

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX:	NO:	EFFECTIVE DATE	NEXT REVIEW DATE
	ENG	032	Fall 2006	Fall 2007
TITLE:			CREDITS	CONTACTS
				CLASS - LAB - TOTAL
Developmental English			3	3 0 3

PREREQUISITES: COMPASS: 15-52

DESCRIPTION: Intended for students who must develop better English skills in order to be successful in a curriculum program. Concentration is mainly on proper usage, grammar and diction, punctuation, capitalization, and sentence structure. Non-Degree Credit.

TEXTBOOK(S) OR ALTERNATIVE: Writing Connections: You, College, and Career. Book I: Sentences and Paragraphs by Lee Brandon. Houghton, 2004.

English Essentials Workbook (available in bookstore)

MATERIALS (specifying those to be purchased by student):

Pens, pencils

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Attendance: College policy states that for a MWF class no more than nine classes may be missed, for a TTH class no more than six classes may be missed, and for an evening class no more than three classes may be missed—**regardless of excuse. After the excessive absence, the student will be dropped from the course with an NC (No Credit).**

Withdrawals: Withdrawals with a grade of *W* will be awarded through midterm regardless of the student's academic performance; however, a grade of *NC (no credit)* will be awarded if the student withdraws after midterm with a failing average. **No withdrawals are permitted 2 weeks before the semester's end.**

Tardy: If a student is more than five minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence, so please be on time for class. Should a student be habitually tardy, he/she will be warned; afterwards, each tardy will count as an absence. Should a student leave before class is dismissed, it will count as an absence.

Electronic Devices: Students are reminded of College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and must remain off and remain unseen during class.

Make-up Work: In order to make-up a test or quiz, the student must contact the instructor before the assessment is given; then, he/she must provide a written, verifiable excuse upon his/her return to class. Make-up will then be given at the earliest possible date. Should the student be late for a quiz or fail to follow the above procedure, the student will receive a 0 on that assessment.

Academic Dishonesty: Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the College Catalog. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

Disabilities Statement: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID: It is mandatory that every student wear his/her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES: Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

RESOURCES (A-V, persons, tools/equipment):
Success Center
Library

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic.

TENTATIVE CLASS SCHEDULE

CHAPTER AND TOPIC

Chapter 1 - **Leading with Reading and Writing**

Chapter 2 - **Subjects and Verbs**

Chapter 6 - **Verbs**

TEST ONE: CHAPTERS 2 AND 6

CHAPTER AND TOPIC

Chapters 12-13 - **Paragraphs**

COMPOSITION: Narration

Chapter 3 - **Kinds of Sentences**

TEST TWO: CHAPTER 3

Chapter 5 - **Correcting Fragments, Comma Splices, and Run-Ons**

TEST THREE: CHAPTER 5

COMPOSITION: Process

Chapter 7 - **Pronouns**

Chapters 10-11 - **Punctuation, Capitalization, Spelling**

TEST FOUR: CHAPTERS 7, 10, and 11

COMPOSITION: Comparison/Contrast

Chapter 14 - **Revising and Editing**

FINAL EXAM PERIOD: In-class Composition

OBJECTIVES OF COURSE: When writing paragraphs, students will be expected to...

1. Effectively employ the writing process.
2. Compose a variety of writings that reflect a controlling idea, introduction, body, and conclusion.
3. Correctly utilize subject/verb and pronoun/antecedent agreement in writing assignments.
4. Apply verb tense in a variety of situations.
5. Effectively apply word choice, including Standard English, according to the writer's intended purpose.
6. Punctuate, capitalize, and spell correctly.
7. Identify and correct fragments, comma splices, and run-on sentences.
8. Identify and effectively utilize the different types of sentences in a variety of original writings.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES: Lecture and tests
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Your final grade will be determined as follows:

Tests40%
Quizzes and Classwork10%
Compositions and Writing Assignments.25%
Final Exam (in-class composition)25%

Late writing assignments will be penalized ten points per class meeting.

GRADING: Your work will be graded on a 10 point scale so that:

90 - 100 = A
80 - 89 = B
70 - 79 = C
Below 70 = NC