

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX NO.</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>		
ENG 101		Spring 2006	Spring 2007		
<b>TITLE:</b>	<b>CREDITS</b>	<b>CONTACTS</b>			
		<b>CLASS</b>	<b>- LAB</b>	<b>-</b>	<b>TOTAL</b>
ENGLISH COMPOSITION I	3	3	0		3

**PREREQUISITES:** Acceptable English placement scores (COMPASS: 74-100) or ENG 100 with grade of "C" or better and completion of RDG requirements.

**DESCRIPTION:** This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

**TEXTBOOK(S) OR ALTERNATIVES:** McCuen, Jo Ray, and Anthony C. Winkler. *From Idea to Essay*. 10th edition

**MATERIALS (Specifying those to be purchased by student):** *English Composition I Course Handbook* (available in bookstore)

**COLLATERAL READING:**

**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:** Allowable absences are as follows: for Tuesday and Thursday classes no more than six (6) classes may be missed; for Monday, Wednesday and Friday classes no more than nine (9) classes may be missed; for night classes no more than three (3) classes may be missed—regardless of excuse. After the excessive absence, the student will be dropped from the course with an F.

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/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 regarding an announced test, the student will receive a zero 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.

**TARDY:** Students are considered tardy for class if they arrive for class after the class roll has been taken. Three tardies equal one absence.

**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.

**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. (See College Catalog)

**RESOURCES (A-V, persons, tools/equipment):** The Success Center has

several computers that can be reserved during operating hours, from 8:00a.m.-9:00p.m. Monday-Thursday and 8:00a.m.-1:00p.m. on Friday, These services are free to NETC students with valid IDs.

**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 <b>In-class writing assignment</b>
WEEKS 2-3	<b>The Writing Process:</b> The Paragraph Elements of the Essay Planning and Organizing the Essay Drafting, Revising, and Style Chapters: 1, 3, 5, 6, and 7
WEEKS 3-4	<b>Test on the Writing Process</b> Process Writing: Chapter 13
WEEKS 5-6	<b>Process Essay Due</b> Comparison and Contrast: Chapter 12
WEEKS 6-7	<b>Comp/Cont Essay Due</b> Causal Analysis: Chapter 15
WEEKS 8-9	<b>Causal Analysis Essays Due</b> Introduce Research Projects
WEEKS 10-11	Continue discussing research process <b>Journals Due</b>
WEEKS 12-13	Documenting the research paper, continue research <b>Annotated Bibliography Due</b>
WEEK 14	<b>Research Project Due</b>
WEEK 15	Discuss Oral Presentations
<b>EXAM WEEK</b>	<b>ORAL PRESENTATIONS DUE</b>

**OBJECTIVES OF COURSE:** Upon completion of this course, a student should be able to:

1. demonstrate a range and quality of writing.
2. express ideas in essay form and orally with minimal errors in grammar, sentence construction, punctuation, mechanics, and usage.
3. demonstrate various types of writing strategies: process, comparison/contrast, causal analysis, argumentation, persuasion,

- research.
4. access the Internet/WWW and research information using various techniques.
  5. conduct library research and properly document information.
  6. present an organized and well-developed oral presentation.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:** Students read assignments in text which discuss/explain particulars for writing. Instructor guides discussion concerning each mode as well as clarifies and expands where necessary. Students compose a variety of essays, using specific strategies and guidelines.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

1. Word-process all out-of-class essays using Times New Roman font 12 only. For in-class essays, use blue or black ink.
2. Late papers will be penalized ten points per class meeting.
3. All original, graded work will be kept by the instructor and will be available for review by the student upon request.

Your final grade will be determined as follows:

Test, Pop Quizzes, In-class Assignments and Homework.....	10%
Research Project.....	20%
Journals.....	25%
Compositions.....	35%
Oral Presentation.....	10%

**GRADING SCALE:** Your work will be graded on a 10 point scale so that:

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

**NORTHEASTERN TECHNICAL COLLEGE  
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.