## NORTHEASTERN TECHNICAL COLLEGE
### COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>155</td>
<td>August 2014</td>
<td>August 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
<th>CLASS - LAB - TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications I</td>
<td>3</td>
<td></td>
<td>3 0 3</td>
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### PREREQUISITES:
Acceptable placement scores (COMPASS: 68-100) or ENG 100 with grade of “C” or better and completion of RDG requirements.

### DESCRIPTION:
This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

(ENG 155 does not transfer). It is taken for credit toward degrees by business and technical students.

### TEXTBOOK(S) OR ALTERNATIVE:

### MATERIALS (specifying those to be purchased by student):
- Students must have access to a Windows-based PC and the Internet (available in Success Center or Library).
- Flash Drive
- Materials for note-taking – paper, pens, pencils

### COLLATERAL READING:
Reserved books in the Library and Library research material

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

### ACADEMIC DISHONESTY:
All students are reminded of the College Policy regarding Academic Dishonesty as outlined in the College Catalog. Plagiarism will not be tolerated. Should a student break College Policy and submit an essay, complete a test that is not entirely his/her own work, or not follow assignment guidelines, said student will receive a grade of 0/F on that assignment. Also, failure to properly document a research-based paper based on guidelines discussed in class will result in a 0.

### 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 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 percent – six (6) absences for Monday and Wednesday or Tuesday and Thursday day session classes and three (3) absences for evening session classes – of scheduled class meetings, the student will be dropped from the course and will receive a grade of “F”.

(2) A student is considered tardy if not in the classroom at the time the teacher begins class instruction. Three (3) times tardy equals one full absence.

(3) If a student must leave class early, the instructor must be notified before class starts. If the instructor is notified before the 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.

(4) When a student has accumulated three absences (or six tardies), the instructor will notify the administration in writing. A member of the Student Services staff will contact the student. This is necessary to make the administration aware of the absences and to remind the student that attendance is imperative to the completion of the course.

(5) Students who wish to withdraw from the course must initiate their own withdrawal. Withdrawals with a grade of “W” will be assigned up to midterm; after midterm a grade of “WF” (withdraw failing) will be assigned when the student is not passing the course. No withdrawals are permitted 2 weeks before the semesters end. Any student who simply stops attending class and does not withdraw will receive an “F” for the course.

(6) 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. Please be mindful of this and always have the ID available.

MAKE-UP WORK (including tests and assignments):
In order to make up a quiz, the student must contact the instructor before the quiz is given; then, he/she must provide a written, verifiable excuse upon his/her return to class. Make-up will then be given at the earliest possible date. Should the student not follow the above procedure, the student will receive a 0 on that assessment.

All original, graded work will be kept by the instructor and will be available for review by the student upon request.

CLASS POLICY:
No food or drink is allowed in classrooms.
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.

To maintain classroom integrity (cheating, distracting others, etc.), text messaging will not be tolerated. Using phones to take pictures is forbidden in class. Students may be given one warning, after which any infraction will be communicated to Student Services and handled accordingly. Again, read your Student Code Handbook. Abusive and disruptive behavior will not be tolerated to any degree.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):

Library
Success Center

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

TENTATIVE COURSE OUTLINE

This outline is subject to change.

Course Introduction
Read Chapter 1: Communicating in Everyday Life

Pre-Test
Chapter 1 Recap/Activities

TEST 1
Read Chapter 2: Interpreting Communications
Chapter 2 Recap/Activities

TEST 2
Read Chapter 9: Writing E-mails, Memos, and Letters
Chapter 9 Recap/Activities

Learning Express Introduction

Learning Express
Read Chapter 15: Searching for Jobs and Writing Resumes
Chapter 15 Recap/Activities

Job Post Assignment Due
Chapter 15 Recap (Resumes)/Activities

LAB
Chapter 15 Recap (Application Letter/Activities

Typed Resume Due
Chapter 15 Recap/Portfolio Requirements

TEST 3
Learning express

Portfolio Introduction
Reflection Essay/In-Class

Presentation
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COURSE TOPICAL OUTLINE (Continued)
Lab Portfolio
Assemble Portfolio/Lab
Portfolio Due

LEARNING OUTCOMES/OBJECTIVES OF COURSE: Upon completion of this course:
1. The student will be able to write grammatically and mechanically correct sentences and paragraphs.
2. The student will be able to use correct diction.
3. The student will be able to access research information.
4. The student will be able to write and prepare appropriate business communications.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Lecture
Class discussion
Individual and small group activities
Writing activities

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Test.........................................................15%
Assignments.............................................30%
Portfolio..................................................35%
Presentation..........................................25%

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

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES - ENGLISH DEPARTMENT
Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.