ENGLISH 101 COURSE SYLLABUS
ENGLISH COMPOSITION
Fall/Winter/Spring/Summer Semester, (year), Section #

INSTRUCTOR:
OFFICE:
PHONE:
E-MAIL:

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

Required Text and Materials: A Pocket Style Manual by Diana Hacker, 6th Edition. (Please keep this book as it is required for English 102.)

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

Degree Requirements: English 101 is a required course for the Associate in Science and Arts Degree.

Prerequisite: Before enrolling in English 101 students must meet one of the following prerequisites:
1. earn a composite score on the ACT test of 22 or higher
2. achieve a level one or level two on both the reading and writing MEAP tests
3. receive an appropriate placement code based on MCC’s reading and writing tests*
4. complete required pre-101 reading and writing courses with a grade of “C” or better*

*If you are uncertain about whether you qualify for English 101, see your instructor immediately.

- Effective Winter 1995 semester, students must receive a 2.0 (C) or better in English 101 in order to enroll in English 102.

Catalog Description: A course in which students will develop the abilities to think logically, to discuss intelligently, and primarily to write effectively using exposition, argumentation, and research.

Course Objectives:
1. The student is expected, through essay analysis, to read with understanding and to improve vocabulary.
2. The student is expected to think analytically.
3. The student is expected to listen carefully and to observe the content, structure, and meanings of speech.
4. The student is expected to speak clearly, discuss intelligently, and respect others and their right to speak.
5. The student is expected to write effectively in Standard English and to demonstrate an understanding of the following:
   a. that the process of writing includes prewriting, writing, revision, final draft, and proofreading.
   b. that good writing always includes organization, effective paragraph development, and correct grammar and spelling.
   c. that good writing includes a concern for audience.
   d. that there are three basic functions of writing, i.e., expressive, transactional, and poetic.
   e. that there are various categories of transactional writing, including narration, description, argument, comparison and contrast, critical analysis, cause and effect, process, extended definition, summary, division, classification, and example.
   f. that there are certain fundamentals necessary in research:
      i. using the library.
      ii. choosing and limiting a subject.
      iii. using primary and secondary materials.
      iv. taking notes.
      v. avoiding plagiarism.
      vi. documenting properly.
      vii. using quotation, paraphrases, and summaries.
      viii. using preliminary and final bibliographies.

6. The student is expected to complete and hand in a minimum of 6000 words of structured writing. These requirements will illustrate various styles, purposes, and approaches to writing. These requirements will include the following as a minimum:
   a. 1500 words employing research, organized into one longer or two shorter essays.
   b. 3000 words illustrating various transactional categories (see 5 e. above) organized into four or five essays.
   c. 1500 words organized as journals, assigned paragraphs, summaries, and/or additional formal essays.

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

Evaluation: Evaluation will be based on a student’s written work, class participation, 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 of 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: