

**Nashville State Community College**  
**Division of English, Humanities and Creative Technologies**  
**English Department**

## **Syllabus**

### **ENGL 1010: Composition I**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course Information:**

**Course Title:** Composition I

**Credits:** 3

**Class Hours:** 3

**Course Description**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Documented research paper required. Prerequisite(s): Level 2 placement in English or Level 1 placement in English with concurrent enrollment in ENGL 0815; Reading: Level 2 placement in Reading or concurrent enrollment in READ 0815.

Course Credits: 3

## Nashville State Instructor Schedule

Instructor [please update with your information]

- Name:
- Term:
- Division Name: English
- Department/Program: English Humanities and Creative Technologies (EHCT)
- Campus: online

Ways to Reach Me [please update with your information]

As a faculty member at Nashville State, I am available by appointment. Please remember that I am here to help you succeed at NSCC and in my classes. It is never a bother to meet with you or answer questions via in-person meeting, zoom meeting, phone calls, and/or emails.

If you need to meet with me at a day/time not listed, please do not hesitate to ask. I will do my best to accommodate your schedule.

- Email: [brian.curtis@nscc.edu](mailto:brian.curtis@nscc.edu) and NSOnline course shell email
- Office Location: #1340 SEC campus
- Office Phone: 615-916-5879
- Virtual Office Zoom Link: <https://zoom.us/my/bcurtisofficeroom>
- Scheduling for in-person office visits: Please use email and/or phone number above
- Scheduling Link for phone/Zoom Appointments: <https://calendly.com/brian-curtis-1/brian-curtis-conference> After you make an appointment, check the email you provided for confirmation. If you need to reschedule, the confirmation email provides instructions.
- Scheduling QR Code for phone/Zoom Appointments:



## Times that I am in Class

I am not available for appointments during these times.

- **Tuesday and Thursday**
  - **8:00AM-9:25AM, ENGL 1020-A04, Room 2036/SEC**
  - **9:35AM-11:00AM, ENGL 1020-A02, Room2036/SEC**

## Required Textbook(s) & Other Materials:

Textbooks:

- Axelrod, Rise B. and Charles R. Cooper. *The St. Martin's Guide to Writing*. 13th ed. Bedford/St. Martin's, 2022.  
  
ISBN 9781319249229
- Hacker, Diane. *A Writer's Reference*. 10th ed. Bedford/St. Martin's, 2018. (with 2016 MLA Update)

ISBN 9781319332969

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website ( <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu)

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- **(CO1)** Analyze and evaluate written expression, reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view
- **(CO2)** Develop a central idea through appropriate rhetorical patterns.
- **(CO3)** Practice writing as a process of planning, organizing, composing, revising, and editing for correct diction, syntax, usage, grammar, mechanics, and MLA format.
- **(CO4)** Incorporate credible evidence and analysis according to MLA standards, and demonstrate an understanding of the basic distinctions between opinions, facts, and inferences

**Course Competencies:** The Following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

### **Content and Structure**

- **(CS1)** Construct an appropriate thesis.
- **(CS2)** Include logical support for assertions.
- **(CS3)** Use a clear and consistent pattern of organization at the essay and paragraph levels, providing topic sentences and transitions.
- **(CS4)** Incorporate a variety of rhetorical patterns appropriate to both audience and purpose.

### **Academic Voice**

- **(AV1)** Write with awareness and understanding of both audience and purpose.
- **(AV2)** Use appropriate tone and diction.

### **Critical Reading**

- **(CR1)** Analyze the components of written work, including the author's thesis, audience, purpose, and tone.
- **(CR2)** Identify facts, opinions, and inferences, demonstrating an understanding of those terms.
- **(CR3)** Evaluate the written work of others.

### **Mechanics**

- **(M1)** Write with an awareness of syntax.
- **(M2)** Demonstrate skill in grammar: By the end of the course, student's work should contain few or no major errors, such as sentence fragments, run-on sentences, verb errors, or agreement errors.
- **(M3)** Successfully proofread for minor errors in spelling and punctuation.

## Research and Documentation

- **(RD1)** Use correct MLA document formatting.
- **(RD2)** Integrate source material using quotations, summary, and paraphrase, and include signal phrases and in-text citations.
- **(RD3)** Incorporate credible research from print sources, NSCC subscription databases and other electronic sources.
- **(RD4)** Create a Works Cited page with correctly formatted entries.

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

<b>ASSESSMENTS</b>	<b>POINTS</b>
Essay 1: Person I Admire (Personal Essay)	100
Essay 2: Own Topic (Comparison/Contrast-Documented)	200
Essay 3: Reflection Essay (Documented)	200
Annotated Bibliography (Own Topic)	100
Writing Activities (brief responses to aid in Essay formation) including Feedback Form	200 (5 for 40 points each)
Discussions (Initial writings to create Essay ideas/respond to students)	100 (4 for 25 points)
Summative Assessment (Final Exam)	100
<b>TOTAL</b>	<b>1000</b>

## Grading Policy

Essays will be graded with the rubric used by all NSCC English instructors. This rubric is posted under Grading Criteria/Rubrics under Content. Be sure to familiarize yourself with this rubric before you submit your essays.

