ENGLISH COMPOSITION I

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MATERIALS (Specifying those to be purchased by student):

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

ACADEMIC DISHONESTY: Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

ATTENDANCE: Students are expected to attend class and be punctual. Absences are a serious deterrent to the learning process. This course is extremely learning intensive and requires much responsibility. An absence in NO WAY lessens that responsibility. Students are to meet ALL course requirements in order to pass the class. Please take note of the following explanations:

1) Students must attend a minimum of 80% (eighty percent) of scheduled class meetings. There are NO excused absences unless decided upon by the administration (usually only weather or school related). If a student is not physically in the classroom, the student is considered absent. If a student misses more than 20% (twenty percent) – six (6) absences for MW classes and TTH classes – of scheduled class meetings, the student will be dropped from the course and will receive a grade of “F”.

2) If a student is five minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence. If a student arrives to class thirty (30) minutes late, the student will be counted absent. For each tardy and
absence, the student must discuss the situation with the instructor at the end of the class session.

3) If a student must leave class early, the instructor must be notified before class starts. If the instructor is notified before class starts, then the student will be able to get all assignments that will be given during class. If a student leaves class before dismissal and without notifying the instructor before class started, the student will be marked as absent.

MAKE-UP WORK: There is no guarantee of make-up work. Each case will be evaluated on its own merit. If an announced test is missed, you are required to notify the instructor in advance in order for a make-up to even be considered. The student must then provide a written verifiable excuse (doctor’s excuse, etc.) upon his or her return to class. Students will then have one week to make-up the test. If a student is absent on a day when work is to be submitted, it is still the student’s responsibility to make sure that the work is received on time.

Should the student be late for a quiz or fail to follow the above procedure, the student will receive a 0 on that assignment. If you are puzzled by an assignment, do not understand an essay grade, or simply need help, please come talk with me during office hours. If my office hours do not fit your schedule, please feel free to call or email.

WITHDRAWAL POLICY: Withdrawals with a grade of W will be awarded through midterm regardless of the student’s academic performance; however, a grade of WF (withdraw failing) will be awarded if the student withdraws after midterm with a failing average. No withdrawals are permitted 2 weeks before the semester’s end.

CLASSROOM ETIQUETTE: An integral part of an education is developing a sense of responsibility toward the self as well as others. In the classroom, exhibiting appropriate behavior reflects maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects upon you and your fellow students. Please be considerate.

Students are reminded of College Policy regarding cell phones, beepers, pagers, etc., all must be turned off upon entering class and must remain off and remain unseen during class. Use of a cell phone or mobile device during class will be seen as a disruption and the student will be asked to leave and marked absent.

STUDENT ID: All students are required to have their valid NETC photo ID with them at all times. If a student arrives to class without the ID visibly displayed, the student will be asked to show the ID. If the student does not have the ID on his/her person, the student will be asked to leave the class and will not be allowed
to return until he/she can show the valid NETC photo ID. This Policy has been instituted to provide protection for all students and faculty on campus. Please be mindful of this and always have the ID available.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs.

RESOURCES (A-V, persons, tools/equipment): The Success Center and Library have several computers that can be reserved during operating hours. These services are free to NETC students.

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE COURSE OUTLINE

WEEK 1
Course Overview
Elements of the Essay
Paragraph Skills, Structure and Organization

WEEK 2
Sensory Language, Specific Language
Sentence Errors

WEEK 3
Verbs
Pronouns

WEEK 4
Outlining
Details
Punctuation Review

WEEK 5
Thesis Statements
Descriptive Writing

WEEK 6
IN CLASS ESSAY (Description)

WEEK 7
Conciseness and Wordiness, Style
Example Writing

WEEK 8
IN CLASS ESSAY (Examples)

WEEK 9
Definition Essays
Introductions and Conclusions

WEEK 10
DEFINITION ESSAY DUE
Narrative Structure
Narrative Readings Discussion
Course Outline
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COURSE TOPICAL OUTLINE: (Continued)
WEEK 11  NARRATIVE ESSAY DUE
Comparative Structure
Comparison/Contrast Readings Discussion

WEEK 12  COMPARISON/CONTRAST ESSAY DUE
Argumentation/Logical Fallacies
Argumentation Readings Discussion
Researching a Topic
Avoiding Plagiarism

WEEK 13  IN CLASS ESSAY (Argumentative)

WEEK 14  Documenting MLA Style
MLA Citations (Works Cited and In-text)

WEEK 15  FINAL PAPERS DUE

LEARNING OUTCOMES/OBJECTIVES OF COURSE:
1. Students will be able to demonstrate a range and quality of writing.
2. Students will be able to understand the various types of essay development and communicate research findings.
3. Students will demonstrate proper MLA documentation.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Lectures
Discussions

COURSE REQUIREMENTS:
All out-of-class essays must be word-processed using Times New Roman, 12 point font; all other fonts will be returned and graded as late after correction.

Work is due when it is due; late work will not be accepted.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Your grade for this course will be derived from:

Tests................................................................. 25%
Compositions....................................................... 40%
Research Project............................................... 35%

GRADING SCALE:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F