

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ENGL 101

Course Title: Composition I

KRSN: ENG 1010

(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 3

Effective Date: Summer 2016

Assessment Goal per Outcome: 70%

COURSE DESCRIPTION

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

For specific placement requirements for this class, please refer to the Mandatory Placement Policy in the College Catalog.

In lieu of placement requirements, students may also complete ENGL 100 Pre-composition, passing with a grade of C or higher.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES

Upon successful completion of the course, students will:

1. Employ conventions of format, structure, voice, tone, and level of formality to produce writing for specific purposes and audiences as required by various writing situations.
 - Compose essays that demonstrate effective use of thesis statements, topic sentences, support points, transitional words and phrases, clarity, and focus.
 - Compose essays that employ various types of voice, tone, and level of formality.
 - Compose essays that achieve various purposes.
 - Compose essays that demonstrate an understanding of the communication needs of various types of audiences.
 - Compose essays that employ various formats, including a five paragraph format and at least one letter.
2. Apply flexible strategies for prewriting, developing, drafting, revising, editing, and proofreading.
 - Compose essays that employ various prewriting and developing techniques.
 - Compose essays that employ various drafting, revising, editing, and proofreading techniques.
3. Practice ethical means of creating their work while integrating their own ideas with those of others.
 - Demonstrate the ability to apply feedback received from a critique into the revision of essays.

- Demonstrate the ability to discuss a topic with others and use the discussion to write essays.
 - Demonstrate an understanding of academic honesty issues, like cheating and stealing the work of others.
4. Demonstrate an ability to fulfill standards of syntax, grammar, punctuation, and spelling for various rhetorical contexts.
 - Demonstrate the skills necessary to construct grammatically correct sentences using proper punctuation by completing skills tests in syntax, grammar, punctuation and spelling.
 5. Critique own and others' work.
 - Produce a meaningful critique of own writing.
 - Produce a meaningful critique of others' writing.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Introduction to the structure of an essay and the purposes of its components
 - a. Introduction
 - b. Body
 - c. Conclusion
2. Basic Skills Review
 - a. Eight parts of speech
 - b. Sentence structure and completeness
 - c. Punctuation and capitalization
 - d. Spelling
3. Sentence specificity
 - a. The noun, prepositional, verbal, and absolute phrases
 - b. The modifying and nominal function of dependent clauses
4. The Writing Process
 - a. Prewriting
 - b. Writing
 - c. Revision and editing
 - d. Proofreading
5. The Paragraph
 - a. The topic sentence
 - b. Paragraph unity
 - c. Paragraph coherence
 - d. Connection of sentences and internal transitions
6. The Essay
 - a. Introductory paragraph
 1. The thesis statement
 2. Placement of the thesis statement

- b. Body paragraphs
 - 1. Relationship of central idea in paragraph to thesis
 - 2. Paragraph transitions
- c. Concluding Paragraph
 - 1. Reassertion of Thesis
 - 2. Completion of essay

7. The Persuasive Letter

- a. Core appeal
- b. Supporting detail
- c. Action statement
- d. Basic letter format

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance is determined primarily from results of examinations, basic skills tests, major writing projects, homework, and lab work. Class participation is, of course, considered. A minimum of four writing assignments must be completed before the final, including a five-paragraph essay and one persuasive letter. In addition, an essay given during the final will serve as the post-assessment writing sample.

STUDENTS MUST PASS THE POST ASSESSMENT WRITING SAMPLE GIVEN DURING THE FINAL TO PASS THE COURSE. THOSE WHO DO NOT MEET THIS REQUIREMENT WILL RECEIVE AN "F" IN THE COURSE, REGARDLESS OF ALL OTHER COURSEWORK.

All work completed for this class must be original to the course and not something turned into past courses or completed in conjunction with any other course without the written approval of the instructor(s).

Grades will be based on the following percentages for face-to-face sections:

Skills Tests 20%
Homework 5%
Tests 10%
Papers 45%
Final Essay 20%

Grades will be based on the following percentages for online sections:

Skills Tests 20%
Homework 5%
Discussion forum 10%
Papers 45%
Final Essay 20%

GRADING SCALE

A holistic approach is employed in evaluating compositions with requirements for a particular composition included in class presentations. On objective materials, the following scale is used:

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

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College.

Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES