

**Georgia Perimeter College
Learning Support
Comprehensive Course Guide**

COURSE: ENGL 0099
TITLE: PRE-COLLEGE COMPOSITION
CREDIT HOURS: 4 (institutional credits--does not count toward a degree)
PREREQUISITE: Placement by the University System Placement Examination.

COURSE DESCRIPTION: Pre-college Composition is a course in the writing of essays with particular attention given to paragraph development within the context of the essay, ordering ideas, and using transitional devices. Emphasis is given to grammar and usage within composition.

ENSL NOTE: Students whose native tongue is not English should see an ENSL advisor immediately.

REQUIRED TEXTS: To be determined by the instructor from an approved list

SUPPLEMENTAL MATERIALS: Individual instructors may require additional materials.

COURSE OBJECTIVES: At the end of this course, students should be able to:

1. use a variety of methods for generating ideas.
2. use a variety of modes for developing those ideas.
3. use a variety of strategies for organizing ideas.
4. show relationships between ideas by using a variety of sentence structures.
5. show relationships between ideas by using a variety of sentence beginnings.
6. construct controlling idea statements for paragraphs.
7. construct controlling idea statements for essays.
8. write a series of related paragraphs supporting one controlling idea.
9. edit their own writing.
10. edit the writing of others.
11. use a variety of methods for writing introductory paragraphs.
12. use a variety of methods for writing concluding paragraphs.
13. use a variety of coherence devices within paragraphs.
14. use a variety of coherence devices between paragraphs.

COURSE REQUIREMENTS:

- A. In order to be eligible for the exit writing sample, students must do the following:
- write a minimum of five in-class essays on unannounced topics. Three of these must be passing C or better.
 - write one planned essay with extensive revisions.
 - complete other written assignments, such as revision activities, homework, and appropriate online assignments.
 - average seventy percent or higher in course work.
- B. Students should demonstrate mastery in the following grammatical concepts:
- Fragments
 - Run-ons
 - Comma Splices
 - Subject/Verb Agreement
 - Pronoun Reference and Agreement
 - Dangling and Misplaced Modifiers
 - Parallelism
 - Comma Usage
 - Commonly Confused and Misspelled Words
- C. To be eligible to take the University System exit exam, students must pass an exit writing sample.
- D. To exit ENGL 0099, students must pass the English portion of the University System exit exam with a score of 64.

NOTE: Grades of A, B, and C indicate satisfactory work.

UNIVERSITY SYSTEM EXIT EXAMS: To be permitted to take the exit examination, students must present a picture I.D. that displays their social security number or a picture I.D. and an official document that displays their social security number. Students are allowed two chances to pass the COMPASS exit exam. An absence counts as a failed attempt, so students must attend the assigned testing times.

POLICIES

1. Attempts: Students must complete English 0099 in no more than two attempts or eight semester hours, whichever occurs first, or they will be suspended from Georgia Perimeter College and all University System institutions for one (1) year. Attempts are cumulative within the Regents' System. After one (1) year, a student may be eligible for reinstatement.

2. Attendance: Students are expected to attend class regularly and punctually. Those who arrive late should report to the instructor at the end of the class. At the midpoint of the term, if a student is absent from more than 10% of the classes for the term, then the student will be withdrawn with a grade of W. After mid-term, students who violate the instructor's attendance policy may receive an F for the term. **Absences are cumulative across the entire semester.**

3. Withdrawals:

Note: If you withdraw or are withdrawn from any class, your financial aid eligibility may be affected. Always check with a financial aid counselor before you withdraw from a class or before you stop attending a class.

- a. When withdrawals are initiated by the mid-term deadline, students will receive a grade of W.
- b. Students who are taking both Learning Support and collegiate-level courses and withdraw or are withdrawn from one or more required Learning Support course before mid-term will also be withdrawn from all collegiate-level courses except GPCS 1010, HEDS 1011, and activity PE classes. They may, however, drop the credit course(s) and remain in the Learning Support course(s).
- c. Students who are taking only Learning Support courses may withdraw from a course or courses to reduce course load.
- d. Students who withdraw from a Learning Support course after mid-term will receive a grade of WF, except in cases of hardship that must be approved by the campus Dean for Academic Services.

4. Placement Exams: There is no retesting for COMPASS placement within the University System of Georgia unless one year has transpired from the initial testing date and the student has been out of school for one year.

5. De-registration: Students who register during early registration (Phase I) and are unsuccessful in any current Learning Support course will be de-registered from all classes and will have to reregister during regular registration (Phase II). Students who are deregistered may not be able to register for the same classes that were dropped.

6. Make-up work: The instructor will determine the make-up policy for this course.

7. Grades: Grades in Learning Support classes will be assigned as follows:

A = 90-100

B = 80-89

C = 70-79

IP = 60-69 (In progress or failure to pass the exit examination)

F = 0-59 (or having violated the attendance policy after mid-term)

W = Withdrawal by mid-term

WF = Student-initiated withdrawal after mid-term

Note: Students who earn a grade of IP, F, W or WF must repeat the course. All grades except W count as attempts. Grades of A, B, and C are successful attempts. Grades of IP, F, and WF are unsuccessful attempts.

8. Evaluation: The course grade will be evaluated as follows:
- Daily grades and assignments.....0-20%
 - Tests.....10-20%
 - Essays.....50-70%
 - Final Exam.....0-20%

Students needing individual help should arrange conferences with their instructor. Additional help is also available in the Learning and Tutoring Centers on each campus.

9. Academic Honesty Policy: Plagiarism is the presentation of the words, ideas, or opinions of someone else as one's own. Students are guilty of plagiarism if they submit as their own work the words, ideas, or arrangement of material found in sources, such as books, magazines, or pamphlets, without crediting the source. The ideas and opinions of someone else, even though expressed in the writer's own words, must be acknowledged in the text.

Students are also guilty of plagiarism if they copy the work of a fellow student or any other individual and submit it as their own. In addition, students who use forbidden notes or books for assigned work or tests, give unauthorized help to another student, or use their own previously graded work engage in plagiarism. Students who allow such copying are parties to plagiarism, thus guilty of cheating.

Persons who plagiarize or permit plagiarism will receive a grade of zero for the work involved. Students giving or receiving help under such conditions will not be allowed to make up the assignment or test. Students who violate the cheating/plagiarism policy more than one time, in addition to receiving a zero, must be referred to the English Department Chair who will determine whether a disciplinary charge as defined in the *Student Handbook* will be filed with the Dean of Student Affairs.

10. All copyrighted software is protected by state and federal legislation. Any reproduction of this software without written permission is a violation of the law.

11. Academic Respect: The College exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the *Student Handbook*.

12. Americans with Disabilities Act Statement: If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

13. Equal Opportunity Statement: No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin, or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity conducted by Georgia Perimeter College.

14. Affirmative Action Statement: Georgia Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

15. Electronic Devices: All electronic devices must be turned off during class time.

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