**Course Syllabus <insert semester/year>**

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| **ENG 101.X** | | **Writing and Research** | **3 credits** |
| **Prof. John Doe** | | | |
| **Office:** | <location> | | |
| **Phone:** | <your campus phone #> | | |
| **Email:** | <college email and any alternate emails you want students to have, if any> | | |
| **Office Hours:** | <your scheduled office hours for the semester> | | |
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| **Course Description: ENGL 101: Writing and Research** | | | |
| Three hours lecture; three credits. Practice in formulating the thesis statement, outlining, sentence construction, paragraph and essay development, and responsible research techniques. Frequent paragraphs, essays, revisions, and a research paper. Prerequisite: Placement through the admissions placement test or the student must earn a “C” or higher in English 100. | | | |
| **Course Objectives:** | | | |
| This course will help to enhance your writing expertise, including your grammatical skills, vocabulary usage, and critical thinking abilities. Through assigned readings, essay assignments, and classroom activities, you will learn to analyze information through accurate reading and logical thinking, and to acquire, organize, document and present ideas information clearly and precisely. | | | |
| **Learning Outcomes**: | | | |
| At the conclusion of this course, students should be able to:   * Formulate a thesis that clearly states an opinion on a specific subject. * Demonstrate an understanding of the appropriate level of formality and tone for an academic or professional audience. * Demonstrate the ability to produce well-organized prose with adequate support. * Express her or his thoughts in clear and effective prose that has few stylistic or grammatical flaws. * Accurately cite and document all source material using MLA guidelines. | | | |
| **Required Texts and Resources:** | | | |
| <The list of required materials should be inserted here.> | | | |
| **Course Requirements:** | | | |
| This course requires you to engage in all phases of the writing process: prewriting, drafting, revising, editing, and reflecting. You will learn to give and receive constructive criticism, appreciate writing as a form of critical thinking, and use writing to explore and express your own ideas.  The student will be graded on a minimum of 10 to 12 required pages. The research paper, which is the culminating capstone project of the course, is included in that page total. The student is also required to show proficiency in using electronic sources from the RBC Library databases.  <The number, nature, and length of required assignments should be inserted here, including minimum number of assignments.> | | | |
| **Attendance Policy:** Regular and punctual class attendance is expected of all students. Each student is allowed absences without penalty for the number of hours equal to the contact hours for a course. For example, a student is allowed three (3) hours of absence from a three (3) credit hour class. It is the responsibility of the student to make up missed work for such absences; and being absent does *not* excuse a student from the responsibility to complete any work or assignment on time.  <Insert your course attendance policy, including how lateness will be handled and how multiple absences will affect the final grade.> | | | |
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| **Grading:** | | | |
| <Insert here the grading scale and percentages of each measurable item that will constitute a student’s final grade.> | | | |
| **Late Work:** | | | |
| <Insert here the course policy for accepting late work.> | | | |
| **Final Examination:** | | | |
| <Insert here a description of the final examination or final project for the course.> | | | |
| **Important Dates:** | | | |
| <Insert here a list of important dates for the course, including the last day to drop the class.> | | | |
| **Changes to the Syllabus:** | | | |
| <Insert a disclaimer here if you want to reserve the right to alter the syllabus during the course of the semester; any such alterations need to be documented with the office of the Dean of Faculty.> | | | |
| **Schedule :** | | | |
| <Insert here a detailed schedule of class activities, readings, assignments, and due dates.> | | | |
| **Richard Bland College of William & Mary Mission:** | | | |
| The mission of RBC is: *To prepare students for university transfer through academically rigorous programs grounded in the liberal arts tradition of William & Mary and to expand access to college credentials through strategic partnerships, specialized programming, and scalable innovation.* | | | |