

## **I. Basic Course Information**

**Instructor:** Karina Shipps  
**Email:** [kshipps@ccbcmd.edu](mailto:kshipps@ccbcmd.edu)  
**Office:** G-215  
**Mailbox:** G-215 (Enter through the English office, G-213)  
**Office hours:** MF 11:30 a.m. to 12:30 p.m. **and** TR 11:00 a.m. to 12:00 p.m.

**Prerequisites:** (English placement of LVE I or completion of ENGL 051) and (Reading placement of LVR I or completion of RDNG 052). Students may take ENGL 052 and RDNG 052 concurrently.

## **II. 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:

- ✓ employ a generative and recursive writing process that includes invention, planning, drafting, revising, editing, and proofreading;
- ✓ write for a variety of purposes and audiences;
- ✓ develop and organize appropriate evidence;
- ✓ use a variety of sentence structures;
- ✓ write effective, focused, and logically organized paragraphs;
- ✓ write topic sentences for individual paragraphs;
- ✓ write thesis or controlling sentences for essays;
- ✓ write introductory and concluding paragraphs;
- ✓ use effective transitions within and between paragraphs;
- ✓ write coherent essays, as appropriate to topic audience, and purpose;
- ✓ work collaboratively with peers in the development and revision of an essay;
- ✓ 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

- ✓ 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
10. Editing And Proofreading

**D. Rationale:** English 052 ALP is a parallel enrollment course to English 101. This course is designed to develop the skills of students who tested into English 052 so the students may pass English 101 with a C or better. These skills include writing and grammar exercises, but may also encompass project planning, time management, and self reflection exercises to facilitate successful study habits.

**E. Attendance Policy:** There is no distinction between excused and unexcused absences. A student should discuss absences with his or her teacher. The concern is the number of absences, not the reasons for the absences.

1. Attendance is essential for student success. Therefore, students must adhere to the following attendance rules:

- a. **A Fourteen-Week Class:** A student enrolled in a class that meets three times per week for fourteen weeks is permitted six absences; after the seventh absence, the student fails the course. A student enrolled in a class that meets twice a week for fourteen weeks is permitted four absences and fails after the fifth absence. A student enrolled in a class that meets once a week for fourteen weeks is permitted two absences and fails after the third absence.

2. A student who is absent from a class, for whatever reason, is responsible for obtaining information about the material covered in a class and the assignments announced in class. A student is always responsible for submitting on time any assignments announced while he or she is absent.
  
3. Unless excused by the instructor, a student who arrives late or leaves early will be treated as absent.

### **III. Course Procedures**

**A. Materials:** Students are required to purchase a textbook, the QA Compact by Lynn Quitman Troyka and Douglas Hesse, a college dictionary, one pocket folder, and a flash drive.

#### **B. Special Procedures:**

1. **Policy concerning advancement to the next English course:** To advance from ENGL 052 to ENGL 101, students must earn an S in ENGL 052. They must also meet the reading requirement for ENGL 101: successful completion of RDNG 052 or LVR 2.
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.
3. **Code of Conduct:** Students are required to comply with the Code of Conduct specified in the College Regulations section of the college catalog.
  - a. Students will arrive on time for class and will remain in class for the full session.
  - b. Students will not engage in classroom conversations unrelated to instruction.
  - c. Students will deactivate electronic devices and cell phones during class.
  - d. Students will not bring food or drinks to class.
  - e. Students may not bring children or guests into the classroom.
  - f. Students who sleep during class will be asked to leave.

**C. General Class Policies:** The policies below reflect habits that enable students to maximize their classroom experience, which helps them achieve success.

1. Students are responsible for obtaining, personally or from a colleague, accurate and complete notes of class lectures and discussions, as well as the nature and due dates of assignments presented during class sessions.
2. Students must attend all scheduled conferences with the instructor.

3. Students are expected to submit papers on or before the due date.
4. Students who cannot submit a paper on time should ask the instructor for an extension. Extensions are not automatically granted.
5. If students are absent on the date that a paper is due, they must submit the paper to the instructor's mailbox on the due date or contact the instructor to ask for an extension.
6. Students who submit an essay after the due date will receive a score for that submission but will not be permitted to revise the essay for an improved score.
7. **Students must save all graded papers for inclusion in a final revision portfolio they turn in at their final exam.**

**D. Religious Holidays:** Students not attending class because they are observing major religious holidays shall be given the opportunity, to the maximum extent possible, to make up, within a reasonable amount of time, any academic work or tests they miss. Arrangements between the student and the faculty member(s) for the student to make up missed assignments or tests must be made in advance of the religious holiday at the initiation of the student.

**E. Services for Student with Disabilities:** CCBC is committed to providing equal access to educational opportunities for all students by arranging support services and reasonable accommodations for students with disabilities. A student with a disability may contact the appropriate campus office for an appointment to discuss reasonable accommodations. An appointment must be scheduled within a time period which allows staff adequate time to respond to the special needs of the student. The student must provide the appropriate office with proper documentation supporting the need for reasonable accommodations.

For more information, contact:

**CCBC Catonsville**  
410-455-6946 or  
410-455-4163 (TTY)  
(TTY)

**CCBC Dundalk**  
410-285-9808 or  
410-285-9529 (TTY)

**CCBC Essex**  
410-780-6741 or  
410-238-4601

#### **IV: Evaluation**

- A. **Grading:** In order to receive a passing grade in 052, ALP students must meet all of the following requirements:
  1. consistent preparation for class made evident by consistently participating in class discussions and assignments given in class

2. complete the prewriting assignments for all essays assigned in the corresponding English 101 class
3. timely submissions of first drafts and revisions of writing assignments
4. demonstrate the ability to score a “C” or above on an assignment according to the “Standards for a C Paper for Maryland Public Colleges” (Of course, whether or not you use this ability is up to you!)

**B. Assignments:** To pass English 052 ALP, a student must meet the course requirements for the corresponding English 101 in which the student is enrolled. **In English 101, meeting the course requirements is not equal to passing.** Please see the English 101 syllabus for the requirements students must meet to pass English 101 with a “C” or better.