

	Course Number: English 101C
	Hours: Lecture - 4, Credits - 4
	Prerequisite(s): N/A
	Term: Fall 2023
	Faculty: Nicole Murphy
	Faculty Accessibility: Email, Zoom by Appointment
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Course Description

Required of all first-year students and designed to teach students to write clear, vigorous prose, this course takes students through all stages of the writing process. Essay topics range from personal narratives to logical arguments. All students learn the resources of the NHTI library and write at least one documented research paper.

You will complete numerous practice exercises and short writing exercises in preparation for the 4 major essays: narrative, style analysis, compare/contrast, and argumentative.

The final exam will consist of a reflective writing portfolio based on the work that you complete throughout this course.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- identify and implement elements of effective composition (original thesis statements, introductions, transitions, supporting details, conclusions)
- establish and recognize appropriate tone and voice for audience
- identify emotional, ethical, and logical appeals
- demonstrate grammatical proficiency
- demonstrate bibliographic proficiency, specifically in MLA format

Course Materials and Resources


Textbooks, Required: OER Textbook (Will be available on Canvas page)

Software, Required: Zoom (for meetings with instructor), Canvas, Microsoft Word

Canvas Orientation

If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#). This orientation offers the opportunity to familiarize you with navigating and using Canvas.

Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the  help button on the bottom-right side of every page in Canvas.

Instructional Approach

This course follows the typical structure of an online, asynchronous course. All of the materials for each week will be posted on Monday, and all work will be due no later than the following Sunday.

The instruction itself will consist of reading, videos, and practice exercises to prepare you for the assessments. I will also be available to meet with you via Zoom to provide additional instruction as needed.

Assessment of Learning

Assignments/Assessments

- Weekly Discussion Posts
- Short, Focused Writing Assignments
- Narrative Essay
- Style Analysis Essay
- Compare/Contrast Essay
- Argument Essay
- Final Portfolio

Grading Criteria and Grade Calculation

Assignments and course average are evaluated by means of A (100-90), B (89-80), C (79-70), D (69-60), F (59-0): Exemplary, Proficient, Partially Proficient, and Not Evident. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in by the date due and time. You are responsible for turning-in assignments on time, especially essays or essay components.

Your work will be graded using rubrics which are attached to each assignment and can be found in the assignments

Category	% of Final Course Grade
Discussion Posts	20%
Assignments	20%
Essays	45%
Portfolio	15%
Total	100%

[NHTI Grading System](#)

Grading Schema	
A A-	An honor grade representing achievement of a level of understanding and ability that is excellent and distinctive
B+ B B-	Represents achievement of a level of understanding and ability of consistently high quality
C+ C C-	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field
D+ D D-	Represents some evidence of achievement but substantially below the level required for successful entry into the student's chosen career field
F	Represents negligible academic achievement. A student who receives an "F" grade in a course that's a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
AF	Instructor or administrator-initiated withdrawal at any time for reasons other than poor grade performance; e.g., failure to meet attendance requirements, violation of the Student Code of Conduct, disruptive behavior, etc. May be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation in accordance with department criteria and procedure. Calculated in GPA as an "F."

Course Schedule

This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students and assessment methods that will be used. **All information is subject to change at any time.**

