



**Wharton County
Junior College**

**Administrative - Master Syllabus
COVER SHEET**

Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Writing

Course Prefix and Number - ENGL0307

Department - Language Arts

Division - C & FA

Course Type: (check one)

- Academic General Education Course (from ACGM - but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 3:3:2

Equated Pay hours for course - 4

List Lab/ Other Hours
Lab Hours
2
Clinical Hours
0
Practicum Hours
0
Other (list)
0

Course Catalog Description - Preparatory, non-transfer course for students who qualify on the basis of test scores. This course is designed to help the student raise his or her level of competency in use of language and enable him or her to write college-level compositions. This course is geared to help the student improve spelling, punctuation, sentence construction, and paragraphing, and to give the student practice in writing so that he or she will be able to write effective compositions in ENGL 1301.

Prerequisites/Corequisites - Students are placed in this course according to WCJC developmental placement guidelines. This course must be passed with a C or better to satisfy TSI requirements.

Approvals - the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non lecture instruction):

I. The Writing Process - Topics to include:

- Writing a coherent paragraph
- Writing a Topic Sentence for your essay
- Organized paragraph structure
- General coherence in the outline and content
- Rhetorical patterns
- Main Ideas
- Supporting Details
- Fact and Opinion
- Introductions and Summarizing
- Inferences
- Writing an Essay with a coherent argument

II. Lab Work will include:

- Sentence structure
- Vocabulary and Word Usage
- Punctuation and Basic Grammar Skills
- Words as Transitions
- Reading for Comprehension in preparation for writing exercises

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
1.The student will be come comfortable with and aware of the writing process 2. The student will be able to organize and write an effective essay 3. The student will be able to understand and utilized edited American English in the writing process	1.Course examinations, lab assignments, final exam 2. Successful completion of a timed writing assignment in response to a department-level prompt, graded by two instructors from the department 3. Minimum score of 6 (Six) on the holistically graded essay

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Anker, Susan. REAL WRITING WITH READINGS. Boston: Bedford Co. Current edition

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.
Computer lab

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course Minimum of seven writing assignments to be completed; quizzes and exams during the semester and final exam; passing of THEA writing exam

Lab work - 20%

Daily work - 20%

Major assignments - 40%

Final exam and/or THEA exam - 20%

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
Attach the following:

- Program SCANS Matrix
- Course SCANS Competencies Checklist