# Master Course Syllabus

## ENG-101
## English Composition I

| | |
|---|---|
| **Course Number** | ENG 101 |
| **Course Title** | English Composition I |
| **Credit Hours** | 3 |
| **Prerequisites** | Completion of ENG 155 ~ Communications I with a grade of C or higher or approved placement test scores |
| **Course Description** | This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. |
| **Course Objectives** | The student will able to write the introduction (including thesis) and conclusion (including thesis restatement) for a five-paragraph essay.<br><br>The student will be able to select the correct grammar form and apply grammar usage to essays.<br><br>The student will be able to write topic sentences and details which logically and effectively support the thesis statement.<br><br>The student will be able to revise and edit to eliminate major sentence faults, including errors in spelling, punctuation, grammar and usage.<br><br>The student will be able to demonstrate competency in basic word processing and computer skills necessary for document preparation.<br>The student will be able to conduct research and format an essay according to MLA style. |
| **Course Developer** | Hope A. Hubbard |
| **Means of Instruction** | Instruction will include lectures, reading, writing, class discussions, exercises in class, homework, tests, and the use of the internet. |

# Master Course Syllabus

| Required Textbook/Written Materials/Supplies | *See Booklist online for current book.* Must have access to a dictionary and thesaurus (either hard copy or on line). Must have method to store drafts for revision and editing, i.e. memory stick/flash drive. |
|---|---|

# Master Course Syllabus

General Education Core Competencies

| General Education Core Competencies | Course Methodology, Content and/or Assessment |
|---|---|
| Communication: Students will be able to communicate effectively through reading, writing, speaking and listening.<br><br>• Prepare written documents in a professional manner.<br>• Develop oral communication skills to present information in a professional and appropriate manner.<br>• Demonstrate appropriate listening skills in one-on-one and small and large group settings. | **Students will present the final drafts of essays according to the standard of professional presentation.**<br><br>**Students will participate in small group activities and class discussion that require speaking skills.**<br><br>**Students will participate in peer review sessions in which they will provide oral and written feedback in revising their essay drafts.** |

| General Education Core Competencies | Course Methodology, Content and/or Assessment |
|---|---|
| Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study.<br><br>• Analyze and solve mathematical problems needed in the workplace, daily life and educational environment.<br>• Interpret data using analytical methods. | **Students will complete an essay focusing on analyzing a process.**<br><br>**Students will calculate their mid-term course grades.** |
| Critical Thinking: Students will employ effective processes for resolving problems and making decisions.<br><br>• Identify problems and potential causes.<br>• Solve problems using basic research, analysis and interpretation.<br>• Evaluate results of solutions and revise strategies as indicated by findings. | **Students will complete in-class activities that require targeted problem solving.**<br><br>**Students will conduct basic research and will assess which sites are reliable and are which contain information that is pertinent.**<br><br>**Students will analyze a problem and propose a solution to the problem in writing a problem-solution essay.** |

# Master Course Syllabus

| Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands.<br><br>• Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software.<br>• Use basic operating system functions competently (e.g. store and retrieve data, load software).<br>• Demonstrate communication and research skills through use of the internet. | **The student will compose at least one draft using word processing and will edit and revise that copy using word processing. The student will complete the final draft of each essay using word processing.**<br><br>**The student will use the internet and electronic databases to locate sources for extended essay.**<br><br>**Students will view at least one digital lecture during the semester and will access online grammar exercises.** |
|---|---|

| **General Education Core Competencies** | **Course Methodology, Content and/or Assessment** |
|---|---|
| Interpersonal Skills: Students will deal effectively and appropriately with others.<br><br>• Interact well with individuals and groups from diverse backgrounds and cultures.<br>• Work with others in situational analysis, problem solving, and task accomplishment.<br>• Demonstrate respect for the rights, work, and views of others. | **The students will work in small groups throughout the semester to revise and edit each other's essay drafts.**<br><br>**The students will have individual instructional time with the instructor to revise and edit an essay.** |
| Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude.<br><br>• Demonstrate personal and business integrity and ethics.<br>• Recognize, manage, and cope with the transitions of change.<br>• Utilize informational resources for lifelong learning. | **Students will evaluate sample(s) of emails to professors with varying degrees of professionalism.**<br><br>**Students will be assessed for their professionalism and participation in class, including being on time for class, respecting others in the class, and avoiding the use of cell phones in class.**<br><br>**Students will use the internet and the College's online library to locate information on a topic that interests them personally.** |

# Master Course Syllabus

## College Policies

| Policy Type | Policy Description |
|---|---|
| **Attendance Policy** | 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. (*See Syllabus Addendum provided by the instructor.*)<br><br>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.<br>Class rosters will be final as of the end of the second week of classes.<br><br>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. |
| **Policy Type** | **Policy Description** |
| **Policy for Students with Disabilities** | 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.<br><br>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. |
| **Policy for Academic Misconduct** | 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. |

# Master Course Syllabus

| | |
|---|---|
| **Grading Policy** | The College operates on the semester hour system, and the following symbols are used in grading:<br><br>A-- Excellent<br><br>B -- Above Average<br><br>C -- Average<br><br>D -- Passing<br><br>F -- Failure<br>I -- Incomplete<br>WF -- Withdrawal while failing<br>WP -- Withdrawal while passing |
| **Policy for Class Safety and Emergencies** | 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.<br>Students taking coursework at off-site locations are responsible for reading and adhering to all safety instructions and guidance at the off-site location.<br><br>Health Services and First Aid<br><br>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.<br><br>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. |