ENGLISH 091 COURSE SYLLABUS
INTRODUCTION TO ENGLISH COMPOSITION
Fall/Winter/Spring/Summer Semester, (year), Section #

INSTRUCTOR: 
OFFICE: 
PHONE: 
EMAIL: 

OFFICE HOURS: 
Monday: 
Tuesday: 
Wednesday: 
Thursday: 
Friday: 

Required Texts and Materials: A Pocket Style Manual by Diana Hacker, 6th Edition. (Please keep this book as it is required for English 101.)

Credit Hours: 3
This course meets four hours per week for three credits fall and winter semester (eight hours per week spring and summer, five hours per week for twelve-week sessions).

Degree Requirements: This course is intended to prepare students for English 101 and English 102 as well as to assist them in other college courses in which writing is required. English 101 and English 102 are required courses for the Associate in Science and Arts Degree.

Prerequisites: A code of “C” or “D” on the English Placement Test.

*The English Department policy requires a 2.0 (C) or better in English 091 in order to enroll in English 101.

Catalog Description: A course in which students concentrate on mastering basic principles of English grammar, sentence structure, punctuation, usage, and mechanics. Emphasis is placed on writing clear sentences, effectively developed paragraphs, and short essays. The course is intended to prepare students for English 101 as well as to assist them in other college courses in which writing is required. This course includes a one-hour laboratory to be used for group instruction or individual instruction as deemed necessary by the instructor and assumes entry level computer skills of each student.

Specific Objectives/Procedures:
1. Students will learn that though spoken English varies, written English follows an observable standard.
2. Students will write paragraphs in standard English with purpose, unity, development, and coherence.
3. Students will write complete sentences.
4. Students will improve their grammar and usage.
5. Students will improve their mechanics.
6. Students will read and respond to the writing of others.
7. Students will use various writing tools such as the library, dictionary, thesaurus, and word processing.
8. Students will write a minimum of six well-developed paragraphs in various modes and at least three essays of three hundred to five hundred words each. The Department recommends that students write one of these essays during the final four class hours. This essay will be evaluated by a faculty member other than the student’s English 091 teacher.

9. Students will do additional writing deemed necessary by the instructor.

10. Students will confer with the instructor regarding English courses to be pursued after the current English 091 section.

Additional Costs: Class fee of $7.00 due at registration time.

Evaluation: Students will be graded on papers, tests, homework, classroom performance, and attendance.

Statement on Student Assessment and Accreditation: Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the reaccreditation process: assessing student learning. You may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College’s strengths and weaknesses.

If you have any comments you would like to make about the quality of education at MCC, please email the College’s assessment coordinator at this address: studentscount@muskegoncc.edu

Statement on MCC Email: All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY.

Statement on Student Behavior: Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College Student Handbook/Planner.

Academic Integrity Policy: Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
Academic dishonesty consists of, but is not limited to:

A. **Cheating.** Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.

B. **Plagiarism.** Plagiarism is defined as the use of another’s words or ideas without acknowledgement.

C. Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

**Statement on Dispute Resolution Process:** Should a student not agree with a faculty member’s decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.

2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.

3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.

4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.

5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College *Student Handbook/Planner.*

**Attendance Policy:**

1. Students are expected to attend all classes. The instructor has the prerogative to lower the student’s grade after three hours of absence and to withdraw or fail the student after six hours of absence.

2. Students are expected to make medical, dental, and other professional appointments at times that do not conflict with class meetings.

3. The grade for a late paper, project, or presentation may be lowered.

**Student responsibilities:** Varies with instructor.

**Methods of Assessment:** Varies with instructor.

**Teaching Methods:** Varies with instructor.

**TENTATIVE CALENDAR OF ASSIGNMENTS**