Syllabus

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. select View Blackboard Username 
4. Your Blackboard Username

Required Resources

Required Textbook:
The Elements of Style- Any Edition by Strunk and White 
The Little Brown Book—Fifth Edition

Strongly recommended:
2013 edition of The EYE

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)
Work Schedule
(This schedule is subject to change by the instructor. Changes will be communicated in a timely manner.)

All work is due Sundays by NOON. Please remember I DO NOT accept late work.

WORK Schedule

Week of September 2nd; Due Sunday Sept. 7th

**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**

Week of September 8th; Due Sunday Sept. 14th

Review transition sentence lecture on Blackboard

Participate in Narrative Discussion

**Transition sentence exercise due**

**Narrative Rough Draft Due**
Week of September 15th; Due Sunday Sept. 21st

**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.**

Week of September 22nd; Due Sunday Sept. 28th

**Journal Two Due**

**Exercise Three due**

**Review Thesis sentence lecture on Blackboard**

**A Time To Kill MUST be watched THIS WEEK!!**

Week of September 29th; Due Sunday Oct. 5th

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**
Week of October 6th; Due Sunday Oct. 12th

**Exercise Five due on Blackboard**

**Argumentative rough draft due**

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

Week of October 13th; Due Sunday Oct. 19th

**Argumentative Final Draft due**

**Exercise 4 due**

Review Research paper guidelines

**Topic due for research paper (and, if you so choose, an outline).**

Week of October 20th; Due Sunday Oct. 26th

**Journal 3 Due**

Review Research paper guidelines

**Exercise Six due**

Review Stunk and White Chapter One

**Correct All Errors Exercise due**
Week of October 27th; Due Sunday November 2nd

**Journal 4 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**

Week of November 3rd; Due Sunday November 9th

**Journal Five due (Last Journal)**

**Grammar Quiz due**

Work on Research paper

Week of November 10th

Work on Research paper!

Week of November 17th

Work on Research paper!

Week of November 24th:

Off for THANKSGIVING

Week of December 1st; Due Sunday December 7th:

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

Week of December 8th; Due Sunday December 14:

Final Exam

NHTI ACADEMIC AFFAIRS NOTICES

for inclusion with all course syllabi

COURSE DROP/WITHDRAWAL AND REFUND

A course must be dropped by notifying the Registrar's Office (for day classes) or the Division of Continuing Education (for evening classes) prior to the end of the fourteenth calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a DROP form to the Registrar's Office but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a grade of "F". Officially dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a grade of "WP" or "WF" will be issued depending on the student's standing at the time of the drop. Note: Dates are prorated for courses offered in an alternative format; contact the Registrar or Division of Community Education for details. Classes that run for less than the full semester have 7 calendar days from the start of the class to drop with a full refund. See policy at: http://www.nhti.edu/bursar/refundpolicies

Dates for the Fall 2013 and Spring Semester 2014 are as follows:

Last day to drop with a full refund for full semester courses*

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Spring 2014</th>
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<tbody>
<tr>
<td>September 16</td>
<td>February 3</td>
</tr>
<tr>
<td>November 5</td>
<td>April 1</td>
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Last day to withdraw with a grade of "W"

CLASSROOM ETIQUETTE

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that supports effective instruction. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior in the classroom may compromise the learning and performance of all students present. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones, computers (other than for legitimate academic use), iPODs (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct, published in the NHTI Student Handbook, and are subject to sanctions as described therein for any violations.

CIVIL RIGHTS/EQUITY ISSUES
NHTI – Concord’s Community College 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 (Kathleen Dotter, North Hall Room N106, kdotter@ccsnh.edu 271-6484 ext. 4159) or other Institute representative.

THE LEARNING CENTER
The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The LC offers professional drop-in tutoring in Accounting, A&P/biological sciences, Math/Chemistry/Physics, and Study Skills; peer tutoring in most first year subjects; Disabilities Services; and a computer learning lab. For more information, call 230-4027 or visit the LC web site.

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. Call Beverly Boggess at 230-4117 or e-mail her at bboggess@ccsnh.edu for more information.

CROSS-CULTURAL EDUCATION and ENGLISH-for SPEAKERS-of-OTHER-LANGUAGES (ESOL) SERVICES
The Director of Cross-Cultural Education and the ESOL Coordinator, located in Sweeney Hall, Room S301, 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 ESOL assessment test at NHTI to allow for appropriate course registration and ESOL course placement. ESOL courses are offered for college credit throughout the year. A gradual merging process allows students to take ESOL courses and courses required in the chosen program simultaneously. Individual tutoring in ESOL and other test-taking accommodations can be arranged through the ESOL 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 230-4025 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** includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**). **Plagiarism** includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means. 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), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

CANCELLATION/Delayed START OF CLASSES
When the President deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI Alerts Notification System. (To receive Alerts messages via other addresses/phone numbers, sign up at www.nhti.edu.) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI Web site. 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.

GRADE REPORTING
Faculty submit grades electronically to the Registrar’s Office within a few days following the end of each final exam period. **FINAL GRADES ARE NOT MAILED** to students. It is the student’s responsibility to review his/her final grades via the Student Information System as soon as grades are available. Students who receive an “I” (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved “I” grades will convert to an “F” (Failing) grade automatically at the end of the third week of the following semester. A grade of Incomplete will place a student's financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full “Incomplete Grade Policy.”

STUDENT ATHLETES
NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team MUST provide each of their
instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other sorts of accommodations related to the team schedule. This documentation must be presented in advance of any special requests.

Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

**STUDENT EMAIL**

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for ALL of your electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college’s Web site at: [http://www.nhti.edu/academics/requirements-policies](http://www.nhti.edu/academics/requirements-policies).