INSTRUCTIONAL PACKAGE

ENG 012

Developmental English Workshop

Effective Term
2019-2020

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Part I: Course Information

Effective Term: 2019-2020

COURSE PREFIX: ENG 012   COURSE TITLE: Developmental English 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; 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 the Hawkes Learning System (packaged with textbook)

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 essay 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 P/F	**50%**
Hawkes Learning System (80% cumulative grade)	**25%**
Best 5 Reading\Writing Prompts P/F	**25%**
Total	**100%**

Conferences
ENG 012 students will be required to bring their ENG 101 course assignments to 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.

Hawkes Learning System
The Hawkes Learning System is packaged with the ENG 012 e-book. Assignments in Hawkes will reinforce grammar and mechanics as well as reading and writing strategies.

Best 5 Reading/Writing Prompts
A number of reading and writing assignments will be administered during lab meetings. Students must pass a total of 5 reading and writing assignments. 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.

GRADING SYSTEM:
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.

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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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.

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 or go to the Online Resource Center to access on-demand resources any time.

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.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, 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, sex, national or ethnic origin, age, religion, disability, marital or family

status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students 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 Vice President for Student Affairs, Dr. Melissa Batten, VP 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. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP 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.

Title IX Requirements
All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

> *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:	
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Dr. Melissa Batten, VP 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, VP 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