
Appendix B Course Syllabus Guidelines

COURSE OUTLINE

ENGL-121

College Composition I: Expository Writing

3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

ENGL-121 is the first of a two-semester sequence of college-level composition courses. (ENGL-122 is the second course in the sequence for most HCC degree programs. ENGL-121 transfers as university-parallel freshman English.) ENGL-121 guides students through the expository writing process through close reading of contemporary critical discourse and teaches the rhetorical arts of argument and persuasion through critical thinking, reading and research. Students will develop an understanding of themselves as readers and writers of culture as they participate in public discourse about writing; examine the relationship among writer, audience, and purpose; and practice writing prose through a recursive process. Students completing this course should be able to write persuasive, researched and documented essays (of at least 1,000 words) demonstrating the conventions of standard written English and manuscript presentation. Prerequisite: Eligibility to enroll in ENGL-121 is based on English placement test scores or the successful completion of required developmental English course work. (3 hours weekly).

Overall Course Objectives

Upon completion of this course the student will be able to:

1. Demonstrate an understanding of various writing invention strategies for generating ideas and gathering information;
2. Demonstrate an understanding of the relationships among writer, audience, and purpose;
3. Formulate clear thesis statements;
4. Organize ideas logically and appropriately to support the thesis statement;
5. Demonstrate the primary principles of scholarly inquiry and research;
6. Perform basic research in the library and in electronic media;
7. Correctly incorporate source materials into essays;

8. Document sources using content-appropriate format (APA and MLA);
9. Edit, revise, and proofread to achieve more effective communication of ideas;
10. Provide constructive feedback to another student's writing in a workshop setting;
11. Use study skills and techniques for answering in-class essay exam questions;
12. Employ critical thinking skills as a writer;
13. Demonstrate the ability to use word-processing and appropriate software programs for writing.

Major Topics

1. Writing as a Recursive Process
2. Creating the Expository and Persuasive Essay
3. Employing Effective Library and Electronic Research Techniques
4. Documenting Sources
5. Writing the Effective Research Paper
6. Writing with Authority and Integrity

Course Requirements

Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but all sections will include the following:

1. Students will produce 15-20 pages of formal writing in at least four discrete essays, including one researched, documented essay of at least 1,000 words.
2. Students will write 1-2 in-class essays in response to an exam prompt or question.
3. At least 80% of the final grade will be based upon writing, both formal and informal.
4. ENGL-121 approaches writing as a continual process of learning in which assignments are interdependent; therefore, students must complete all formal assignments to successfully complete the course.
5. Students will have in-class (as well as out-of-class) writing assignments.

Other Course Information

ENGL-121 is a Composition Core course and meets the university freshman composition requirement.

On HCC's main campus, this course is taught in a networked, computerized environment.

Common Course Outline and Syllabus Guideline

Every course taught at Howard Community College has a "common course outline" listing the course description, major topics and objectives, and other information common to every section. It is very important for your course syllabus to correspond to the description, topics and objectives listed in the common course outline. We suggest that the common course outline become the first page(s) of your course syllabus and that it include other information specific to your requirements for the course, or integrate common course outline elements into the syllabus to ensure the course closely parallels the common course outline.

Instructor Information

- Instructor's Name
- Division Office Name and Number
- Hours Available to Meet with Students
- Phone Number - Off campus number is optional but encouraged

Course Information

- Course Number/Section
- Course Title
- Credits: Lecture and Laboratory
- Prerequisites: Required and Suggested
- Required Text/Supplementary Materials

Additional Course Objectives

- Behavioral Objectives - Summarize what a student should learn to complete the course successfully

Class Policies

- Course Requirements
- Evaluation - Grades
- Attendance Policy
- Due Dates
- Make-up Work
- Final Exam Date - If any, refer to final exam schedule available in the division office
- Other

Institutional Policies

- Withdrawal Date, Add/Drop
- Academic Honesty and Plagiarism Guidelines

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