

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX	NO.	EFFECTIVE DATE	NEXT REVIEW DATE
	ENG	100	SPRING 2006	SPRING 2007
TITLE:			CREDITS	CONTACTS
				CLASS - LAB - TOTAL
Introduction to Composition			3	3 0 3

PREREQUISITES: Acceptable placement scores (COMPASS: 53-67) or satisfactory completion of English 032.

DESCRIPTION: This course is a study of basic writing and different modes of composition and may include a review of usage. This is a required course for students completing English Essentials. Non-Degree credit.

TEXTBOOK(S) OR ALTERNATIVES: Lee, Brandon, Writing Connections: You, College, and Careers. B. New York: Houghton Mifflin Company, 2004 (Book II)

COLLATERAL READING: None.

MATERIALS (Specifying those to be purchased by student): Textbook, Folder with loose-leaf paper for note-taking and homework.

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: Each student is expected to attend class regularly. According to the attendance policy of the college, no more than nine (9) absences for MWF classes and six (6) absences for TH classes, and no more than three (3) night classes -- regardless of excuse. After the excessive absence, the student will be dropped from the course with an F. These are allowed absences, not excused; therefore, the student is responsible for any work missed.

TARDINESS: If a student is more than 5 minutes late for class, the student will be recorded as being tardy. The first three tardies equal one absence. Should the student be habitually tardy, he/she will be warned; afterwards, each tardy will count as an absence.

Should a student leave class before class is dismissed, it will count as an absence. If a student must leave class early, the instructor must be notified before the class starts, then the student will be able to get all assignments given during that class period.

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.

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 upon his or her return to class. Students will then have one week to make-up the test.
- ★ No Homework will be accepted as late.
- ★ Pop Quizzes will not be allowed to be made up.
- ★ No essays will be accepted late UNLESS the situation has been discussed with the instructor and the student has been given permission.

If you are puzzled by an assignment, do not understand an essay grade, or simply need help, please come talk to the instructor during office hours. If the office hours do not fit your schedule, please feel free to call or email.

STATEMENT ON WRITTEN ASSIGNMENTS: The instructor reserves the right to refuse any paper/assignment that is messy or unreadable. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, and neatness.

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 unseen during class.

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 the 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. (See College Catalog)

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

Success Center: access to a computer using word-processing software (all papers must be typed).

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** Introduction to the course
Discussion of syllabus
Free Writing Assignment
Begin Chapter 16: Parts of Speech (340-348)
- WEEK 2** Continue Grammar Discussion
Subjects and Verbs (348-355)
- WEEK 3** **TEST ONE**
- WEEK 4** Discussion of Sentences (355-380)
Discussion of Punctuation: Commas & Semicolons
(428-433)
- WEEK 5** Discussion of Paragraph Writing
Begin Chapters Four & Five (52-81)
- WEEK 6** Continue Grammar Discussion
Narrative Writing (100-103)
Paragraph Assignment (Narrative, p. 123,
numbers 4 or 6)
- WEEK 7** Discussion of Revising & Editing
Narrative Paragraph is due
Continue Grammar Discussion
- WEEK 8** Discussion of Essay Writing (81-95)
Discussion of Causal analysis Writing (178-185)
Assign Essay #1 (Cause and Effect, p. 203, number 14)
- WEEK 9** **TEST TWO**
Begin Agreement Discussion (381-423)

WEEK 10	Essay #1 is Due Discussion of Process Essay (152-159) Assign Essay #2 (Process, p. 176, numbers 19 or 20)
WEEK 11	Continue Agreement Discussion Library Orientation Assign Research Project
WEEK 12	TEST THREE Research & Documentation (309-335) Begin Capitalization, Spelling, and Punctuation (428-450)
WEEK 13	Continue Grammar Discussion
WEEK 14	Continue Grammar Discussion Continue Research
WEEK 15	Research Paper Due
EXAM	TEST FOUR

OBJECTIVES OF COURSE: Students will be able:

1. To express ideas in sentence and paragraph form without errors in grammar, sentence construction, mechanics, and usage.
2. To acquire and demonstrate essay-writing skills.
3. To illustrate a basic knowledge of the research process.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

1. Paragraph and essay assignments
2. Sentence and paragraph practice
3. Homework and quizzes

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Tests: There will be four (4) tests throughout the semester covering all the information discussed in each chapter.

Research Assignment: This assignment will introduce the student to the research process, the proper use of documentation, and research paper writing (**This must be typed**). Please note: if a student fails to turn in his/her rough draft, the final draft will not be graded.

Essays: There will be four (4) essays assigned throughout the semester; these essays are to be word-processed and formatted correctly - the essays will be discussed in class (**These must be typed**).

Homework and Pop Quizzes: Homework will be assigned frequently and expected to be turned in at the beginning of each class; pop quizzes will always be given at the beginning of class, and if missed, **WILL NOT** be made up.

Chapter Tests.....	45%
Research Assignment.....	25%
Essays.....	20%
Pop Quizzes and Homework.....	10%

COURSE REQUIREMENTS:

1. All out-of-class essays must be word-processed using Times New Roman, font 12 only; all other fonts will be returned and graded as late after correction.
2. Follow all guidelines and models presented in class and in handouts when preparing written assignments. Failure to follow assignment guidelines will result in an "F".
3. Work is due when it is due; late work will be penalized 10 points per day.
4. Be prepared for class by reading all assignments as directed.
5. Complete all written assignments as instructed - for hand-written work to be turned in for a grade; students must use a pencil or black ink **only**. If the assignment is unreadable, it will not be graded.
6. All original, graded work will be kept by the instructor and will be available for review by the student upon request.

GRADING SCALE:

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

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES: From the English Department:

Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.