- The instructor reserves the right to modify course content.
- 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.”

**Inclement Weather Policy:**

(Replace parenthetical with directions as to what students should do if the weather is bad and class must be cancelled. Please consider having students also refer to the student handbook.)

**Services for Students with Disabilities:**

Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.