

## ENGL 101C—College Composition

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New Hampshire Technical Institute

Class hours: ONLINE ASYNCHRONOUS

Office hours: On Zoom, weekly. Schedule TBA

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ENGL 101C/XC

**Texts:** Available at the NHTI Bookstore or on Amazon.

- *Little, Brown Brief Handbook*—Recommended; this is the department’s preferred writing handbook. However, you can choose your own.
- Handouts and other materials on Canvas
- Recommended:
  - *Easy Writer*, by Andrea Lunsford. I’ve found that this has useful information in a convenient format.
  - *Great Writing 4: Great Essays*, by Folse et al. 4<sup>th</sup> edition is newest, but any edition will work. This is from a series that starts at the sentence level and ends with research (in GW5). It has exercises and step-by-step instruction for several different kinds of college essays.

### **Course Objectives and Goals:**

The objective of this course is to develop your skills in expository writing: forming and responding to academic arguments using evidence from a text. This course will use a variety of fiction and nonfiction texts, including written texts, podcasts, and films. There will be an emphasis on advanced grammar and spelling, and developing a lucid, organized prose style. At the end of this course, you should have developed skills beyond high school writing, learned to write about yourself as an adult professional, begun to build a writing reference toolkit for you to use in the future, and come to feel more confident in approaching papers in other classes.

### **Attendance:**

Attendance in online classes is determined by level of engagement with the course materials. If you have only logged on to Canvas and entered the course site, it does not count as having attended the class. You need to have participated in the required weekly Discussions and turned in graded work to be considered attending. If you do not visit the site or turn in work for two weeks, you may fail the class (AF, or administrative failure, for students who stop attending without dropping the course). Pay attention to drop/add and tuition refund dates in the Student Affairs notices in this syllabus and linked on the Canvas Site under “Spring 2021 Start Here.”

### **Papers:**

All papers and written work done outside of class must be word-processed and double spaced, with 12-point plain font and standard margins. Paper length is determined by word count and page length; one does not weigh more heavily than the other. Word-processing includes spell- and grammar-checking, review, and revision before you turn in a final draft.

Papers—those assigned as Assignments rather than Discussions--must be submitted by the due date, on Canvas, in the appropriate assignment dropbox. Please do not submit papers anywhere else or email them to me.

**Late papers** will incur a grade penalty for 1-7 days late. After 7 days, the maximum grade for a late paper is D, and you may not revise for a higher grade. Communicate with me promptly in the event of an emergency.

**Late Discussion assignments** will incur a grade penalty of 100% if not completed (you'll get a zero). These are “graded” as a portion of your final grade, but will show as Complete/Incomplete in the Gradebook.

Grades will be posted on Canvas, where you can view your own course gradebook.

### **Revisions**

You may revise your papers for a higher grade if your first attempt graded below a C-, but only significant improvements will merit an improved grade, and that improved grade will max out at C. “Significant” is at my discretion and **does not** include spelling or grammar fixes. Use the feedback you receive for your outline and your draft to improve your paper before the first deadline, for best results.

### ***A note about computer failure:***

**Computer malfunction is not a valid excuse for missing a deadline.** It is your responsibility to preserve your work, and plan ahead for emergencies, especially with an online class. If you have questions about this, please ask.

### **Computer Use and Access:**

For this class, all papers turned in for a grade must be word-processed, which includes the use of spell-check, grammar-check, and proofreading. It makes no difference whether you use Word and upload the document to Canvas, or download and upload it from Google Docs. It only matters that when I receive the paper to grade it, it can be read. If it cannot be read, you'll incur a late-paper penalty.

**Plagiarism:**

See the NHTI plagiarism policy on following pages. All assignments for this class will be Turnitin assignments. Papers found to have substantial plagiarized material will receive an automatic F, and you may be reported to Academic Affairs and your advisor. If you have questions about this, please ask.

