Instructor:  
Times:  
Classroom:  
Office/Office Hours:  
Phone:  
Email:  

**Course Description:**  
This course is for high intermediate students. Students will basic paragraph form and genre awareness.  
*Prerequisite(s):* ESOL 0182 or equivalent skills  

**Credits:** 3  

**Course Outcomes:**  
Upon successful completion of this course, students will:  

- Write paragraphs (narrative, logical division of ideas, process, definition)  
- Use capitalization and punctuation appropriately.  
- Use simple, compound, and complex sentence structures.  

**Technology Outcomes:**  
Upon successful completion of this course, students will:  

- Locate and read syllabus on NSOnline website.  
- Locate syllabus quiz on NSOnline and complete it.  
- Create Turnitin.com account and upload all major writing assignments to this website.  

**Required Text:**  
*Please see bookstore link for textbook information.*  

**Americans with Disabilities Act**  
NSCC complies with the Americans with Disabilities Act. Please contact the Access Office Coordinators at 615.353.3721 or 615.353.3741 if you would like to arrange for ADA accommodations.  

**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class for disruptive behavior will not be allowed to return until the issue is resolved and may be administratively withdrawn from the course or the college.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, Examinations and Papers:

Grading Policy:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>excellent work</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>above average work</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
<td>average work</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
<td>below average work</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
<td>failing work</td>
</tr>
<tr>
<td>F</td>
<td>N/A</td>
<td>violation of attendance policy</td>
</tr>
</tbody>
</table>

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 = 1 absence
- 6 hours of absence = F, unless the student has made up ALL missed work
- 2 consecutive weeks without contacting instructor = F
- 9 hours of absence = F

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

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. 10 points will be deducted from your assignment grade for each DAY the assignment is late.

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. If this is the first instance of cheating or plagiarism, I will assign a “zero” for the assignment or examination. If it is a continual problem, I will assign a “FAIL” for the course.

Email Policy

It is the student’s responsibility to check NS Online and myNSCC e-mail 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. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

Academic 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.
Inclement Weather Policy

A decision to delay or cancel daytime classes in the case of bad weather (ONLY during the winter months) will be made by 6:00 a.m. A decision for evening classes will be made by 3:00 p.m. In the event of inclement weather, please call 615.353.3333, and listen for a recorded message. You can also check the Nashville State website at www.nscc.edu. If classes are cancelled due to inclement weather, students are responsible for checking their NSCC email accounts to find instructions for assignments. The teacher will provide a handout explaining how to check this email account. NOTE: This is NOT your personal email account (yahoo, hotmail, gmail, etc.). This is a school account accessed through the NSCC website.

Nashville State Emergency Notification System

NSCC has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering emergency messages and alerts to your; @my.nscc.edu email address, to any personal email addresses, as well as to your landline and mobile phone numbers.

You should have received an email from Nashville State’s Computer Services department with your login information. If you did not receive that email, please contact NSCC Computer Services Help Desk at HelpDesk@nscc.edu.

Once logged in, you will be prompted to complete the registration process. Once completed, you can manage your own account by updating and providing additional contact information or by opting-out of receiving emergency text and / or voice alerts.

To manage your account, please visit: https://getrave.com/login/nscc

Note that depending upon your cellular phone provider and current plan, you may be charged a per-text message fee for the delivery of these Emergency Alerts and notifications.

Class Rules

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

NOTE:
This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.