



Syllabus

Course Name: English NCBO – Writing for Non-Native Speakers

Course Number: 0020.01 Wednesday 2-3

Semester & Year: Fall 2015

Instructor Information:

Name: Melisa (Lisa) Jones

Office: Library Second Floor

Telephone: 903-823-3323

E-mail: lisa.jones@texarkanacollege.edu

(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)

Office Hours: M & W 8:00-11, Friday 12-2:30 (*Please call for an appointment at other times.*)

Materials needed:

pen or pencil, notebook paper

textbooks and assignments that require assistance with writing

Course Description and Goal: Focuses on strategies and techniques of writing and composition.

Student Placement into BASE NCBO: Non-native speakers have the option of taking NCBO 0020 for assistance in English of other courses that require writing.

Student Learning Outcomes for the Course:

1. Write a clear, well-organized, multi-paragraph essay using a logical sequence in a prescribed rhetorical mode.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.
5. Recognize and use proper English mechanics.
6. Demonstrate proficiency in basic skills related to research-based academic writing, such as paraphrasing, summarizing, quoting, and citing sources according to prescribed style guidelines.

Student Assessment/Feedback:

Students in the BASE NCBO are not given a grade, but are given a pass or fail based on attendance and completion of course material. The ultimate goal is to increase student skills and assist with successful completion of English and other courses. The instructor will provide appropriate feedback on assignments to allow a student to understand and comprehend material presented.

Class Schedule:

Week/Day	Class Work
Week 1 Aug. 24-28	Introduction Writing Sample
Week 2 Aug. 31-Sept. 4	The Writing Process
Week 3 Sept. 7-11 Sept. 7 Holiday	Parts of a Sentence Work on Writing
Week 4 Sept. 14-18	Parts of a Sentence Work on Writing
Week 5 Sept. 21-25	Sentence Structure Work on Writing
Week 6 Sept. 28-Oct. 2	Sentence Structure Work on Writing
Week 7 Oct. 5-9	Sentence Structure Work on Writing
Week 8 Oct. 12-16	Writing Patterns Work on Writing
Week 9 Oct. 19-23	Sentence Errors Work on Writing
Week 10 Oct. 26-30	Sentence Errors Work on Writing
Week 11 Nov. 2-6	Sentence Errors Work on Writing
Week 12 Nov. 9-13 Nov. 13 Drop Date	Grammar and Mechanics Work on Writing
Week 13 Nov. 16-20	Grammar and Mechanics Work on Writing
Week 14 Nov. 23-27 Thanksgiving Holidays	
Week 15 Nov. 30-Dec. 4	Grammar and Mechanics Work on Writing
Week 16 Dec. 7-11	Grammar and Mechanics Work on Writing
Week 17 Dec. 14-16	Grammar and Mechanics Work on Writing

Attendance Policy:

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies

constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Academic Classes

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

TC Email:

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

Student Support:

Library Hours

M-Th 7:30 a.m. – 9 p.m. F 7:30 a.m. – 4 p.m. Sunday 2-9 p.m.

Student Support Services (Tutoring) in library second floor

M-Th 8 a.m.-7 p.m. F 8 a.m. -4 p.m.

Testing Center (Library first floor)

Aug. 15-Sept. 4

M-Th 8:30 a.m. – 6 p.m., F 8:30 a.m. – 3 p.m.

Aug. 7-Dec. 16

M-Th 10 a.m. – 8 p.m., F 8:30 a.m. – 3:30 p.m., Sunday 2-6 p.m.

NCBO Classroom Policies:

- Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments. By having supplies each class, a student increases his or her ability to be successful in the course.
- Cell phones must be turned off and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency situation exists please see the instructor. The TC Campus Police telephone number is 903 798 3330.
- Students are not allowed to listen to music via headphones during class.
- Students are not allowed to use a laptop during class without permission from the instructor.
- Students are not allowed to bring children to class.
- There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class.
- Students should be respectful to the instructor and other students during class time. This includes not talking while the instructor is teaching and not walking around the

classroom during class instruction. Also, students should not leave the classroom without permission.

- Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom. The student will also be report to the Dean of Students, Mr. Robert Jones. Students can be dropped from the course for inappropriate classroom behavior.

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

NOTE: *The above guidelines are subject to amendment by the professor at any point during the semester. Students will be notified if any changes occur.*

Revised 08/26/2015

I, _____, have read and understand the policies and procedures outlined in the syllabus for English 0050 NCBO Fall 2015.

Signature _____ Date _____

CONTACT INFORMATION

TELEPHONE

Instructor for English

Work Hours

Do you have a computer and internet access at home?