**Grades:**

Papers (4 @ 3-7 pages of text each)	50% total
Weekly Discussion postings	10% total
Midterm and final 20% each	40% total

**Zoom:**

Courtesy dictates that you give me and your classmates your full attention in a Zoom discussion. Synchronous sessions aren't held for me to lecture; they're held for you to ask questions and participate in discussions. Be prepared to participate, with your camera on. If you can't do this, wait for the recording.

It is also unwise to depend on your cell phone for all academic functions. See about college funding or equipment loans if you have no suitable equipment for writing work.

## Course Schedule (subject to change)

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### TO DO in any given week:

- Read assigned readings and supplementary materials in Canvas module
- Respond to the discussion questions for that week's topic, and read and respond to your classmates' questions
- Post questions in the "Your Questions" discussion.

**N.B.:** This schedule does not include all reading or activities for a given week. See the Module for further details. This is only an overview, including module topics and assignment due dates.

### Module 1

#### **January 19-22: Introduction; Paper Writing Boot Camp**

Discussion: Introductions, expectations for the course, questions, outline of schedule and assignments.

Vocab: See video and upload in module

Read: "What do college professors want?" "Really? Writing? Again?"

Write: Introduction on Introduction discussion, add a school-appropriate photo of yourself. Make a video if you prefer.

### Module 2

#### **January 25-29: Paper Writing Boot Camp**

Discussion: Getting started with a paper, developing questions and support, making an outline. working on a first draft. Revising the draft, proofreading, turning in your best work.

Complete: Paper Writing Boot Camp summative

### Module 3:

#### **February 1-5: Personal Narrative**

Discussion: The stories we tell about ourselves and others. How to talk and write about oneself in a professional setting.

Start: Your short essay about yourself, using one of the prompts in the module. **Due Feb. 13**

### Module 4:

#### **Feb 8-12: Personal Narrative**

Complete: Personal Narrative. **Due Feb. 13**

**Module 5:**

**Feb 15-19: Reflective Writing**

Discussion: What reflective writing is and does; our topic for this module; how to read for reflection. Ideas and connections made in reading; how to set up the Reflective essay, writing for clarity.

Reading: *Self-Reliance* and Transcendentalism

Make notes and freewrite: For the Reflective Writing paper. **Due March 5.**

**Module 6:**

**Feb 22-26: Reflective Writing**

Discussion: Further reading on the topic introduced last week: Thoreau, Whitman, Krakauer

Review and revise: For the Reflective Writing paper, in light of this week's reading. **Due March 5.**

**Module 7:**

**March 1-5: Reflective Writing**

Discussion: Setting up the Reflective final draft

Read: About citations and incorporating quotes, on Module

Complete: Reflective Writing essay, **due March 5**

**Module 8:**

**March 8-12: Midterm Exam**

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**March 15-19: Spring Break and Midterm Warnings**

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**Module 9:**

**March 22-26: Persuasive Writing**

Discussion: Fundamentals of persuasive writing; about Radiolab; "Lose-Lose"

Make notes and freewrite: What is your response to the Radiolab episode? Whose side do you think should prevail in "Lose-Lose"? **Persuasive essay due April 10**

**Module 10:**

**March 29-April 2: Persuasive Writing**

Discussion: "Los Frikis" and supplementary materials about this group

Make notes and freewrite: What is your response to "Los Frikis"? What do you think about their sacrifice and philosophy? **Persuasive essay due April 10**

**Module 11:**

**April 5-9: Persuasive Writing**

Discussion: Structuring the Persuasive paper; using these sources

Complete: Persuasive essay on either Radiolab, **due April 10**

**Module 12:**

**April 12-16: Analytical Writing; Film**

Discussion: Film studies intro, suspense, analytical thinking

Films: *When Harry Met Sally* (for intro to film), *Blackmail* (Suspense)

Write: Film response; see prompt in Discussion. Begin to think about your last paper topic.

**Module 13:**

**April 19-23: Analytical Writing; Film**

Discussion: Reading film; steps to writing the analytical essay

Films: *Notorious* (1946)

Write: Film response in Discussion, brainstorm topics possible from this film.

**Module 14:**

**April 26-May 3: Analytical Writing; Film**

Discussion: Structuring the analytical essay; including good screenshots; using descriptive language; showing your views; integrating research

Films: *Psycho* (1960)

Complete: Film response in Discussion, final draft of Analytical Essay, **due May 3.**

**NB: No late papers will be accepted for this assignment. May 3 is the last day of classes, and the final exam follows immediately.**

**Final Exam: Week of May 4-7. Watch announcements for exact due date within that week.**

## NHTI ACADEMIC AFFAIRS NOTICES

*For inclusion with all course syllabi*

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:

<https://www.nhti.edu/current-students/requirements-policies/>.

### COURSE DROP/WITHDRAWAL AND REFUND

A full semester course must be dropped by notifying the Registrar's Office or the Academic Advising Center 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 or Advising Center but no refund will be granted. *Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a failing grade.* 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 Advising Center for details. Classes that run for less than the full semester have 7 calendar days from the start of the alternative semester to drop with a full refund. See policy at: <https://www.nhti.edu/current-students/requirements-policies/dropping-classes-withdrawing-from-nhti/> Dates for the spring 2021 full semester are as follows:

	<u>Spring 2021</u>
Last day to drop with a full refund for full semester courses	2/1/2021
Last day to withdraw with a grade of "W" from full semester courses	3/29/2021

### CLASSROOM ETIQUETTE

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Both students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior may compromise the learning and performance of all students. 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](#) as published in the [Student Handbook](#), as well as the <https://www.ccsnh.edu/admissions/student-resources/>, and are subject to sanctions as described therein for any violations.

## CLASSROOM SAFETY AND EMERGENCY PROTOCOLS

NHTI values the safety of its community members and guests. To report suspicious activity or if you are in need of assistance contact the NHTI Campus Safety Department: Monday through Friday from 8am to 4pm at (603) 230-4042, after hours and on weekends on the Emergency Line at (603) 224-3287. You also may report non-emergency information using the following link <https://www.nhti.edu/services/campus-resources/campus-safety/report-an-incident/>. If it is an emergency that requires police, fire or medical response contact 911 first, then contact the NHTI Campus Safety Department.

Emergency information will be provided to the College Community via email, phone and text through the NHTI Alerts program RAVE. Ensure your information is current in RAVE by going to <https://www.getrave.com/login/nhti> and logging on.

NHTI Campus Safety Department provides its Annual Security Report and information on Campus Policies, Emergency Response and Crime Prevention on its page on the NHTI Website at <https://www.nhti.edu/student-life/campus-safety>

To aid in emergency response situations all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with first aid box/AED locations throughout campus. Please familiarize yourself with these items and if you have any questions or concerns please don't hesitate to contact the NHTI Campus Safety Department at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu).

## PROCESS TO ADDRESS A CLASSROOM CONCERN

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate department chair (<https://www.nhti.edu/academic-department-heads-listing/>). Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the Vice President of Academic Affairs.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law, the



student should also report the conduct to the college's Title IX and Equity Coordinator, and follow the process set for in Student Affairs Policy 730.06 <https://www.nhti.edu/services/campus-resources/campus-safety/title-ix-resources/> and where the concern involves a grade appeal the student must follow the process and timeline outlined in Academic Affairs Policy, <https://www.nhti.edu/current-students/requirements-policies/>.

### **CIVIL RIGHTS and EQUITY ISSUES (discrimination and harassment)**

NHTI is committed to creating a professional setting for its students and employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. The college is sensitive to the concerns an individual may have 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. Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited, and will result in disciplinary action against the retaliator. 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 NHTI Title IX and Equity Coordinator (Laura Pantano, Student Center 229 [lpantano@ccsnh.edu](mailto:lpantano@ccsnh.edu) 603.271.6484 extension 4128) or the NHTI Human Resources Officer (Susan Makee, Little Hall, President's Office Suite, [smakee@ccsnh.edu](mailto:smakee@ccsnh.edu) 603.271.6486 extension 4122).

