

# ENG 304: BASIC ESSAY PRINCIPLES

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**Originator**

bfotinakes

**Co-Contributor(s)****Name(s)**

Sagara, Reid

**Justification / Rationale**

I am updating this course as part of the periodic review and revision process.

**Effective Term**

Spring 2022

**Credit Status**

Noncredit

**Subject**

ENG - English

**Course Number**

304

**Full Course Title**

Basic Essay Principles

**Short Title**

BASIC ESSAY PRINCIPLES

**Discipline****Disciplines List**

English

**Modality**

Face-to-Face

100% Online

Hybrid

**Catalog Description**

This course develops a student's ability to compose well-developed essays that include introductory paragraphs, thesis statements, body paragraphs, and conclusions. Attention is given to developing a clear and focused idea throughout a single essay while providing supporting evidence. (Noncredit In-class Hours: 10)

**Schedule Description**

This course develops a student's ability to compose organized and developed essays.

**Non-credit Hours**

30

**Lecture Units**

0

**Lab Units**

0

**In-class Hours**

10

**Out-of-class Hours**

20

**Total Course Units**

0

**Total Semester Hours**

30

**Override Description**

noncredit course

**Required Text and Other Instructional Materials****Resource Type**

Book

**Formatting Style**

MLA

**Author**

Hacker, Diana, and Nancy Sommers

**Title**

Rules for Writers, with 2020 APA Update

**Edition**

9th

**City**

Boston

**Publisher**

Bedford/Macmillan

**Year**

2020

**College Level**

Yes

**Flesch-Kincaid Level**

14

**ISBN #**

9781319367817

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**Class Size Maximum**

25

**Course Content**

1. Introductory paragraphs.
  - a. Hook.
  - b. Thesis statement.
2. Body paragraphs.
  - a. Topic sentences.
  - b. Supporting evidence.
3. Concluding paragraphs.
4. Revision and editing methods.

- a. Content.
- b. Organization.
- c. Grammar and formatting.

**Course Objectives**

|             | <b>Objectives</b>  |
|-------------|--|
| Objective 1 | Define and explain the basic structure of an academic essay.                     |
| Objective 2 | Compose introductory paragraphs that include a thesis statement.                 |
| Objective 3 | Compose body paragraphs that provide supporting evidence for a thesis statement. |
| Objective 4 | Compose concluding paragraphs that close an essay.                               |
| Objective 5 | Revise essays for content, organization, grammar, and formatting.                |

**Student Learning Outcomes**

|           | <b>Upon satisfactory completion of this course, students will be able to:</b> |
|-----------|---|
| Outcome 1 | Describe basic academic essay structure.                                      |
| Outcome 2 | Compose essays that develop a focused and well-supported thesis.              |
| Outcome 3 | Revise essays for content, organization, grammar, and formatting.             |

**Methods of Instruction**

| <b>Method</b>      | <b>Please provide a description or examples of how each instructional method will be used in this course.</b> |
|--------------------|---|
| Discussion         | Discuss basic essay elements.   |
| Collaborative/Team | Use writing groups to brainstorm, revise, and edit.   |
| Activity           | Read and discuss sample essays. Use the writing process to compose an essay.                                  |
| Lecture            | Lecture on basic essay principles.  |

**Methods of Evaluation**

| <b>Method</b>                            | <b>Please provide a description or examples of how each evaluation method will be used in this course.</b>   | <b>Type of Assignment</b> |
|--|--|---------------------------|
| College level or pre-collegiate essays   | Students will produce one well organized and supported essay. Students will begin the drafting process in class and continue their writing outside of class.(The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)   | In and Out of Class       |
| Group activity participation/observation | Writing groups will support the writing process. Students will use revision strategies to give critiques to one another and then apply the revisions to their essays outside of class.(The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)                         | In and Out of Class       |
| Portfolios                               | Students will keep a portfolio of essay drafts. (100% of homework assignments will be completed out of class, by definition.)  | Out of Class Only         |
| Critiques                                | Professor and writing groups will critique and help revise essay. Students will give feedback for revisions in class and students will apply revisions outside of class. Professor will evaluate final essays.(The percentage of in-class and out-of-class evaluations may vary, depending on instructor.) | In and Out of Class       |
| Written homework                         | Essay drafting and revising. (100% of homework assignments will be completed out of class, by definition.)   | Out of Class Only         |

|       |   |                   |
|-------|---|-------------------|
| Other | Out-of-class hours will be accounted for electronically through the learning management system. | Out of Class Only |
|-------|---|-------------------|

## Assignments

### Other In-class Assignments

1. Read a sample student essay.
2. Outline the sample essay paying attention to how the writing fulfills elements of a basic essay structure.
3. Assign students essay prompt.
4. In writing groups, brainstorm ideas to fulfill the essay prompt.
5. Outline essays.

### Other Out-of-class Assignments

1. Use outline from class assignment to begin drafting complete essay.
2. Bring draft to class in order to begin revision process.

### Grade Methods

Pass/No Pass Only

## Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

### Online %

100

### What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

N/A (This course can be offered fully online. There is nothing that "necessitates a hybrid delivery," although the course may be offered as a hybrid class.)

## Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

None.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

N/A

## Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

### Within Course Management System:

Discussion forums with substantive instructor participation  
 Online quizzes and examinations  
 Private messages  
 Regular virtual office hours  
 Timely feedback and return of student work as specified in the syllabus  
 Video or audio feedback  
 Weekly announcements

### External to Course Management System:

Direct e-mail  
 E-portfolios/blogs/wikis  
 Posted audio/video (including YouTube, 3cm mediasolutions, etc.)  
 Telephone contact/voicemail

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

Students will regularly and frequently complete assignments in discussion forums and/or groups, and they will regularly and frequently submit written assignments, so they will receive regular and frequent feedback from the instructor on these assignments.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

N/A

## Other Information

### MIS Course Data

**CIP Code**

23.0101 - English Language and Literature, General.

**TOP Code**

150100 - English

**SAM Code**

E - Non-Occupational

**Basic Skills Status**

Basic Skills

**Prior College Level**

One level below transfer

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Other Non-credit Enhanced Funding

**Approved Special Class**

Not special class

**Noncredit Category**

Elem/Secondary Basic Skills

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Not transferable

**General Education Status**

Y = Not applicable

**Support Course Status**

N = Course is not a support course

**Allow Audit**

No

**Repeatability**

Yes

**Repeatability Limit**

NC

**Repeat Type**

Noncredit

**Justification**

This course is meant to supplement students' development of academic English skills. As such, students may repeat this course as often as they deem necessary.

**Materials Fee**

No

**Additional Fees?**

No

**Files Uploaded**

**Attach relevant documents (example: Advisory Committee or Department Minutes)**

CO Approval Letter-ENG 304 0709\_2021.pdf

**Approvals**

**Curriculum Committee Approval Date**

04/15/2021

**Academic Senate Approval Date**

04/22/2021

**Board of Trustees Approval Date**

05/21/2021

**Chancellor's Office Approval Date**

07/09/2021

**Course Control Number**

CCC000625982

**Programs referencing this course**

Organization Certificate of Competency (<http://catalog.collegeofthedesert.eduundefined/?key=157>)