

# Master Course Syllabus

Your College, Your Future



Established 1969

## ENG-031 Developmental English Basics

<b>Course Number</b>	ENG 031
<b>Course Title</b>	Developmental English Basics
<b>Credit Hours</b>	3
<b>Prerequisites</b>	COMPASS Writing score between 0 and 35
<b>Course Description</b>	Developmental English Basics is intended for students who need assistance in basic writing skills. Based on assessment of student needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include writing a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion.
<b>Course Objectives</b>	<p><u>To complete this course successfully, a student must be able to:</u></p> <ol style="list-style-type: none"><li>1. Construct grammatically correct, effective sentences using standard written English.</li><li>2. Utilize techniques/strategies of the writing process.</li><li>3. Read, discuss, summarize, and respond to writing.</li><li>4. Restrict and maintain unity and focus in writing paragraphs and essays.</li><li>5. Recognize and use appropriate point of view, style, and diction.</li><li>6. Identify various rhetorical modes.</li><li>7. Revise, edit, and proofread to eliminate errors.</li><li>8. Use basic resources as needed to complete assignments.</li></ol> <p><u>Write using basic sentence structure:</u></p> <ol style="list-style-type: none"><li>1. Identify the parts of a sentence.</li><li>2. Demonstrate the ability to construct basic sentence patterns.</li><li>3. Apply rules for subject/verb agreement, pronoun/antecedent agreement, adjectives, adverbs, and verbs.</li><li>4. Identify and correct fragments, run-ons, and comma splices.</li></ol> <p><u>Write using the rules of grammar and mechanics:</u></p> <ol style="list-style-type: none"><li>1. Apply rules of punctuation</li><li>2. Apply rules of mechanics</li><li>3. Apply the rules of English spelling</li><li>4. Use MLA format</li></ol> <p><u>Write using the writing process:</u></p> <ol style="list-style-type: none"><li>1. Employ prewriting techniques to restrict topics</li><li>2. Show evidence of how to organize ideas</li><li>3. Compose and revise multiple drafts</li><li>4. Develop a logical flow of ideas by maintaining focus, unity, and coherence</li></ol>

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	<ol style="list-style-type: none"><li>5. Use relevant and sufficient details to develop writing</li><li>6. Correct errors in redundancy and wordiness</li><li>7. Use effective transitions to connect ideas</li><li>8. Edit grammatical and mechanical errors</li><li>9. Format final copy according to MLA guidelines</li></ol> <p><u>Write effective paragraphs:</u></p> <ol style="list-style-type: none"><li>1. Identify the structure of a paragraph</li><li>2. Identify and write effective topic sentences</li><li>3. Support the topic sentence with sufficient, relevant details and effective transitions</li><li>4. Write an appropriate paragraph conclusion or develop transitions between paragraphs of an essay</li><li>5. Maintain appropriate style and tone for the assigned audience and purpose</li></ol> <p><u>Write effective essays:</u></p> <ol style="list-style-type: none"><li>1. Identify the structure of an essay</li><li>2. Identify and write effective thesis sentences</li><li>3. Develop the essay's controlling idea with concise, clear body paragraphs using appropriate transitions</li><li>4. Identify and apply techniques for introductions and conclusions</li><li>5. Maintain appropriate style and tone for the assigned audience and purpose</li></ol> <p><u>Identify elements of writing:</u></p> <ol style="list-style-type: none"><li>1. Distinguish among a variety of rhetorical modes</li><li>2. Identify the main ideas of assigned readings and write one-paragraph summaries</li><li>3. Use appropriate resources for writing effectively</li><li>4. Distinguish plagiarism from correctly borrowed information</li></ol>
<b>Course Developer</b>	
<b>Means of Instruction</b>	Lecture/Discussion
<b>Required Textbook/Written Materials/Supplies</b>	<i>See online Booklist for current book.</i>

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## General Education Core Competencies

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Communication: Students will be able to communicate effectively through reading, writing, speaking and listening.</p> <ul style="list-style-type: none"><li>• Prepare written documents in a professional manner.</li><li>• Develop oral communication skills to present information in a professional and appropriate manner.</li><li>• Demonstrate appropriate listening skills in one-on-one and small and large group settings.</li></ul>	<p><b>Students are required to participate in class discussions and to work in small groups to demonstrate effective communication skills.</b></p>

