

# ENG 303: DEVELOPING PARAGRAPHS

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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**

303

**Full Course Title**

Developing Paragraphs

**Short Title**

PARAGRAPHS

**Discipline****Disciplines List**

English

**Modality**

Face-to-Face

100% Online

Hybrid

**Catalog Description**

This course strengthens a student's ability to compose focused and developed paragraphs. Students learn basic paragraph elements, including topic sentences, supporting details, and analytical commentary. Students will practice composing paragraphs using these foundational components. (Noncredit In-class Hours: 10)

**Schedule Description**

This course strengthens a student's ability to compose focused and developed paragraphs.

**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

**Open Educational Resource**

No

**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. Topic sentences.
2. Supporting details and evidence.
3. Analytical commentary.
4. Revision and editing methods.

- a. Revise ideas and support.
- b. Revise organization.
- c. Edit grammar and formatting.

### Course Objectives

	Objectives
Objective 1	Identify and explain the basic components of a paragraph.
Objective 2	Compose a clear topic sentence.
Objective 3	Organize supporting details in a paragraph.
Objective 4	Evaluate supporting details in a paragraph.
Objective 5	Revise paragraphs for clarity.

### Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Identify the elements of a basic academic paragraph.
Outcome 2	Compose paragraphs focused on a main topic.
Outcome 3	Compose paragraphs that include supporting details.

### Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Activity	Students compose multiple paragraphs through a revision process.
Lecture	Professor provides guidance about effective paragraph structure and revision techniques.
Discussion	Students discuss effective elements in paragraphs, as well as revision strategies.

### Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Critiques	Evaluation and feedback of paragraphs. (The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)	In and Out of Class
Written homework	Composing paragraphs. (100% of homework assignments will be completed out of class, by definition.)	Out of Class Only
Group activity participation/observation	Revision and editing groups. Groups of students will read one another's paragraphs inside and outside of class and provide feedback that students will then apply to paragraphs. (The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)	In and Out of Class
Portfolios	Collection of several paragraphs. (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. Students will be given a prompt that asks them to compose a paragraph on a specific topic.
2. Students will brainstorm ideas to address the prompt.
3. Students will compose a paragraph using a topic sentence, supporting details, and commentary.

4. Students will then work in groups to evaluate the paragraphs.
5. Instructor will provide guidance and critique about the paragraph.

**Other Out-of-class Assignments**

1. Students will revise and edit paragraphs composed during class.

**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 Ltr-ENG 303 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**

CCC000625981

**Programs referencing this course**

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