

**Hagerstown Community College  
Master Syllabus**

**COURSE:** ESL-099 ESL Writing Essentials, 3 credits

**DATE:** AY20

**INSTRUCTOR:**

**COURSE DESCRIPTION:** This course is designed for students whose native language is not English. Instruction includes integration of reading, writing, listening and speaking. The primary focus is on achieving proficiency in core comprehension and writing skills. The reading skills include increasing vocabulary knowledge and dictionary skills, identifying main ideas and implied meaning, identifying supporting details, and developing lifelong reading habits. The writing component focuses on sentence, paragraph, and other contextualized writing and whole discourse at increasing levels of difficulty and maturity. Prerequisite: Successful completion of ESL 098 and/or appropriate score on placement test and/or writing sample. Semesters Offered: Fall, Spring, Summer

**TEXTBOOK/RESOURCES**

- Hall, Barbara, and Elizabeth Wallace. *College ESL Writers: Applied Grammar and Composing Strategies for Success*, GALILEO Open Learning Materials, 2018. (available in electronic form online or for purchase at the HCC College Store)
- D2L course site
- Internet Access (at home, the library, HCC's Learning Support Center, or elsewhere outside of class)

*There are no exceptions or extensions granted for lack of access to online course components, clicking the wrong button on an assignment, turning in the wrong version of an assignment, computer crashes at home, or software/hardware compatibility issues. If you cannot work effectively at home, you have the option of coming to the Learning Support Center to work with the resources, instructional specialists, and tutors provided for you free of charge.*

**STUDENT LEARNING OUTCOMES**

By the end of this course, students will . . .

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

**MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE**

	DIRECT Instruction In-class <b>37.5 h required</b>	Student Work Out of Classroom <b>75 h required</b>
In-class lecture	37.5 hours	10 hours
Instructor assigned grammar/sentence skills exercises, readings, critical thinking assignments, etc.	Some included in lecture hours	30 hours

	DIRECT Instruction In-class <b>37.5 h required</b>	Student Work Out of Classroom <b>75 h required</b>
Assigned paragraphs and essays equal to 4-6 pages of writing	Some included in lecture hours	20 hours for prewriting, writing, and revision
Immediate feedback on reading comprehension activities	Some included in lecture hours	20 hours
In-class Outcomes Assessments Grammar Skills Check Reading & Critical Thinking Skills Check Final Paragraph/Short Essay	Some included in lecture hours	
TOTAL MINIMUM TIME AN AVERAGE STUDENT SHOULD EXPECT TO SPEND ON THIS CLASS	37.5 hours	80 hours

**ASSESSMENT PROCEDURES: all ESL 099 instructors are required to use the same weighted categories in the gradebook.**

- Homework: 25%
- Writing Assignments: 35%
- Midterm/Final Assessments: 25%
- Other: 15%

**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.