Course Description
This course is a study of basic writing and different modes of composition and may include a review of usage and grammar. The fundamentals of grammar and punctuation are covered as needed and reinforced through exercises, but the emphasis is on writing.

Prerequisites: ENG 032, ENG 012.

3.0 Cr (3.0 lect/pres, 0 lab, 0 other)

Course Focus
The focus of English 100 is to develop your writing and grammar skills in order for you to successfully perform the tasks you will encounter in English 101.

Text and References

style, and presents logical, credible evidence appropriate to various audiences.

- Fully engage in the writing process to produce effectively organized essays that consist of an introductory paragraph with a discernible, defensible thesis statement, multiple paragraphs with sufficient details, and a conclusion paragraph.
- Develop their critical thinking skills by conducting basic research on a specified topic in order to find credible information that can be synthesized with their own ideas to produce a persuasion essay that supports a specific claim.

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. Replicate assignment criteria
2. Use basic MLA format
3. Meet assigned deadlines
4. Function as a peer editor *
5. Read assigned chapters
6. Write effective summaries *
7. Use formal register
8. Employ precise diction *
9. Implement writing process
10. Model assigned rhetorical patterns
11. Formulate effective topic sentences *
12. Incorporate relevant details
13. Utilize effective organizational strategies
14. Compose well developed paragraphs *
15. Enlist tutor support as assigned
16. Attend information literacy session
17. Conduct academic research *
18. Conduct informal research *
19. Hone critical reading skills
20. Hone critical thinking skills *
21. Formulate effective thesis statements *
22. Utilize essay writing techniques
23. Compose effectively developed and supported essays *
24. Integrate scholarly research
25. Polish written work

Student Contributions
Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class.
Course Evaluation
Your final grade for the course will be determined by the average of all paragraph and essay scores and completion of all required journal and summary assignments. Your instructor will share specific details regarding scoring procedures and due dates.

The grading scale is as follows:

- 90-100 = A
- 89-80 = B
- 70-79 = C
- 60-69 = D
- Below 60 = F

Course Schedule
The class meets for 3 lecture/presentation hours 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** withdraw 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 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. 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.

Revised: 9/24/2012

Reviewed/Approved by Dean of Arts & Sciences 9/24/2012