

## COMPREHENSIVE COURSE GUIDE

Spring 2008

(Revised 12-6-07)

**Course Department and Number:** ENGL 0099

**Title:** Learning Support English

**Credit Hours:** 4\* (Institutional)

**Contact Hours:** 4

Course Description: ENGL 0099 prepares the students to enter the credit English sequence. The course includes assignments in the language-based processes of reading, writing, and discussion, as well as critical thinking and problem solving. It stresses the rules and conventions of Standard Written English and provides extensive practice in writing a variety of types of compositions.

Exit Requirements: minimum of a C average on course work, passing grade on the Departmental Essay Competency Examination (DECE) and satisfactory score on the COMPASS Writing Skills Test.

Placement: A score of 59 or below on the COMPASS Writing Skills Test.

Frequency of Offering: All Semesters

Required Texts: Assigned by instructors from a departmentally approved list. Check with your instructor before purchasing your textbooks.

Supplemental Instructional Materials: Internet Resources

Course Objectives:

- I. To demonstrate competence in writing personal and expository essays.
- II. To apply critical thinking and problem-solving skills through reading and discussion of print and non-print sources.
- III. To apply the rules and conventions of Standard English.
- IV. To practice study skills through independent and collaborative learning activities.

Minimum Procedural Requirements:

- I. Writing Requirements:
  - A. The student will compose a minimum of two (2) essays based on information collected from different sources.
  - B. The student will write a minimum of four (4) extemporaneous essays in a 50-minute time period. These four essays must be written before the Departmental

## Essay Competency Examination.

- C. The student will demonstrate competency of grammar and mechanics through unit tests.
- D. The student will complete the ENGL 0099 minimum requirement of 14 hours (approximately one hour weekly) in the Writing Lab (F-202). Instructors will select appropriate lessons and other assignments to be completed by their students and apply 10% of the final course grade to the lab requirement.
- E. The student will take the Departmental Essay Competency Examination (DECE), an extemporaneous essay written in 50 minutes near the end of the semester. The essay will include an introduction, at least 2 well-developed body paragraphs, and a conclusion. This essay will be graded (pass, fail) by 3 instructors. Students must pass the DECE to take the COMPASS Writing Skills Test.

### Other Required Evaluative Work:

Individual instructors may require additional work.

### Policies:

- I. Attendance - Irregular attendance reduces students' opportunity for success in the course. Students missing the equivalent of six 50-minute class periods will receive a letter advising them of their absences and warning them they are jeopardizing their final grade.

NOTE: Excessive absences are reported to the Registrar and to the various agencies administering financial aid. These absences can result in disruption or loss of financial support unless work is completed to the instructor's satisfaction.

- II. Before dropping any class, the college **strongly advises** that students meet with their academic advisor and their instructor to discuss the impact of a withdrawal on graduation plans. The college also **strongly advises** students who are receiving any type of financial aid to visit the Financial Aid Office to discuss the impact a withdrawal may have on their financial aid status. The grade of W counts as hours attempted for the purposes of financial aid. Students who fail to complete the official drop/withdrawal procedure will receive the grade of F.
- III. Federal Financial Aid For Students With Learning Support Requirements - A limited amount of remedial coursework in the student's enrollment status may be counted for financial aid purposes. A student may receive federal aid for up to one academic year of remedial classes. One academic year means 30 semester hours or 45 quarter hours of remedial coursework.

The Darton Financial Aid Department has begun monitoring this limitation of aid to ensure that all students with 30 attempted semester hours of remedial coursework

are identified.

