

Nashville State Community College
ESOL 0141
Spelling and Vocabulary

Instructor:

Times:

Classroom:

Office/Office Hours:

Phone:

Email:

Course Description: A study of English spelling rules and the Latin and Greek roots, prefixes, and suffixes which make up professional English lexicons.

Course Credits: 3

Course Outcomes:

1. Master basic English spelling rules
2. Learn the spellings and meanings of common Latin and Greek roots, prefixes, suffixes
3. Use context to understand meanings of words with prefixes, roots, suffixes

Required Text and Materials:

Americans with Disabilities Act: NSCC complies with the Americans with Disabilities Act. If you would like to request any accommodation for this course, please contact the Coordinator of Disabilities at 353-3721, office-S114.

ZERO TOLERANCE POLICY FOR DISRUPTIVE CONDUCT IN THE CLASSROOM

- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
- He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.
- Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
 - **Offensive language;**
 - **Harassment of students or professors;**
 - **Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught;**
 - **Failure to cooperate in maintaining classroom decorum; and**

- **Continued use of any electronic or other noise or light emitting device which disturbs others: beepers, cell phones, palm pilots, lap-top computers, games, etc.**
- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved and may be administratively withdrawn from the course or the college.

ACADEMIC INTEGRITY STATEMENT

- Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Academic dishonesty is defined as but not limited to plagiarism, cheating, misrepresenting one's work, and forging documentation.
- Possible disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.
- **The instructor has the authority to assign an "F" or "zero" for the exercise or examination, or to assign an "F" for the course.**

Grading Criteria:

Grading Scale:

| | |
|---|--------|
| A | 93-100 |
| B | 84-92 |
| C | 75-83 |
| F | 0-74 |

Attendance and Tardiness Policies:

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES ON TIME WITH COMPLETED ASSIGNMENTS AND APPROPRIATE TEXTS AND MATERIALS.

Roll will be taken in all classes, and there are **NO EXCUSED ABSENCES.**

5 minutes late = 1 tardy

3 tardies = 1 absence

20 minutes late = absent

6 hours of absence = **FA**, unless student has made up ALL missed work

2 consecutive weeks absent without contacting the instructor = **FA**

9 hours of absence = **FA**

Note: **FA = Failure, attendance-related (unofficial withdrawal)*

Late students must ask the teacher to change their status from absent to tardy.

Absent and late students are responsible for all work missed and all information covered in class.

Late Work Policy:

All work should be turned in on the day it is due. You are responsible for asking a friend or the teacher for missed assignments if you are absent from class. The teacher will not remind you that you have not turned in an assignment! If you are absent, have your assignments ready when you return to class.

Plagiarism/Cheating Policy:

It is very important for each student to complete his or her own work. Cheating (copying answers from someone else's papers or allowing someone to copy from your paper) and plagiarism (turning in part or all of someone else's work as your own) are SERIOUS offenses and can result in failure and / or expulsion (being forced to leave the school). So, if you are not sure about using a quote or getting some help from a friend, ask your instructor if it's acceptable.

Early Warning System:

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please make sure that you check your NSCC email so that you will know if you receive an Early Warning for this class. If you receive an Early Warning for this class, please make an appointment to see your instructor as soon as possible. *Please note that Early Warning Alerts do not affect a student's academic standing.*

Email Policy:

It is the student's responsibility to check NS Online and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NS Online contains specific course information and MyNSCC student email contains information important for other purposes.

Class Rules:

Cell phone use is not allowed during class time. **Please turn off your cell phone and pager while you are in class.**

If you come to class late or leave early, please do so as quietly as possible without disturbing the teacher or other students in the class.

For help with your homework:

The Learning Center

Located in K-164 (inside the Library on the left side), the Learning Center provides many useful services:

1. Writing, reading, math tutoring
2. Help learning how to use computers
3. E-mail access
4. Research help
5. ESL grammar, reading, writing, conversation materials

Testing, Papers, Course Work:

Course Schedule: