

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX NO.	EFFECTIVE DATE	NEXT REVIEW DATE		
ENG	155	August 2006	August 2007		
TITLE:	CREDITS	CONTACTS			
		CLASS	LAB	TOTAL	
Communications I	3	3	0	3	

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: Kolin. Successful Writing at Work, 8th Edition, Houghton. The text is required and is available in the college bookstore. *English 155 Handbook* (also in bookstore)

MATERIALS (specifying those to be purchased by student): Students must have access to a Windows-based PC and the Internet (available in Success Center, Smart Classroom or Library).
2-3 blank floppy disks, blank CDs, or a 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 *Student Code* on the school's website, www.netc.edu/admissions. 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 - nine (9) absences for MWF day session classes, six (6) absences for TTH 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) If a student is more than five (5) minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence. If a student arrives to class thirty (30) minutes late, the student will be counted absent. Excessive tardiness (more than three times tardy) will result in each tardy being counted as an absence. For each tardy and absence, the student must discuss the situation with the instructor at the end of the class session.
- (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.
- (5) 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.
- (6) Make-up work is the student's responsibility. When a student is absent from class, he or she must contact the instructor to obtain information regarding classroom assignments.

MAKE-UP WORK (including tests and assignments):

- No homework will be accepted as late.
- Pop quizzes will not be allowed to be made up.
- No projects will be accepted late unless the situation has been discussed with the instructor and the student has been given permission. In order to receive permission to turn in a project late, the student must contact the instructor before the project is due to discuss the reason the project will be late. Permission will be at the discretion of the instructor.
- In order to make up an announced test, the student must contact the instructor before the test is given; then, he or she must provide a written, verifiable excuse upon his or her return to class. Make-up tests will then be given at the earliest possible date.
- In order to make up a missed oral presentation, the student must contact the instructor before the presentation is to be given; then, he or she must provide a verifiable medical excuse upon his or her return to class. Only with a verifiable medical excuse will a make-up presentation be considered.

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 integrity and responsibility, not only toward ourselves, but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate. Also, while you are in the classroom, there will be no food or drinks allowed. If the instructor sees you with food or drink, you will be asked to dispose of said items. Also, students are reminded of College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and remain off and remain unseen during class.

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):

Library
Success Center
Smart Classroom

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

TENTATIVE COURSE SCHEDULE: This schedule is subject to change.

WEEK	DESCRIPTION
1	Discussion of Syllabus Introduction to Course Grammar Diagnostic Test
2	Chapter 1 "Getting Started: Writing and Your Career" (pg. 3-38) Chapter 2 "The Writing Process at Work" (pg. 39-76) Begin working on Grammar issues from Diagnostic results
3	Chapter 4 "writing Memos, Faxes, and E-mail" (pg. 121-150) Assign Project #1 Library Orientation Work on Grammar Issues
4	Chapters 8, 9 and 10 - "Doing Research: Finding and Using Print, On-Line, and Internet Information Sources" (pg. 313-372), "Documenting Sources" (pg. 373-429), "Summarizing Material" (pg. 430-468) Chapters 11 and 12 "Designing Visuals" (pg. 471-520) and "Designing successful Documents and Web Sites" (pg. 521-567) Work on Grammar Issues Work on Project #1
5	Project #1 DUE TEST #1 Assign Project #2 Chapter 13 "Writing Instructions and Procedures" (pg. 568-610) Work on Grammar Issues
6	Chapter 17 "Making Successful Presentations at Work" (pg. 729-757) Work on Grammar Issues Work on Project #2
7	Work on Grammar Issues Work on Project #2 Project #2 Presentation Outline
8	Project #2 DUE Project #2 Presentations Assign Project #3 Chapter 15 "Writing Effective Short Reports" (pg. 651-689) Work on Grammar Issues
9	TEST #2 Work on Grammar Issues Work on Project #3

COURSE OUTLINE: (Continued)

WEEK **DESCRIPTION**

10 Work on Grammar Issues
 Work on Project #3
 Project #3 Presentation Outline

11 **Project #3 DUE**
 Project #3 Presentations
 Assign Project #4
 Chapter 14 "Writing Winning Proposals" (pg. 611-650)
 Chapter 16 "Writing Careful Long Reports" (pg. 690-728)

12 **Project #4 Topics Due**
 Research Days
 Work on Grammar Issues

13 Work on Grammar Issues
 Project #4 Recipient Identified
 Organizational Outline

14 Work on Grammar Issues
 Project #4 Rough Draft of Front Matter
 Rough Draft of Body
 Rough Draft of Back Matter

15 Project #4 Prep Week
 Project #4 Presentation Outline
 TEST #3
 Project #4 DUE

EXAM DAY: Presentations for Project #4

OBJECTIVES OF COURSE: Upon completion of this course:

1. The student will be able to correctly apply knowledge of composition, mechanics, and grammar usage according to work place environments and situations.
2. The student will be able to research information in various mediums and platforms for different workplace applications with effective MLA documentation.
3. The student will be able to design, develop, and deliver forms, reports, documents, and oral presentations that are appropriate to a variety of workplace environments.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lecture
Class discussion
Individual and small group activities
Writing activities

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Description with Graphics	10%
Instructions with Graphics/Visuals And Oral Presentation	15%
Brief Reports and Oral Presentation	20%
Formal Proposal and Extended Presentation	25%
Tests	20%
Homework and Quizzes	10%

GRADING:

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

COURSE REQUIREMENTS:

- Compose all written assignments in accordance with instructor's guidelines. This means that all word-processed, out-of-class essays will be typed, will have 1-inch margins on all sides, will be double spaced, and will use Times New Roman font 10, 11 or 12 point.
- Follow all guidelines and models presented in class and in handouts when preparing written assignments. Failure to follow assignment guidelines will result in a 0/F!
- Be prepared for class by reading all assignments as directed.
- Complete all written work as instructed - for hand-written work to be turned in for a grade, students must use pencil or black or blue ink ONLY! If the assignment is unreadable because the student did not follow this guideline, the assignment will not be graded.
- Participate in class discussions.
- All original, graded work will be kept by the instructor and will be available for review by the student upon request.

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.