

Basic Course Information

A. Semester: Fall 2009; ENGL 101/052 ALP

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D. Meetings by appointment:

E. Text:

- *America Now: Short Readings From Recent Periodicals*, Robert Atwan, ed., 8th edition;
- *The Elements of Style*, William Strunk Jr., and E.B. White; and
- *MLA Handbook for Writers of Research Papers*.

F. Prerequisites: Successful completion of (ENGL 052 or LVE 2) OR ESOL 052 AND (RDNG 052 or LVR 2)

Grade prerequisite for ENGL 102: Students must earn a C or better in ENGL 101.

The Six Rules of the Apocalypse!

- 1) **Be on time;**
- 2) **No electronics in class, no cell phones, no internet;**
- 3) **Turn your papers in on time and use the correct format (below);**
- 4) **Do all the readings and be prepared for reading quizzes as necessary;**
- 5) **Actively participate in class discussions and in-class writings (speak your mind);**
- 6) **Be prepared to think critically and imaginatively.**

Course Goals

A. Course Description:

ENGL 052 provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences; the course includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage.

B. Overall Course Objectives:

Upon complete of this course, students will be able to:

1. Employ a generative and recursive writing process that includes invention, planning, drafting, revising, editing, and proofreading;
2. Write for a variety of purposes and audiences;
3. Develop and organize appropriate evidence;
4. Use a variety of sentence structures;
5. Write effective, focused, and logically organized paragraphs;

6. Write topic sentences for individual paragraphs;
7. Write thesis or controlling sentences for essays;
8. Write introductory and concluding paragraphs;
9. Use effective transitions within and between paragraphs;
10. Write coherent essays, as appropriate to topic, audience, and purpose;
11. Work collaboratively with peers in the development and revision of an essay;
12. Identify and correct major sentence-level errors (especially sentence fragments, comma splices and run-on sentences, subject-verb agreement errors, and incorrect verb tense and form) in their own writing; and
13. Identify and correct minor sentence-level errors (including errors in the use of punctuation, pronoun reference and agreement, and capitalization) in their own writing.

C. Major Topics:

1. Writing as process;
2. Grammar, mechanics, and usage;
3. Audience and purpose;
4. Sentence style and variety;
5. Paragraph development;
6. Essay development and organization;
7. Introductions and conclusions;
8. Transitions;
9. Revision; and
10. Editing and proofreading.

D. **Rationale:** Upon completion of English 052, students will be able to successfully use acquired written language skills and strategies to advance personal lives, and professional and academic careers. Students will better be able to employ critical thinking skills and imagination as avenues to self-awareness and advancement.

Evaluation

1. Students will maintain a portfolio of all drafts of all assignments.

B. **Grading Policy:** Students will be required to complete supplemental assignments relevant to the essays assigned for 101. To pass ENGL 052, students must meet the following requirements:

1. Must satisfactorily complete on time all essays assigned in English 101. Students have one opportunity to submit a revision for each essay.
2. Students must earn passing grades all supplemental assignments for 052. A passing score is a 4, 5, or 6. A failing score is a 1, 2, or 3. (See the attached Holistic Scale.)

C. **Attendance for Fall and Spring Semesters:** A student enrolled in a class that meets three times a week is permitted six absences. After the seventh absence, the student fails the course. A student that meets twice a week is permitted four absences and fails after

the fifth absence. A student enrolled in a class that meets once a week is permitted two absences and fails after the third. The English, Reading, and English as a Second Language Department makes no distinction between excused and unexcused absences. The Department's concern is the number of absences, not the reasons for absences. At the faculty member's discretion, absence from the class may be the basis for academic failure. **A student who is absent from a class, for whatever reason, is responsible for obtaining material covered in class as well as completing in-class and out-of-class assignments and turning them in on time. Please inform the instructor when you are going to be absent, late, or have to leave early.**

- D. Religious Holidays Policy: Students not attending class because they are observing major religious holidays will be given the opportunity, whenever possible, to make up, within a reasonable amount of time, any academic work or tests they miss. Students must make arrangements with the professor in advance of the religious holiday.
- E. Departmental Plagiarism Policy
1. Students who are determined by their English instructors to have plagiarized will:
 - a. First offense:
 1. Fail the assignment and receive no credit for it or in extreme cases, such as lifting large quantities of text from a source or another individual, fail the course;
 2. Meet with the department chair so that they can:
 - a. Appeal the decision if they wish;
 - b. Be advised of the consequences if they are caught plagiarizing a second time; or
 - c. Be advised where to get help so that they can avoid plagiarizing in the future.
 - b. Second offense:
 1. Fail the writing course in which they are enrolled whether it is the same course as their first offense or another writing course;
 2. Meet with the department chair and the division dean to:
 - a. Appeal the decision if they wish;
 - b. Be advised of the consequences if they are caught plagiarizing again; and
 - c. Be advised where to get help so that they can avoid plagiarizing in the future.
 - c. Third offense:
 1. Be recommended for expulsion from CCBC.
 2. At the meeting to discuss a student's first offense, the department chair will open a file to maintain a record of the student's plagiarism.
 3. Plagiarism is representing as one's own material words or ideas taken from other sources. Plagiarism includes failure to place in quotation marks and cite researched material from sources as well as buying or copying papers from another person or from the Internet.

Course Procedures

- A. Materials: (Above)
1. **Policy concerning advancement to the next English course:** To advance from ENGL 101 to ENGL 102 or ENGL 239, students must earn a “C” or better in ENGL 101.
 2. **Student Withdrawal Policy:** After the first ten weeks of a regular semester or the first two-thirds of a winter, summer, or late-start class, students can withdraw only under extraordinary circumstances with the permission of the Dean of Liberal Arts.
- B. See attached assignment sheet for tentative list of dated assignments. (These will be completed in addition to the requirements for English 101.)

August 29, 2006