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study.</p> <ul style="list-style-type: none"><li>• Analyze and solve mathematical problems needed in the workplace, daily life and educational environment.</li><li>• Interpret data using analytical methods.</li></ul>	
<p>Critical Thinking: Students will employ effective processes for resolving problems and making decisions.</p> <ul style="list-style-type: none"><li>• Identify problems and potential causes.</li><li>• Solve problems using basic research, analysis and interpretation.</li><li>• Evaluate results of solutions and revise strategies as indicated by findings.</li></ul>	<p><b>Students are required to review written information, evaluate its validity, and interpret the writer's purpose.</b></p>

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<p>Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands.</p> <ul style="list-style-type: none"><li>• Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software.</li><li>• Use basic operating system functions competently (e.g. store and retrieve data, load software).</li><li>• Demonstrate communication and research skills through use of the internet.</li></ul>	<p><b>Students are required to utilize the internet to research information from credible sources.</b></p> <p><b>Students are encouraged to use email to communicate with the instructor outside of class.</b></p>
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General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Interpersonal Skills: Students will deal effectively and appropriately with others.</p> <ul style="list-style-type: none"><li>• Interact well with individuals and groups from diverse backgrounds and cultures.</li><li>• Work with others in situational analysis, problem solving, and task accomplishment.</li><li>• Demonstrate respect for the rights, work, and views of others.</li></ul>	<p><b>Students are required to participate in class discussions and to work in small groups to demonstrate effective communication skills.</b></p>
<p>Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude.</p> <ul style="list-style-type: none"><li>• Demonstrate personal and business integrity and ethics.</li><li>• Recognize, manage, and cope with the transitions of change.</li><li>• Utilize informational resources for lifelong learning.</li></ul>	<p><b>Students are required to be punctual, prepared, and actively engaged.</b></p>

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## College Policies

Policy Type	Policy Description
<b>Attendance Policy</b>	<p>Williamsburg Technical College does not require specific attendance in a course. Acknowledging that participation supports student success in coursework, however, individual instructors may set attendance guidelines for the course. Those specific guidelines must be included in the course syllabus. (<i>See Syllabus Addendum provided by the instructor.</i>)</p> <p>In addition, students must attend during the first two weeks of class or inform the instructor of their intent to attend to remain on the class roster. If no prior arrangements have been made and the student does not attend during the first two weeks following the semester start date, the student will be dropped as a “no show” from that course following the second week of class.</p> <p>Class rosters will be final as of the end of the second week of classes.</p> <p>Students may withdraw from a class at any time by completing a withdrawal form in the Student Services Office. A student can only receive a “WP” grade if withdrawal is completed in the Student Services Office prior to the last date to receive a “WP” grade published in the academic calendar. Students who fail to withdraw by the specified time will receive a letter grade for the course. For specific procedures related to this policy, refer to WTC Procedure D-23.1.</p>
<b>Policy Type</b>	<b>Policy Description</b>
<b>Policy for Students with Disabilities</b>	<p>The Student Affairs Division provides counseling and support services which help students with disabilities to pursue academic programs of their choice and participate fully in campus life.</p> <p>The AVP for Student Affairs can arrange counseling, special parking, priority registration, and other reasonable services needed by students with disabilities. Students with disabilities are encouraged to contact the AVP for Student Affairs to discuss needs and concerns as they arise.</p>
<b>Policy for Academic Misconduct</b>	All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. See the Student Code & Grievance Procedure in the Williamsburg Technical College Catalog for details.

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<b>Grading Policy</b>	<p>The College operates on the semester hour system, and the following symbols are used in grading:</p> <p>A-- Excellent B -- Above Average C -- Average D -- Passing F -- Failure I -- Incomplete WF -- Withdrawal while failing WP -- Withdrawal while passing</p>
<b>Policy for Class Safety and Emergencies</b>	<p>Injuries must be reported to the AVP for Student Affairs immediately. Insurance claim forms are available in the Student Affairs division. Please refer to the college catalogue for more information on how Williamsburg Technical College addresses safety and emergency issues. For additional information, contact Student Affairs at 843.355.4162.</p> <p>Students taking coursework at off-site locations are responsible for reading and adhering to all safety instructions and guidance at the off-site location.</p> <p style="text-align: center;">Health Services and First Aid</p> <p>Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.</p> <p>Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel.</p>