Weeks & Dates	Topics	Activities/Assignments	Assignment Due Dates
Week 1 8/28-9/3	Mechanics of Writing	Week 1 Discussion Grammar/Style Exercises Writing Assignment	Sunday 9/3 11:59 PM
Week 2 9/5-9/10 *Labor Day	Narrative Description Dialogue	Introduction to Narrative Week 2 Discussion Show, Don't Tell Discussion Dialogue Practice	Sunday 9/10 11:59 PM
Week 3 9/11-9/17	Narrative Characterization Setting	Week 3 Discussion Setting Practice Characterization Practice Character Sketch	Sunday 9/17 11:59 PM
Week 4 9/18-9/24	Narrative	"This I Believe" Week 4 Discussion Narrative Rough Draft	Sunday 9/24 11:59 PM
Week 5 9/25-10/1	Narrative	Peer Editing/Conferences Week 5 Discussion Narrative Final Draft	Sunday 10/1 11:59 PM
Week 6 10/2-10/8	Style Analysis Essay Structure Thesis Statements	Introduction to Style Analysis Week 6 Discussion Short Stories Author's Purpose Thesis Statements	Sunday 10/8 11:59 PM
Week 7 10/9-10/15	Style Analysis Introductions/Conclusions Quote Usage	Week 7 Discussion Quote Practice Intros and Outros Practice Style Analysis Rough Draft	Sunday 10/15 11:59 PM
Week 8 10/16-10/22	Style Analysis Compare/Contrast	Introduction to Compare/Contrast Week 8 Discussion Library Resources Style Analysis Final Draft	Sunday 10/22 11:59 PM
Week 9 10/23-10/29	Compare/Contrast Research Essay Structure Thesis Statements	Week 9 Discussion Quality Research Essay Structure Thesis Statements	Sunday 10/29 11:59 PM
Week 10 10/30-11/5	Compare/Contrast Research	Week 10 Discussion Finish Research Compare/Contrast Rough Draft	Sunday 11/5 11:59 PM
Week 11 11/6-11/12 *Veteran's Day	Compare/Contrast Argument Research	Introduction to Argument Elements of Persuasion Week 11 Discussion Compare/Contrast Final Draft	Sunday 11/12 11:59 PM
Week 12 11/13-11/19	Argument Research Annotated Bibliography	Week 12 Discussion Counterargument Practice Finish Research Annotated Bibliography Due	Sunday 11/19 11:59 PM
Week 13 11/20-11/22 11/26 *Thanksgiving	Argument Outline	Argument Outline Due	Sunday 11/26 11:59 PM

Week 14 11/27-12/3	Argument	Introduce Portfolio Week 14 Discussion Peer Editing Argument Rough Draft Due	Sunday 12/3 11:59 PM
Week 15 12/4-12/10	Argument/ Portfolio	Week 15 Discussion Portfolio Plan Final Argument Essay	Sunday 12/10 11:59 PM
Week 16 12/11-12/16	Portfolio/Final Reflections	Week 16 Discussion Final Portfolio	Friday 12/15 11:59 PM

Course Notices

Faculty Email Response Time

I will engage with you on Canvas on a regular basis. You will normally communicate with me in the weekly discussions or the General Questions forum so that your questions and my answers benefit the entire class. I will generally respond within 24 hours.

If you have a personal matter to discuss, then email is the best way to communicate with me. I will check messages on Canvas as well, but email is the more efficient form of communication. I will generally respond to emails within 24 hours

COMMUNICATION ETIQUETTE: I expect students to use professional language and tone in all communication with me. "Sooooooooooooooooo B4 u snd me a msg. B sure i can read it." Students must use proper grammar, spelling, capitalization, and punctuation. Students should never ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email.

Posting of Grades

I grade all work as efficiently and quickly as possible. Normally, I will return work within 1 week of its submission. Essays will be returned normally within 2 weeks. I will not ask you to complete a similar assignment without first receiving feedback on the original assignment, ie. I will grade the first discussion post before you need to complete the second post so that you may correct any errors.

Attendance Policy

This is an online course and there is no required class meeting for you to attend. Your weekly discussion posts will function as your "attendance" each week. You do need to regularly log in and complete work in order to be successful in this class. If you miss more than four postings then you will take an AF in the course—"AF" meaning "Administrative Failure."

Late Assignment Policy

If you believe you need an extension, you must request one from me via email at least 24 hours before it is due. All requests will be considered on a case-by-case basis, and just because you request an extension does not mean that you will automatically be granted one.

Discussion posts and responses will only be accepted up to 1 day after the due date. This is because submitting any later than 1 day defeats the purpose of engaging in a lively discussion. There will be a penalty if you submit your post or responses late, and that is denoted in the rubric.

Cheating/Plagiarism 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. All matters of cheating and/or plagiarism will be handled on a case-by-case basis, however you will at minimum receive a failing grade for the assignment.

My Advice: Don't go searching on the internet to "get ideas" or collaborate with classmates when completing an individual assignment. At this point in your academic career you should be well aware of how severe an offense plagiarism is, and so don't put yourself in a position to "accidentally" steal someone else's work.

Academic Affairs Notices

[NHTI Academic Affairs Notices](#)