- IV. Late Work - Students whose absences cause them to miss a test or any other assignment will receive a grade of 0 until the work is made up. Both make-ups and other assignments must be made up by the student. The responsibility for making arrangements to make up this work rests with the students--not with the instructor. Under certain circumstances the instructor may refuse to accept late work.
- V. Testing Under Special Conditions - Written requests for consideration of physical or emotional problems that would interfere with test performance, as verified by the instructor and a Darton counselor and approved by the division chair, will be directed to the test administrator. Students are responsible for making such requests far enough in advance of the administration of the test to give the test administrator adequate time to respond appropriately to the request. Emergencies will be addressed case by case.
- VI. Disability Accommodations – In compliance with the Americans with Disabilities ACT (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the office of Disability Services before academic accommodations can be implemented.
- VII. Electronic Devices - It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- VIII. Learning Support Plagiarism and Cheating Policy
  - A. The receiving or giving of unauthorized assistance in the preparation of any assignment is prohibited.
  - B. The taking or attempt to take, stealing, or otherwise procuring in an unauthorized manner any material pertaining to the education process is prohibited.
  - C. The selling, giving, lending, or otherwise furnishing to any unauthorized persons the questions and/or answers to any examination known to be scheduled at any subsequent date is prohibited.
  - D. The fabricating, forging, falsifying of lab, test, or research results or sources is prohibited.
  - E. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are acknowledged, in the form of parenthetical citation and endnotes.

Failure to abide by the policies as stated above will result in a 0 (zero) on the

assignment in question and may result in an “F” course grade.

IX. Criteria for Grading Writing

A. Essay evaluation: Students will complete at least 6 essays (not including the DECE essay). These compositions will be evaluated by the criteria below:

1. The central idea is stated and relates directly to the assigned topic.
2. The composition is organized into an introduction that states the central idea, at least two well-developed body paragraphs, and a conclusion. The minimum length requirement is 300 words.
3. The discussion is clear, well-developed, not repetitious, and relevant to the topic.
4. The essay should be written in Standard English and should include no more than 5 major language errors and 7-10 minor ones.

a. Major errors include:

1. Sentence errors (run-ons, comma splices, fragments, dangling modifiers, confusing syntax)
2. Verb errors in tense, mood, and voice forms
3. Subject-verb disagreement
4. Pronoun-antecedent disagreement
5. Illogical tense shifts
6. Improper participial form

b. Minor errors include:

1. Improper punctuation not resulting in major sentence errors
  2. Improper capitalization
  3. Misplaced modifiers
  4. Faulty pronoun usage
  5. Misspelling
5. An essay failing to meet one or more of the above criteria will receive a failing grade.

B. Components of the final grade:

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| 1. 6 essays (including revisions)                                       | 50-60% |
| 2. Unit tests on grammar review   | 20-30% |
| 3. Writing Lab activities   | 10%    |
| 4. Other (collaborative activities, reading, and discussion activities) | 10%    |

C. The Grade Scale:

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|---|--|
| A | 90-100 average on course work and a passing score on the Departmental Essay Competency Examination and the COMPASS Writing Skills Test |
| B | 80-89 average on course work and a passing score on the Departmental Essay Competency Examination and the COMPASS Writing Skills Test  |
| C | 70-79 average on course work and a passing score on the Departmental Essay Competency Examination and the COMPASS Writing              |

Skills Test

- IP Failure to meet Exit Requirements but showing progress in mastering course content
- F Failure to meet course requirements and failure to show progress in mastering course content.

NOTE: A student who makes a grade of F or IP must repeat ENGL 0099.

- X. Individual Conferences--Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for conferences with their instructors.

Exit Requirements:

- I. Maintain an average of C or above to qualify for the DECE,
- II. Pass the DECE, and score 60 or above on the exit COMPASS Writing Skills Test.

NOTE: Students who meet the requirements to take the COMPASS Exit Test and who fail to make the minimum score required to exit may retest once during the Learning Support Final Exit Exam period as scheduled each semester. The responsibility for making arrangements to retest during the Learning Support Final Exit Exam period rests with the student – not with the instructor. Students may not retest past the Learning Support Final Exit Exam period deadline as scheduled each semester.

Those who score below the minimum exit score must repeat ENGL 0099.