

Hagerstown Community College
Master Syllabus

COURSE: ESL-100 ESL Beginning Composition, 3 credits

DATE: AY20

INSTRUCTOR:

COURSE DESCRIPTION: This course is designed for students whose native language is not English. 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. Emphasis is placed on the application of these skills in effective study of American college-level materials. By completing the course content objectives, students will develop their reading, writing, listening and thinking skills and will improve their ability to express ideas orally and in writing in ENG 101/ELL 101 and other college-level courses. Students placed into this course are required to utilize online learning tools for additional instruction, homework, and skill-building exercises, and are required to meet with instructors and/or to visit the Learning Support Center outside of normally scheduled class times. Course fee required. Total of 45 contact hours. **Prerequisite: Successful completion of ESL 099 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 in Moodle or for purchase at the HCC College Store)
- D2Lcourse 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

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

1. Write a competent essay by developing a thesis statement, employing clear essay structure to organize ideas logically, using appropriate and varied sentence structure and coherent and unified paragraph structure, and developing effective introductions and conclusions.
2. 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.
3. 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.

4. Employ critical thinking skills by working collaboratively with others, developing and supporting ideas thoroughly and using appropriate language for college-level writing.

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

	DIRECT Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
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
Assigned paragraph(s) and essays equal to 5-7 pages of writing	Some included in lecture hours	20 hours for prewriting, writing, and revision
Immediate feedback on grammar, sentence skills, reading, and critical thinking activities		20 hours
In-class Outcomes Assessments Grammar Skills Check Reading & Critical Thinking Skills Check Final Essay	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 100 instructors are required to use the same weighted categories in the gradebook.

- Homework: 25%
- Writing Assignments: 30%
- Midterm/Final Assessments: 25%
- Other: 20%

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 or at 240-500-2530.