



Basic Grammar and Composition I
ENGL 0300
COURSE SYLLABUS

REVISED: 09/10

BASIC GRAMMAR AND COMPOSITION

ENGL 0300

Course Description:

Helps students improve basic writing, usage, and grammar skills. This course focuses on the development and organization of short writing assignments. Semester Hours 3 (3 lecture/1 lab)

Required Text & Material:

To access updated information on textbooks, please visit www.bkstr.com

Course Objectives:

In English 0300 classes, students will complete at least six "major" writings. Generally, these writings will be the final product of extensive invention activities, drafting, and revising. All assignments will be designed so the final products are directed toward a specific audience and purpose.

Students will have practice in writing paragraphs and compositions that are informative, persuasive, and explanatory in purpose. The papers will be done in three kinds of settings: (1) managed collaboration (students receive assistance from their instructors and classmates); (2) individual (students work on their own in a controlled environment); and (3) independent (students work on their own outside of a class setting).

At least one of the six will be a "training assignment" for passing timed-writing tasks, such as the TASP. One of the six will be a multi-paragraph essay that anticipates the kind of writing required in English 0301. All final products should use language, style, organization, and format appropriate to the purpose and audience. Additionally, all final products should reflect attention to the details of sentence structure, form, grammar, spelling, and punctuation appropriate to the purpose and audience.

TASP ATTENDANCE REQUIREMENTS:

Students who are required to enroll in a developmental class to fulfill THEA remediation requirements shall not be permitted to drop the developmental class. Students who do not attend their mandated remediation shall be administratively withdrawn from all courses in which they are enrolled.

PROGRESSING TO THE NEXT LEVEL:

Students who do not receive credit for English 0300 must re-enroll in the course and receive credit for it before enrolling in English 0301.

Course Outline:

English 0300 is made up of three hours per week of classroom writing activities. Individual lab times will be determined in conference with the instructor as needed. During class, students practice a number of writing skills, from writing correct sentences to writing well-developed paragraphs. Students will complete major assignments exhibiting the ability to write clear, varied sentences and competent paragraphs.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration, and Dr. Santos Martinez - Vice President, Student Services, shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.