Master Course Syllabus

ENG-102
English Composition II

Course Number	ENG 102
Course Title	English Composition II
Credit Hours	3
Prerequisites	Completion of ENG 101 ~ English Composition I with a grade of C or higher
Course Description	This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included.
Course Objectives	The student will be able to write the introduction (including thesis), body paragraphs with topic sentences and supporting details, and the conclusion (including thesis restatement) for a five-paragraph essay when analyzing a short story or explicating a poem. The student will be able to define basic literary terminology. The student will be able to read assigned literature, recall details and respond accurately to questions about those selections. The student will be able to revise and edit to eliminate major sentence faults, including errors in spelling, punctuation, grammar and usage. The student will be able to demonstrate competency in basic word processing and computer skills necessary for document preparation. The student will conduct literary research and include it in his/her composition with proper citation.
Course Developer	Margaret S. Chandler
Means of Instruction	Instruction will include lectures, reading, writing, class discussions, small group activities in class, homework, tests, and the use of the companion website.
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.

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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. • Prepare written documents in a professional manner. • Develop oral communication skills to present information in a professional and appropriate manner. • 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 using MLA format.** **Students will participate in small group activities that require speaking skills.**

General Education Core Competencies	Course Methodology, Content and/or Assessment
Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study. • Analyze and solve mathematical problems needed in the workplace, daily life and educational environment. • Interpret data using analytical methods.	**Students will complete an activity involving percentage of points earned for various assignments in this course and how to compute a GPA based on already attending college at least one semester.** **Students will analyze components of literature selections to determine basic elements.**
Critical Thinking: Students will employ effective processes for resolving problems and making decisions. • Identify problems and potential causes. • Solve problems using basic research, analysis and interpretation. • Evaluate results of solutions and revise strategies as indicated by findings.	**Students will complete activities related to various authors/poets and the problems presented to the characters or reader.** **Students will conduct research and incorporate information found into an original essay.**

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Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands. • Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software. • Use basic operating system functions competently (e.g. store and retrieve data, load software). • Demonstrate communication and research skills through use of the internet.	**Students will compose at least one draft using word processing and will edit and revise that copy using word processing. Students will complete the final draft of each essay using word processing.** **The student will use the internet as research source in one assignment.** **Students will use the Companion Website for the text.** **Students will use e-mail to communicate with instructor.**

General Education Core Competencies	Course Methodology, Content and/or Assessment
Interpersonal Skills: Students will deal effectively and appropriately with others. • Interact well with individuals and groups from diverse backgrounds and cultures. • Work with others in situational analysis, problem solving, and task accomplishment. • Demonstrate respect for the rights, work, and views of others.	**Students will work in small groups in class to analyze certain works of literature. Some groups will be self selected; other group assignments will be made by the instructor to ensure diversity.**
Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude. • Demonstrate personal and business integrity and ethics. • Recognize, manage, and cope with the transitions of change. • Utilize informational resources for lifelong learning.	**Students will write a paragraph on their perspective on code of ethics.** **Students who complete this course will have attended at least 80% of the class meetings.** **Students will use the textbook website as a resource for this course.**

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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.*) 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. Class rosters will be final as of the end of the second week of classes. 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. 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.

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