

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: ENG 102-5H1	INSTRUCTOR: Katrina Hinson
COURSE TITLE: Applied Communications II	OFFICE NO: Building4, Room 8A
CREDIT HOURS: 3	OFFICE/VIRTUAL HOURS: Monday – 8AM-11AM, 3-4PM Tuesday – 8AM-10AM, Wednesday -8AM-10 AM Thursday – 9 AM – 10AM Friday – 8 AM- 10 AM
CONTACT HRS/WK: 3	
PREREQUISITES: None	
COREQUISITES: None	PHONE NO: (252)789-0308
	FAX: 252-792-0826
	E-MAIL: khinson@martincc.edu

COURSE DESCRIPTION: This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma level course.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate appropriate mathematical skills required for academic and work-related tasks.
2. Apply principles of sound critical thinking to analyze and solve problems and make logical decisions.
3. Demonstrate effective speaking, writing, and reading skills.
4. Demonstrate appropriate technology skills required for academic and work-related tasks.

COURSE LEARNING OUTCOMES:

1. Construct satisfactory application and business documents
2. Demonstrate effective oral communication skills relevant to interviews and business related scenarios
3. Organize course materials professionally so as to enhance personal and professional presentation

REQUIRED TEXTBOOKS:

Camp, Sue.C & SAtterwhite, Marilyn L. (2007). *College english and communication*. (9th ed.). New York: McGraw Hill.
ISBN# 978-0-07-310650-2

SUPPLEMENTAL RESOURCES: A three-ring binder, set of tabs for the binder, 2 pocket folders, loose leaf paper, writing utensils, flash drive

LEARNING/TEACHING METHODS:

Lecture, in and out of class drafting, revising, and editing; outside reading assignments; reflection activities; writing and grammar practice; use of appropriate discipline related technology.

There will be an outside reading assignment (TBA) for this course. The outside reading assignment will be assessed with quizzes at variable intervals as well as a final written assignment.

Peer reviews are a required component of this class.

1. Peer review days are scheduled to take place prior to the day each final essay is due.
2. On peer review days, you should plan to bring **TWO** copies of your essay draft, plus the original.
3. The rough draft must be a **good faith effort** of at least two full pages; notes and writing plans, while important elements of the writing process, do not count as drafts.

ASSESSMENTS/METHODS OF EVALUATION:

To demonstrate attainment in program and learning outcomes for English 102, you must successfully complete the following:

1. Tests
2. Outside Reading Assignments
3. Portfolio
4. Oral and Written Projects

GRADING POLICY:

Tests 10%
 Outside Reading 10%
 Writing Projects 40%
 Portfolio 15%
 Oral Presentation – Final Exam 25%

Grading Scale

- A (93-100)
- B (92-85)
- C (84-77)
- D (76-70)
- F (Below 70)

COURSE OUTLINE: *This course outline is subject to change and/or modification*

Week	Grammar, Mechanics, and Usage	Workplace Skill	Workplace Object
1	Introductions to course content	Discovering what you know	Deciding on where you want to go
2	Sentence Flaws-Run-On's	Getting Started-Successful Employees=Successful Writers	Exercise #1
3	Sentence Flaws-Fragments	The Writing Process at Work	Exercise #2

4	Sentence Flaws-Dangling Modifiers		Organizing and Writing the Draft	TBA
5	Parts of Speech Errors-Pronouns		Collaborative Writing	TBA
6	Parts of Speech-Adjectives and Adverbs		Researching	TBA
7	Parts of Speech-Verbs		Effective Visuals	TBA
8	Parts of Speech-Verbs		Routine Business Correspondence-Memos and More	Memo
9	Punctuation – Commas and Semi-colons		Routine Business Correspondence - Letters	TBA
10	Punctuation-Apostrophe and Quotations Marks		Routine Business Correspondence-Resume's and Portfolio's	Resume, Cover Letter, References
11	Capitalization		Routine Business Correspondence-International Correspondence	TBA
12	Numbers and Abbreviations		Writing Instructions and Procedures	Process Document and Cover Letter
13	Anything else/Review		Informal Reports	TBA
14	Review and Revision		Formal Reports	TBA

15	Review and Revision		Proposals	TBA
16	Review and Revision		Preparing the Presentation	Portfolio is Due
17	Final Review			Final Exam: Workplace Portfolio Presentation

STUDENT ATTENDANCE POLICY: The maximum number of absences allowed for this class is ten percent of the class contact hours. Habitual tardies may also result in absences. Students will be counted absent from the date of registration. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the course. Students will be administratively withdrawn from the course for any of the following attendance issues: (1) If a student has not attended at least one class by the ten percent census date, (2) If a student is absent for more than ten percent of the course meetings, and (3) If a student is absent for more than six contiguous course hours. Students who are administratively withdrawn from the course must submit the paperwork to officially withdraw before the last date of withdrawal in order to avoid a "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The last day to officially withdrawal before receiving an "F" is published in the academic calendar for each academic year. ENG 102 is a hybrid course, meaning part of the course meeting times will be scheduled online.