### **REPORTING SEXUAL MISCONDUCT, VIOLENCE, OR EXPLOITATION**

At NHTI, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in your written work, and in meetings with your professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per federal statute and in compliance with established policies and procedures at NHTI Concord's Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact the NHTI Title IX and Equity Coordinator, Laura Pantano, Student Center 229 [lpantano@ccsnh.edu](mailto:lpantano@ccsnh.edu) 603.271.6484 extension 4128. You may also contact: Crisis Center of Central New Hampshire at Telephone: 866.841.6229 (crisis line). You are not alone.

Additional information including resources can be found at:

New Hampshire Coalition Against Domestic and Sexual Violence: <https://www.nhcadsv.org/>  
uSafe (Add NHTI specific uSafe link): <https://usafeus.org/>

### **THE ACADEMIC CENTER FOR EXCELLENCE**

The Academic Center for Excellence (ACE), located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The ACE offers peer and professional tutoring in Accounting, A&P, Biological Sciences, Math, Chemistry, Physics and most other subjects. The Writing Center & Study Solutions Lab offers writing, reading and study skills. The Academic Center for Excellence also includes Accessibility Services and a computer lab. For more information call 230-4027 or visit <https://www.nhti.edu/services/academic-assistance/>.

### **ACCESSIBILITY SERVICES**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991, students with disabilities are eligible to receive accommodations and services to ensure equal access to classes and programs. Students with disabilities are encouraged to contact the Coordinator of Accessibility Services as soon as possible for a confidential discussion regarding their learning needs and the process for requesting reasonable accommodations in the classroom. Once the Office of Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. The Office of Accessibility Services is located in the Academic Center for Excellence or by email at [NHTIAccessibilityServices@ccsnh.edu](mailto:NHTIAccessibilityServices@ccsnh.edu).

### **CCSNH CLASSROOM RECORDING POLICY**

As per CCSNH policy: "Students are not permitted to record any class lectures, activities or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld." To view the entire policy please go to: <https://www.ccsnh.edu/about-ccsnh/policies/> and select the System Policies for Academic Affairs (section 600) (starting on page 34).

### **CROSS-CULTURAL EDUCATION & ENGLISH for SPEAKERS of OTHER LANGUAGES (ESOL)**

The cross-cultural education department is located in the Library, 135. The department works to provide the tools, strategies, and materials necessary for second language/second culture students and their instructors to access and deliver academic content, respectively. Services also include advising, and support in acculturating to college and community life. Prospective students may test to allow for appropriate academic recommendations and course placement and registration. ESOL courses are offered for college credit throughout the year. An academic transition process allows students to take ESOL courses and courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged. Programs that assist members of the international, immigrant, and host communities are also offered to better

support cross-cultural communication and to promote awareness and understanding of and appreciation for the growing diversity of our community. Call 230-4055 for more information, or stop by. We are happy to help!

### **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 <https://www.getrave.com/login/nhti>.) 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 their final grades via the Student Information System. 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.

## **ACADEMIC CREDIT**

NHTI awards academic credit in accordance with the policy of the Community College System of New Hampshire, which equates a credit hour to (1) one hour\* of "lecture" per week for 15-16 weeks\*\*; (2) 2-3 hours of lab per week for 15-16 weeks\*\*; (3) 3 hours of practicum per week for 15-16 weeks\*\*; (4) 3-6 internship hours per week for 15-16 weeks\*\*; or (5) 3-5 clinical hours per week for 15-16 weeks\*\*. In awarding academic credit, NHTI faculty create instructional plans, activities, and assessments with the expectation that students will spend a minimum of 2-3 hours outside of class per week per credit (\*\*) in related course activities (completing assignments, studying, etc.).

\*one instructional hour equals 50 minutes

\*\* All "per week" hours should be prorated accordingly for alternative-length semesters. For example, a course that meets for 3 hours per week in a 16-week semester and requires 6-9 hours per week of additional work outside the classroom would meet for 6 hours per week and require 12-18 hours per week of additional study time when offered in an 8-week format.