INSTRUCTIONAL PACKAGE

ENG 012

Developmental English Workshop

Effective Term
Fall 2018\Spring 2019\Summer 2019

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PART I: COURSE INFORMATION

Effective Term: Fall 2018\Spring 2019\Summer 2019

COURSE PREFIX: ENG 012   COURSE TITLE: English Developmental Workshop

CONTACT HOURS: 3.0   CREDIT HOURS: 1.0

RATIONALE FOR THE COURSE:
Students learn to read and write through practice. ENG 012 uses an integrated approach to support students in developing their reading, writing, and critical thinking skills in ENG 101. They will practice a variety of strategies, including:
- Composing five paragraph essays, primarily based upon readings
- Comprehending, analyzing, and reflecting on texts across genres (newspapers, textbooks, essays)
- Reviewing grammar, vocabulary, punctuation, and use of transitions in writings.

COURSE DESCRIPTION:
This course provides support for mastery of English competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.) Students will participate in an intensive review of grammar and mechanics and the writing process; of planning, organizing, drafting, editing, and revising are emphasized in this lab course.

PREREQUISITES/CO-REQUISITES:
(New ACCUPLACER Reading Comp 235 and New ACCUPLACER Sentence Skills 235) or (COMPANION Reading 56 and COMPANION Sentence Skills 58) or (COMPASS Reading 65 and COMPASS Writing 31) or (ASSET Reading 37 and ASSET Writing 37) or (SAT Critical Reading 380) or (ACT Reading 14 and ACT English 12) or (ACCUPLACER Reading Comp 56 and ACCUPLACER Sentence Skills 58)

NOTE: Acceptable placement scores in reading and writing.

REQUIRED MATERIALS:
Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.
BOOKSTORE.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:
Please note this lab course is graded Satisfactory/Unsatisfactory. The lab must be graded Satisfactory, and ENG 101 must be passed with a C or better in order to continue to the next course in a student's program requirements.
In other words, students must pass the ENG 012 lab and ENG 101 course.

TECHNICAL REQUIREMENTS:
Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.
Basic word-processing skills are needed for this course.
Access to a computer, printer, and Internet are needed for this course.
Access to MySkillsLab for Reading and Writing: Integrated (packaged with textbook)

STUDENT IDENTIFICATION VERIFICATION
Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement if applicable.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Students who successfully complete ENG 012 will demonstrate proficiency in the following:

1. Interpret and explain readings related to topic prompts.
2. Recognize the components of a five-paragraph essay.
3. Apply organizational strategies to maintain coherency.
4. Demonstrate an understanding of the revision process.
5. Produce new content to support the essay's thesis.
6. Revise writing with attention to grammar and mechanics.

Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

10 conferences (2.5 pts each)	**25%**
MySkillsLab (at least 75% cumulative grade)	**25%**
10 Reading\Writing Prompts (5pts each)	**50%**
Total	**100%**

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Conferences

ENG 012 students will be required to bring their ENG 101 course assignments to the lab for conferencing and feedback from the lab instructor. Revision of ENG 101 assignments will be done with the help of the conferencing and feedback. Students will be expected to access their ENG 101 D2L course homepages and refer to their ENG 101 assignments during lab meetings. All ENG 101 faculty will be working closely with all ENG 012 faculty.

MySkillsLab for Reading and Writing: Integrated

MySkillsLab is packaged with the ENG 012 textbook. Assignments in MySkillsLab will reinforce grammar and mechanics as well as reading and writing strategies.

10 Reading/Writing Prompts

There will be a total of 10 reading and writing assignments to be done during lab meetings. Improvement in reading and writing occurs with constant practice. Students will read a short selection, and write a 5-paragraph essay based on a prompt relevant to the reading selection. These assignments are meant to help students gain confidence in reading comprehension and basic essay construction and writing.

Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (ACADEMIC CALENDAR).   You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

The Communications Dept has set an attendance policy in ENG 012 labs at 4 allowed absences. Students will be allowed to make-up 1 absence by attending another of their lab instructor's other labs (if available) within 3 lab meetings of the absence.

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For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

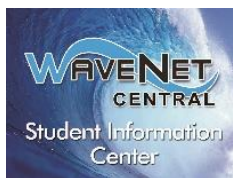## Part V: Student Resources

The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
2. **On-line student success and academic support resources.**

Visit the SSTC website: Student Success & Tutoring Center and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: Wavenet Central. Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

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The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement
Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements
Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs *Title IX Coordinator* Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	**Jacquelyne Snyder, AVP Human Resources** *Section 504, Title II, and Title IX Coordinator* Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu