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Syllabus

Last updated: 1/18/13

Course Description

Catalog Description: Required of all freshmen and designed to teach students clear, vigorous prose. An individualized approach emphasizing the composing process is used.

Prerequisites

None

Available Technical Support

Frequently asked questions regarding online learning, Student Information System (SIS) and student email can be found at the link below by clicking “Support Center”.

http://www.ccsnh.edu/distancelearning/

Use of Blackboard: This course uses Blackboard a lot. Make yourself very familiar with the site. Make sure to log-in REGULARLY. www.ccsnh.blackboard.com. If you experience issues with Blackboard, contact technical support: https://supportcenteronline.com/ics/support/default.asp?deptID=4208. If you experience
problems accessing your Blackboard account, please log into the Student Information System at the college you attend to verify your Blackboard username. 1. Log into the SIS 2. At the Main Menu of the SIS, select Personal Information 3. At the Personal Information Menu, select View Blackboard Username 4. Your Blackboard Username is displayed.

Required Resources

Required Textbook:
The Elements of Style- Any Edition by Strunk and White
Writing Intensive (Text Only) by Maimom, Peritz, and Yancey

Textbooks, materials and software are available online at: http://www.efollett.com unless specified by your instructor.

- Under “Select your Bookstore”, choose “New Hampshire”
- Under “Select Your Institution”, choose the campus offering the course.

Learning Objectives

Major Course Objectives:

Upon successful completion of the course you will be able to do the following:

1. Produce a readable document with sentence variation, precise diction, and coherence;

2. Determine your point of view, purpose, or main idea;

3. Prewrite, revise, and edit competently your written communications;

4. Use a variety of strategies to support a point of view, purpose, or main idea in an essay directed to an audience;

5. Express yourself comfortably through regular journal writing; and

6. Research, document, and communicate a narrowly

Policies and Procedures:

Make-up Work:
Work is due when it is due. Late work IS NOT accepted. Make sure you stay on top of the syllabus and keep track of what is due when. It’s easy for your grade to drop FAST when you fail to turn in assignments.

Instructor’s Communication Policy

Email Response Time

The instructor will respond to emails within 24 hours during the week and 48 hours on the weekend.

Policies

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to: http://www.ccsnh.edu/distancelearning/policies.html.

Academic Honesty

Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course.

Assessment

All work is to be submitted through the links on Blackboard!!

**All papers are to be a minimum of 3 full pages, 12 pt font (Times New Roman), double spaced. The research paper, however, is a minimum of 6 full pages.**

I will not accept late work. Delaying your work until the last moment and then experiencing a problem may cause a submission deadline to be missed. Avoid that by starting your projects early. You will do a better job when you have plenty of time, and the unexpected crisis won’t ruin your good intentions. Procrastination is unacceptable—particularly at college level—and won’t be rewarded.

1. **Papers:**
   
   - Narrative (two drafts) 10%
   - Analysis (two draft only) 10%
   - Research (one draft only, but peer review) 10%
Argumentative (two drafts) 10%
*the Argumentative is on the movie A Time To Kill
Assignments/Exercises 14%
Discussion boards 6%
*for those of you who do not watch A Time to Kill, you must submit 6 posts to the Analysis discussion board to make up for the 3 you missed for the argumentative discussion.

2. Journals 10%
There are 5 in all and should be one FULL typed page, Times New Roman, 12 pt font, double spaced. The topic is entirely your choice, except for the first, which should be an autobiography of yourself.

What should the Journals be about?
I always say that in order to write well, one must write often. The journals are my way of making you write every week. My expectations for the journals are that you write as well as possible, being as grammatically correct as possible, that they are one FULL page, and that they are double spaced. Apart from that, anything else goes. You can be serious, you can be silly, you can use a journal to tell me about a problem you're having (in the past, that has actually been the most popular use), you can tell me about an experience, you can tell me ANYTHING. As long as it's reasonably well written with attention to grammar, is a full page, and it shows you put some effort into it by not having excessive typos, you will get full points.

3. Grammar Quiz 10%

4. Participation 10%
Attendance, Conferencing, timely submittal of work, and ALL work turned in.

5. Final Exam (essay) 10%

Letter Grades/percentages
A (93-100)  C+ (79-77)  F (62-)
A- (92-90)   C (76-73)  
B+ (89-87)  C- (72-70)  
B (86-83)  D+ (69-67)  
B- (82-80)  D (66-63)
**Work Schedule**
(This schedule is subject to change by the instructor. Changes will be communicated in a timely manner.)

All work is when it says on the syllabus. Please remember I DO NOT accept late work.

WORK Schedule

**Introduction with picture posted on Blackboard**

Review Syllabus

Read lecture on Intros and Conclusions

Review elements of narrative paper and brainstorm for ideas

Read grammar lecture: commas, long dashes, and parenthetical expressions

Begin to read and review chapter one of Strunk and White

**Exercise One Due**

**Journal One Due**

Review transition sentence lecture on Blackboard

Participate in Narrative Discussion

**Transition sentence exercise due**

**Narrative Rough Draft Due**

**Narrative FINAL draft due**

**Exercise Two due**

You MUST watch the move *A Time To Kill*, or present an adequate alternative submitted to me via email.
Journal Two Due

Exercise Three due

Review Thesis sentence lecture on Blackboard

A Time To Kill MUST be watched THIS WEEK!!

Read grammar lecture: colons and semi colons, they’re vs. their vs. there,

participle phrases, passive voice/active voice

Read lecture on argumentative papers (Mini lecture on elements of argumentative papers. Identify differences between plot synopsis and argument.) Review chapter one of Strunk and White

Participate in Argumentative discussion on Blackboard

Argumentative Exercise due

Exercise Five due on Blackboard

Argumentative rough draft due

Read Grammar lecture: possessives vs. plural, pronouns, plural verbs/verb ‘helpers’ and matching to nouns

Argumentative Final Draft due

Exercise 4 due

Review Research paper guidelines

Topic due for research paper (and, if you so choose, an outline).
Journal 3 Due
Review Research paper guidelines

Exercise Six due
Review Stunk and White Chapter One

Correct All Errors Exercise due

Participate in Analysis discussion (This is on the same topic as the Analysis paper, but it IS NOT THE Analysis paper.)

Analysis paper due

Journal Five due (Last Journal)

Grammar Quiz due
Work on Research paper

Research paper due  ONLY ONE DRAFT!
MUST BE MLA Cited; review Writing Intensive to be sure to cite CORRECTLY!

Final Exam
New Hampshire Technical Institute does not discriminate in the administration of its admissions, educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status.

The college is sensitive to the fear and/or embarrassment an individual may experience in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the Civil Rights/Equity Coordinator (Eileen Fitzsimmons, North Hall Room 108, efitzsimmons@nhctc.edu, 271-2583) or other Institute representative.

THE LEARNING CENTER

The Learning Center provides free academic assistance to all NHTI students who would like to improve their grades. The Learning Center offers peer tutoring; drop-in tutoring in writing, math, accounting, computers, and biology/A&P; Disabilities Services; study skills; and a computer lab. The Learning Center is located in the library. Call 271-7725 for more information.

DISABILITIES SERVICES

Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Coordinator of Disabilities Services, whose office is in the Learning Center. For details, please refer to the Policies and Procedures Manual for Services Available for Students with Disabilities, which is available in print and on the NHTI Web site (www.nhti.edu).

Students with documented disabilities should be aware that simply noting in writing or in discussions with faculty that one’s disability affects academic skills does NOT constitute formal disclosure of a disability. Once a student develops a Reasonable Accommodation Plan (RAP) with the Coordinator of Disabilities Services, that student is responsible for discussing the RAP with the instructor. Students should make requests for specific accommodations at least one week prior to when the accommodations are needed.

CROSS-CULTURAL EDUCATION and ENGLISH-as-a-SECOND-LANGUAGE (ESL) SERVICES

The Director of Cross-Cultural Education and the ESL Coordinator, located in Sweeney Hall, Room T301, work together to provide the tools necessary for successful
integration of cultures, whether for academic or business purposes. Students may arrange to take the TOEFL exam or the institutional ESL assessment test at NHTI to allow for appropriate course registration and ESL course placement. ESL courses are offered for college credit throughout the year. A gradual merging process allows students to take ESL courses and courses required in the chosen program simultaneously. Individual tutoring in ESL and other test-taking accommodations can be arranged through the ESL Coordinator. Programs are also offered that assist members of the international and immigrant communities to better understand American culture and that help the community develop awareness and understanding of the growing diversity of our communities. Call 271-8928 for more information.

**PLAGIARISM/CHEATING POLICY**

As stated in the Student Handbook: Honesty is expected of all NHTI students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating is defined as copying or otherwise using material from others, or involving the use of sources not approved by faculty. Plagiarism is defined as using the work (ideas, words, artwork, etc.) of another person as one’s own. The failure to cite sources or the extensive use of others’ work in written material are the most common types of plagiarism. Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters.

Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF, which may in turn lead to delay of graduation. Repeated offenses may lead to dismissal from a program or from the college.

**CANCELLATION/DELAYED START OF CLASSES**

When the President deems it prudent to cancel all classes at the college, the announcement will be made on WMUR-TV, Channel 9. In addition, the announcement will be made on local radio stations and posted to the NHTI Web site, where it will scroll across the top. Students checking the Web page for cancellation announcements should be aware that the page must be repeatedly “refreshed” to obtain the latest information.

Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.