

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: ENGL 101
Course Title: English Composition I
Division: Liberal Arts
Program: English
Credit Hours: Three (3)
Initiation/Revision Date: Fall 2010
Assessment Goal Per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests.

PREREQUISITE

None

TEXTS

*The official list of textbooks and materials for this course are found on Inside NC.

Troyka, Lynn Quitman and Douglas Hesse. Simon and Schuster Handbook for Writers. 8th ed. Upper Saddle River, NJ: Prentice Hall, 2007.

Suggested Text

Modern Language Association of America. MLA Handbook for Writers of Research Papers. 7th ed. New York:

Modern Language Association of America, 2009.

OPTIONAL MATERIALS

Flash drives

OTHER POSSIBLE INSTRUCTIONAL MEDIA

Various class handouts and online activities

COURSE OUTCOMES & COMPETENCIES

1. The student will demonstrate the fundamentals of writing necessary to complete a college career.
 - A. The student will demonstrate the skills necessary for the writing of thesis statements.
 - B. The student will demonstrate the skills necessary for the construction of topic sentences, with particular attention given to significant support of the thesis.
 - C. The student will demonstrate the skills necessary for proper development of topic sentence ideas.
 - D. The student will demonstrate the skills necessary for adding appropriate specificity to support sentences.
 - E. The student will demonstrate the skills necessary for providing appropriate paragraph and internal transitions.
 - F. The student will demonstrate the skills necessary for the writing of strong introductory statements containing a thesis and strong concluding statements.
 - G. The student will demonstrate the skills necessary for providing clarity in an essay.
 - H. The student will demonstrate the skills necessary for providing a clear point of view in an essay.
 - I. The student will acquire the skills necessary for constructing grammatically correct sentences and using proper punctuation.
2. The student will demonstrate the language skills necessary for life outside the academic sphere.

COURSE OUTLINE

- I. Introduction to the structure of an essay and the purposes of its components
 - A. Introduction
 - B. Body
 - C. Conclusion
 - D. Revision and editing strategies
- II. Basic Skills Review
 - A. Sentence Predicate
 - B. Sentence Subject
 - C. Verb Forms
 - D. Subject-verb agreement
 - E. Pronoun-antecedent agreement
 - F. Dependent clauses
 - G. Sentence completeness
 - H. Pronoun case
 - I. Punctuation and capitalization
- III. Sentence specificity
 - A. Phrases
 1. The noun phrase as appositive
 2. The prepositional phrase
 3. The verbal phrase
 - a. Present participle (nominal and modifying function)
 - b. Past participle (modifying function)
 - c. Infinitive (nominal and modifying function)
 4. The absolute phrase
 - B. Dependent clauses
 1. Modifying function
 - a. The relative clause
 - b. The adverbial clause
 2. Nominal function
- IV. The Paragraph
 - A. The topic sentence
 - B. Paragraph unity
 - C. Paragraph coherence

- D. Connection of sentences and internal transitions
- V. The Essay
 - A. Introductory paragraph
 - 1. The thesis statement
 - 2. Placement of the thesis statement
 - B. Body paragraphs
 - 1. Relationship of central idea in paragraph to thesis
 - 2. Paragraph transitions
 - C. Concluding Paragraph
 - 1. Reassertion of Thesis
 - 2. Completion of essay
- VI. The Persuasive Letter
 - A. Core appeal
 - B. Supporting detail
 - C. Action statement
 - D. Basic letter format

INSTRUCTIONAL METHODS

1. Lectures
2. Audio-Visual aids
3. Examples and demonstrations
4. Writing samples
5. Revision of writings
6. Conferences
7. Tests
8. Unannounced requirements, including unannounced tests, possible

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

(See instructional methods.)

Evaluation of student performance is determined primarily from results of examinations, basic skills tests, major writing projects, homework, and lab work. Class participation is, of course, considered.

A minimum of four writing assignments must be completed before the final, including a five-paragraph essay and one persuasive letter. In addition, an essay given during the final will serve as the post-assessment writing sample.

Grades will be based on the following percentages for face-to-face sections:

Skills Tests 20%

Homework 5%

Tests 10%

Papers 45%

Final Essay 20%

Grades will be based on the following percentages for online sections:

Skills Tests 20%

Homework 5%

Discussion forum 10%

Papers 45%

Final Essay 20%

All work completed for this class must be original to the course and not something turned into past courses or completed in conjunction with any other course without the written approval of the instructor.

GRADING SCALE

STUDENTS MUST PASS THE FINAL ESSAY TO PASS THE COURSE. THOSE WHO DO NOT MEET THIS REQUIREMENT WILL RECEIVE AN "F" REGARDLESS OF ALL OTHER COURSEWORK.

On objective materials, the following scale is used:

| | |
|--------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |

A holistic approach is employed in evaluating compositions with requirements for a particular composition included in class presentations.

Most students enrolled in English Composition I courses will be required to complete standardized testing. A schedule of exam dates and times will be provided by your instructor. Failure to complete the exam will result in failure of the class. The results of the test will be included in the tests portion of the grade.

Students who are not required to take the test will be notified by their instructors.

ASSESSMENT OF STUDENT GAIN

A writing sample is obtained from each student early in the semester. This writing sample may be used as an instructional guide for later writing projects. A writing sample will be provided for institutional assessment when required.

In addition, an essay given during the final will serve as the post-assessment writing sample.

ATTENDANCE POLICY

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration; the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published and made available to the students.

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Dean of Student Development*, Chanute Campus, Student Union, 620-431-2820, Ext. 213., or the *Dean, Ottawa Campus*, 785-242-2607 ext 312, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.