This is a hybrid class. Hybrid courses are delivered through a combination of traditional classroom setting and internet assignments. Attendance will be taken in the seated class on our designated meeting days.

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make up any test or other missed work, a minimum of two excused absences per academic YEAR for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

1. Academic Integrity: Students are expected to follow the academic integrity policy. Instances of cheating, lying, or plagiarizing will not be tolerated. Assignments and tests that have been plagiarized or exhibit proof of cheating will earn a grade of "F" for the first offense. Subsequent offenses will earn the student a failing grade for the entire course. See the note about plagiarism below:

Plagiarism:

Passing off the words of someone else as your own without giving them credit is a form of academic dishonesty known as plagiarism. It is a serious offense, and punishment will include at the LEAST a zero for the given assignment. Depending on the severity of the plagiarism, the student may receive an F

for the entire class. To be safe, ALWAYS cite your sources. Proper citations in MLA style and a Works Cited page must accompany all papers (except in-class writing). You can find this in your text book, various online writing sources like the Online Writing Lab (<http://owl.english.purdue.edu/>). You can also find citation information by utilizing library resources.

2. Tardies: If you are more than ten minutes late to class, you will be marked "tardy." Three tardies are counted as an absence for attendance purposes. Leaving class early may also result in a tardy. You are responsible to collect any missing material that may result from any tardies.
3. Absences: You are strongly advised to NOT miss class. Missing class interferes with your ability to learn the material being taught. There is no excused versus unexcused absence. If you are absent, you're absent. **You MUST contact your instructor as soon as you know you are not going to be in class. It is recommended that you call AND email your instructor.** It is your responsibility to keep track of your absences. I will not warn you when you are close to or over the limit. Keep up with your absences and keep them to a minimum. It is also your responsibility to make up any missing assignments/ tests/ quizzes/projects/journals within 2 days of your absence. After the end of the class period on the 2nd day, I will not take your work. Please note that this does not say the end of the day or the next day. It says the end of the class period. You are responsible for material covered in class whether you are present or not, including announcements of class-work and assignments due.

Financial Aid Info---Withdrawal from the College

Students who receive financial aid and withdraw from the College during the semester may owe large amounts of money to the U.S. Department of Education and Martin Community College. These debts will need to be satisfied before students will be allowed to continue their education. Before making a decision students MUST go the Office of Financial Aid to determine the financial consequences of withdrawing from school.

4. Make-Up Work: IF you are absent, you will only have 2 days to get your work in (in class assignment, journals, test, quizzes). **At the end of the 2nd class period**, if the work is not turned in, I do not have to and may not accept it. IF it is accepted, you will not get full credit for it but consider that partial credit is better than a "0." Assignments are generally due at the start of class.
5. Test Policies: Act like adults, focus on your test or quiz. There is to be no talking during an exam. Any student talking during an exam could be seen as cheating and may result in a "0" for that assignment grade. Exams will begin and end on time; therefore, students arriving late will not receive additional time.
6. Electronic Devices: **Cell phone use is strictly prohibited during class.** This includes "bluetooth" and any other hands free device. **No texting or surfing the internet by phone during class.** If the instructor finds a student using a cell phone during class, you could be asked to leave class, which may result in an absence for the student. Keep your cell phone turned off or placed on vibrate and put away at all times during class. *If you have an emergency situation and must make or receive a call on your cell phone, please be courteous and exit the classroom first.*
7. No children or pets allowed in class.
8. **Ask for help before you start falling behind. I would like you to be successful in this class, and I will be glad to help you, time-permitting.**

Email

You can also email me to ask questions or request assistance on homework or papers. I will get back to you as soon as possible. I generally check my email often during the day when I have office hours and once in the evening around 6-7PM. You should continue to work while you're waiting to hear back from me. **I cannot guarantee that I will check email on evenings and weekends.** I usually respond to emails within 48 hours. Please keep that in mind.

Some things I can easily help you with:

Questions about how to do specific assignments

Questions about what is due in class

(though you should also have the syllabus and the contact info of several classmates for this purpose)

Questions about writing, or your writing process, or about your work habits.

You can also ask me to look at a paragraph or two from your paper, **PASTED into the email. No attachments, please. I will not look at your ENTIRE paper. You will want to learn how to ask good questions, specific questions. The better your questions, the easier it is to assist you.**

Some Final Reminders

- ALWAYS save/make a copy of your essays before you turn them in.
- Save all essays and homework assignments until the end of the semester.
- Come to class every day and come prepared, but if you aren't prepared, come anyway. You may find it difficult to participate when you are not prepared.
- Complete all of the assignments and do them to the BEST of your ability.
- Come see me—or call me—or email me--as soon as you encounter any problems with the class.

If you cannot reach your instructor, you may contact, Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 pr (252) 789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 792-0293.