| **PROFESSOR:** | **PHONE NUMBER:** |
| --- | --- |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**ENC 0022 WRITING FOR COLLEGE SUCCESS (\*) (3 CREDITS)**

This is a lecture/laboratory course with emphasis on grammatical concepts and usage, punctuation, word choice, and paragraph and essay development. ENC 0022 is required of all students who need to develop basic writing and thinking skills before entering ENC 1101. Completion of this course with a grade of “C” or better is part of the prerequisite for ENC 1101.

(\*) Preparatory credit, does not count toward a degree or certificate

1. **PREREQUISITES FOR THIS COURSE:**

None

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:**
2. Writing skills as preparation for college-level writing intensive courses

# Grammatical concepts and usage

# Punctuation

# Word choice

# Paragraph and essay development

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Students will engage the steps in the writing process: prewriting, writing, revising, and editing, in order to produce clear, effective, and accessible paragraphs and essays employing appropriate organization, parallel structure, word choice and tone.
* Students will write various paragraphs and essays demonstrating proper use of effective topic sentences, thesis statements, adequate support/coherency/unification, and transitional devices.
* Students will demonstrate their understanding of grammar/mechanics/syntax concepts (including but not limited to: modifier use, subject- verb agreement, standard verb form and tenses, pronoun agreement, pronoun case and agreement, clause coordination/subordination, sentence structure, spelling, capitalization, punctuation, ) through their own writing, peer editing and multiple choice tests.
* Students will demonstrate their understanding of concepts of academic research and citation and reflect their understanding of their use through multiple choice tests.

**B.** **In accordance with Florida Statute 1007.25 concerning the state’s general education core course requirements, this course meets the general education competencies for *Communication*.**

* *Students will demonstrate the ability to communicate effectively.*
* *Students will demonstrate the ability to analyze communication critically.*

**The Florida College System Council on Instructional Affairs Developmental Competencies:**

At the conclusion of this course, students will demonstrate proficiency in the Developmental Education Competencies for Developmental Writing II.

WDECL = *Writing Developmental Education Competency Lower*

WDECU= *Writing Developmental Education Competency Upper*

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| 90 - 100 | = | A |
| --- | --- | --- |
| 80 - 89 | = | B |
| 70 - 79 | = | C |
| 60 - 69 | = | D |
| Below 60 | = | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.”)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources

1. **CLASS SCHEDULE / COURSE OUTLINE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class)