

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

COURSE:

ENG 214 – Applied English Grammar (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 offers advanced study of English grammar with some attention to the historical aspects of English. Emphasis on grammatical concepts, sentence structure, punctuation, and syntax. The course will also cover theories of grammar and language, and their application to writing and teaching writing.

TEXTBOOK:

Johnson, Joan and Dr. Melinda May. *Applied English Grammar*. 2018.

PROGRAM STUDENT LEARNING OUTCOMES:

Students will

- Write analytically using appropriate literary terms, textual and critical support, and standard documentation style.
 - Evaluate the stylistic implications of particular grammatical choices.
- Demonstrate mastery of writing mechanics including grammar, punctuation, spelling and syntax.
 - Explain and identify logical sentence structures and grammatical concepts including tense, mood, and voice.
 - Recognize the relationship between syntax and punctuation.
 - Synthesize and evaluate various theories of language and grammar and their application to writing and teaching of writing.
 - Demonstrate familiarity with the history and development of the English language.

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

To earn one hour of academic credit at HCC, students are required to complete a minimum of 12.5 clock hours (15 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 12.5 minimum hours of coursework per credit. A three credit hour course requires 37.5 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.

	DIRECT Faculty Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
In-class instruction	37.5 hours	
Assigned readings, grammar exercises, and homework		30 hours
Preparation for exams		15 hours of studying and application
Paper and presentation, paper consists of 5-7 pages of researched and documented work; presentations consists of 15 minute presentation to class.		40 hours for prewriting, writing, research, documentation, and revision.
Total Hours	37.5 h	75 h

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 or at 240-500-2530.

TOPICAL OUTLINE:

Date	Topic	Explanation
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		
Week 15		