



## **Syllabus**

**Course Name:** English NCBO- Writing

**Course Number:** 0060.01 W 11-12 Room 206

**Semester & Year:** FALL 2017

### **Instructor Information:**

Name: Alonza Mitchell

Office: Faculty Office 218 – 2nd Floor Humanities Bldg.

Telephone: 903-823-3366

E-mail: [alonza.mitchell@texarkanacollege.edu](mailto:alonza.mitchell@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 8:00AM-9:20AM/1:30PM-3:30PM

T/TH 2:00PM-3:30PM

F 9:30AM-10:50AM

(Please call or email for an appointment at another time.)

### **Materials needed:**

pen or pencil, highlighter, red grading pen, notebook paper

1301 textbook and assignments

**Course Description and Goal:** Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of Standard English.

**Student Placement into NCBO:** Students are allowed to take the NCBO along with English 1301 based on the placement scores on the TSIA. The NCBO replaces English 0042 and allows the student to accelerate through developmental English.

### **TSIA Score Ranges:**

College Ready Reading = 351+

Developmental Reading = 324-350

College Ready Writing = 363+, Essay 4 or 350, Essay 5+

Developmental Writing = 330-362, Essay 2-3

### **Student Learning Outcomes for the Course:**

1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard English.

**Student Assessment/Feedback:**

Students in the NCBO are not given a formal 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 1301. The instructor will provide appropriate feedback on assignments to allow a student to understand and comprehend material presented.

**Student Assessment/Feedback Categories:**

Attendance

Writings – Thesis/Planning, Rough Draft, Research Components

Lab Assignments

**Students must bring a rough draft of each assignment from English 1301 to be assessed by Mrs. Mitchell before turning in a final copy to the 1301 instructor.**

***\*\*Students who fail to attend the NCBO may be dropped from both 0060 and English 1301. English 0060 is not optional because student placement is based on TSIA scores.***

**Class Schedule: Class Schedule:**

Week/Dates	1301 Classroom
Weeks 1-15	<p>Students will bring writing assignments from English 1301 to work on during class.            Students will review MLA.            Student will work in the online lab.            Students will receive instruction on sentence structure, grammar, mechanics, and punctuation.</p> <p><b>Students must bring a rough draft of each assignment from English 1301 to be assessed by Mrs. Jones before turning in a final copy to the 1301 instructor.</b></p>
Week 16 FINALS	<b>No Class</b>

**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, Computer Access, Tutoring:**

**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.                      Sunday 2-9 p.m.

**Testing Center (Library first floor)**

M-Th 8:30 a.m. – 6 p.m.                      F 8:30 a.m. – 3:30 p.m.                      Sunday 2-6 p.m.  
(Hours may change, so check schedule on website.)

**Help Desk – TC Login-in Problems**

903 823 3030                      8 a.m. – 5 p.m.

**NCBO Classroom Policies:**

- Always be prepared for class! Students should be prepared to work, listen, and complete assignments. Students must bring all assignments from English 1301 to class each week. 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.*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

Revised 07/20/2017

I, \_\_\_\_\_, have read and understand the policies and procedures outlined in the syllabus for English 0060.01 NCBO FALL 2017.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTACT INFORMATION**

TELEPHONE \_\_\_\_\_

PERSONAL EMAIL \_\_\_\_\_

Instructor for English 1301

Previous English Courses (high school and college)

Work Hours (if applicable)

Do you have a computer and/or internet access at home?