

El Paso Community College

Syllabus

Part II

Official Course Description

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| SUBJECT AREA | <u>English</u> |
| COURSE RUBRIC AND NUMBER | <u>ENGL 0310</u> |
| COURSE TITLE | <u>Basic English Composition</u> |
| COURSE CREDIT HOURS | <u>3 3 :</u> <u>0</u> |
| | Credits Lec Lab |

I. Catalog Description

Emphasizes practice in all stages of the writing process. Focuses on effectively written short compositions, with appropriate attention to grammar and mechanics. May not be counted toward graduation requirements. A grade of a "C" or better is required in this course. The student may be exempted, without receipt of credit, from ENGL 0310 by achieving the minimum scores on one of the state approved testing instruments, as required by the Texas Success Initiative. **Prerequisite: ENGL 0309 with a "C" or better or by placement exam. (3:0).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to accomplish the following:

- A. Develop writing processes that are appropriate for timed and untimed situations and that include effective strategies related to prewriting, writing, and rewriting.
- B. Write well-structured short essays that are unified, coherent, and adequately developed, and that contain an introduction, at least two body paragraphs, and a conclusion.
- C. Develop various types of short essays that are rhetorically appropriate for a variety of subjects and audiences and that meet the following purposes: relating personal experiences, informing, and persuading.
- D. Compose and edit sentences so that they are correct in grammar, punctuation, and mechanics.
- E. Develop an understanding of and be able to apply basic rules of grammar and mechanics appropriate to this level of writing.
- F. Improve and vary sentence structure by using subordination and coordination.
- G. Use the dictionary as an aid for improving vocabulary and word choice.
- H. Analyze model essays or other types of writing to enhance critical thinking, improve vocabulary, and generate ideas for structuring and developing an essay.

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.

5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

IV. Evaluation

A. Pre-assessment

There is no challenge exam for English 0310. Students with questions regarding their placement in this course should contact the appropriate Dean.

B. Post-assessment

1. The instructor will require students to write both in-class and out-of-class essays, all of which will be between 400-500 words in length.
 - a. Students must write at least 3 out-of-class essays. Instructors may allow students to peer-edit and revise as appropriate.
 - b. Students will also write at least 3 in-class essays, exclusive of the Exit/Appeal exams. The in-class essays should be appropriately spaced throughout the semester and resemble those typically used in the Exit/Appeal Exam so that students are prepared for the experience of the Exit/Appeal exam. Opportunity for revision of these essays is up to the individual instructor.
2. The instructor has the option of requiring more writing, including paragraphs, memos, letters, journals, and other types of writing that the instructor deems appropriate.
3. By the end of the course, students will demonstrate the ability to formulate and complete writing assignments from beginning to end within a period of 50 minutes, as is required during their Exit Exam.
4. The instructor will maintain a continuous record of each student's progress in an institutionally accepted manner. The percentage breakdown for determining a student's course average may vary from instructor to instructor, but in all cases, writing assignments will represent at least 70% of the overall average.
5. The student must take two in-class grammar skills tests, the higher grade of which will count 10% of the student's overall course average.
6. The other 20% of the course average may come from other activities related to the course objectives, such as reading comprehension, writing skill exercises (journals, summaries, sentence structure practices), and quizzes.
7. In order to pass the course, students must meet the following requirements. If any of these requirements is not met, the student will receive a non-passing grade of "F."
 - a. have a passing average in the course (which will be assigned as the final course grade if item "b" is also satisfied);
 - b. pass the exit exam on one of two attempts.

C. The Exit Examination

1. All instructors are required to administer a timed, in-class exit exam to each English 0310 student on a prompt devised by the English Discipline. The prompt may take a variety of forms, but will generally require the student to narrow down a larger topic in order to explain a personal opinion or perspective related to it. All instructors must attend a special grading session during which the exams will be graded holistically. Faculty members will not be solely responsible for determining the success of their own students' exit exams.
2. Students who do not pass the Exit Exam will be allowed a second chance during an Appeal Exam administered during the final exam period. The same grading procedures will apply to the Appeal Exam.
3. Plagiarism is both intellectual theft and academic dishonesty and will not be tolerated. Any work that is plagiarized could result in failure of the course. See the Student Handbook.

D. Remediation

1. In-class or out-of-class revisions of essays and other writing assignments are strongly encouraged so students can learn by minimizing their weaknesses and maximizing their strengths. Students are encouraged to use the Writing Centers, located at most campuses, for this purpose.

2. Make-up work and retakes of quizzes may be provided at the instructor's discretion.
3. Students needing assistance with problems related to English 0310 should contact their instructor.

E. Grading Scale

Note: This course must be passed with the grade of “C” or better before it can be used as a prerequisite for English 1301 (beginning Fall 2005).

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| A= | 90 - 100 | I= | Incomplete |
| B= | 80 - 89 | W= | Withdrew/Withdrawn |
| C= | 70 - 79 | | |
| F= | below 70 in coursework and/or not passing the Exit Exam | | |

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.