ENG 012
Developmental English Workshop

Course Description
This course provides support for mastery of English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.) Workshop must be taken in conjunction with the class. *This credit does not apply toward graduation.

Prerequisite: A minimum writing score of 30 on ASSET or 30 on COMPASS.

1.0 Cr (0 lect/pres, 1.0 lab, 0 other)

Course Focus
In order to exit Developmental English, a student should be competent to demonstrate the following skills in his writing:

- Punctuate sentences, use proper subject-verb agreement, use proper verb tense, use appropriate word forms, construct complete sentences, use sentence variety, use parallel structure, employ precise diction, write a well-developed paragraph, revise, and edit
- The purpose of these workshops is to help students with mechanics, usage, sentence structure, and writing development through reading.

Text and References

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Access prescribed language arts websites
2. Develop word processing skills
3. Exhibit effective note taking skills
4. Complete language arts modules
5. Take module tests
6. Conjugate verbs *
7. Use proper verb tense *
8. Identify and correct subject verb agreement *
9. Recognize and correct sentence fragments
10. Identify and correct run on sentences
11. Use pronouns correctly
12. Punctuate complete sentences *
13. Construct complete sentences
14. Employ precise diction *
15. Employ parallel structure *
16. Distinguish commonly confused words

Student Contributions
Attend all workshop sessions. Students in violation of the attendance policy may be withdrawn from the course by the instructor.
Student should complete assigned work
Access and utilize appropriate electronic media.
Complete assigned language arts modules and tests in a timely manner.
A student is allowed 30 hours total in developmental math, reading, and English.

Course Evaluation
The final grade for a student in Developmental English will be determined by his/her combined performance in both ENG 032 and ENG 012. The student will receive 65% of his final grade from ENG and 35% of his final grade from ENG 012.

A grade is given to a student at the end of the semester when he makes a minimum of 75% on the Grammar Competency Exam and scores a 2 on the Writing Placement Test. If a student does not achieve minimum criteria on both tests, his semester grade shall be NC (Not Completed), which means the student needs to return to Developmental English.

The grade scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Course Schedule
Weekly workshop sessions will introduce students to electronic media that can help build or enhance skills in reading comprehension, writing development, and correct usage. These sessions are designed to aid students with understanding the lectures and completing the assignments for ENG 032. The class meets for 1 lab hour per week.

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request
disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

**ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

**ATTENDANCE**

The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

- Reinstatement requires the signature of the division dean.

- In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or

  - Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

  - A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

  - A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

**HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**EMERGENCY TEXT MESSAGE ALERT**
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**GRADING METHODOLOGY**
The final grade must be 70 or more (a grade “C” or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.