Your essays will be automatically submitted to Turnitin.com when you submit them to the assignment folders; Turnitin.com is a service that checks essays for plagiarism.

Essays will be graded and returned before the next essay is due. Instructors provide ample feedback on essays, so grading essays is not a speedy process. Please look in the assignment folders for feedback about graded essays.

Quizzes and discussion responses will typically be graded within a week after their scheduled deadlines.

Grades are posted as soon as grading for the assignment is completed.

### Grading Scale:

Letter Grade	Percentage Range
A	90%-100% (900-1000 points)
B	80%-89% (800-899 points)
C	70%-79% (700-799 points)
D	60%-69% (600-699 points)
F	Below 60% (0-599 points)

### FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

### FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

### Late Work Policy & Make-up Procedures for Missed Assignments and Work

Punctuality is an important skill in the workplace and in academic study. This is a soft skill that will always help in your current and future endeavors. Because of the importance of timely assignment submissions, late work only applies to the following major assignments: Essays, **except Essay 3**, and the Annotated Bibliography. These assignments receive a 10-point deduction each day they are late. Please remember, all other assignments (discussions and writing activities) help create the larger ones. Focus on completion of these assignments to help facilitate the creation of the larger ones.

**The only assignments that will be accepted late, with the noted point deduction are:**

- **Essays-Except Essay 3**
- **Annotated Bibliography**

**No other assignments may be turned in late.**

## Attendance Policy

### Instructor's Policy:

The attendance policy for this class is:

- Attendance is signaled by logging on to the D2L/NS Online shell and reviewing course content
  - All activity is tracked in D2L and easily viewed by the instructor.
- Participate as prompted (e.g., responding to an instructor's email, posting to a discussion board)
- Complete and submit assignments as scheduled.
- Voice your comments and concerns with the instructor and/or writing tutors to help engage the course and its materials.
- Engage the material by questioning it.
- Read feedback on assignments to help better understand problems.
- Address feedback of instructor and/or tutor

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

### Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your

home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in both D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.



## **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

Academic dishonesty, including plagiarism, will not be tolerated. Some examples of academic dishonesty include:

- Submitting material you did not write
- Submitting essays written for another class
- Submitting essays drafted by you but revised or edited by another
- Failing to properly paraphrase, summarize, quote, or cite sources
- Copying and pasting from sources found on the Internet without properly acknowledging sources.

Any form of plagiarism or cheating may constitute failure of the course. Essays and other written work will be submitted to Turnitin.com to check for plagiarism and to make sure that sources are being used correctly. If an essay or other class assignment is found to contain plagiarism, the student will receive a zero for that assignment. All essays will be submitted through Turnitin.com which is a site designed to detect work plagiarized from the Internet. If an instructor suspects that an assignment has been plagiarized, that assignment will be submitted to Turnitin.com. Essays and assignments found to contain plagiarism will receive a grade of zero. A second incident of plagiarism will result in an “F” for the final grade in the course.

After a student has committed two acts of plagiarism, that student will receive an “F” for the course even if that student continues to attend class and submit other work. The “F” will remain as the final grade.

## **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nscc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free Tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses:
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

## **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

## **Essays**

On the Content page, you will find a module titled "Info Regarding Major Assignments." Information you need for the four essay assignments will be in this module. Moreover, there is a separate assignment module (Module 1, Module 2, Module 3) for each essay provided on the Content page to supply the details for each paper. Be sure to consult the Essay Assignment and AB modules for details on each assignment.

For help with your essays, you are encouraged to use NetTutor (Free Online Tutoring under Resources tab) and the Writing Center. Please feel free to ask me for feedback on thesis statements, topics, drafts, etc. throughout the semester. I will be providing feedback on each of your essays, so please be sure to review my comments. Please read the assigned chapters in your textbooks because the textbooks are your primary sources of information for how to write and format an essay.

Remember to submit essays through the Assignment Dropbox under Evaluation; do not submit them via email. Work submitted via email will not be accepted unless the instructor has granted an exception. You may view your graded papers under the Assignment Dropbox under Evaluation at the top of the page, and you may check your grades under Grades at the top of the page under Evaluation. Review the grading rubric for essays posted under Content.

Essays must be submitted in Word or Rich Text format, or PDF as a last resort (no JPEG, WordPad, Notepad, or Pages).

Please consult the Due Dates & Deadlines page for a list of when each essay should be submitted.

## **Writing Activities**

The writing activities consist of writing short essay responses to prompts and questions, connected to prior discussions and later essays. Please consult the Deadlines page for a list of when each activity should be submitted. These activities are located under the Assignment Dropbox which is at the top of the Content page under Evaluation. Each response should contain 2 well-developed paragraphs with an attempt at a transition between paragraphs. The five activities are not tests; they are writing activities. Review the grading rubric for Writing Activities posted under Content.

- **Feedback Form:** Feedback is essential for all written work. Therefore, every Writing Activity, for each module, requires the submission of a Feedback Form, found under Content. Once a module's discussion is completed, then the writing activity needs to be completed, along with a Feedback Form. Each module has information about that module's writing activity and eventual essay. The Feedback Form may be filled out by a writing tutor visit, in-person or virtual, a peer review, and/or self-reflection. This is not to find what is "wrong" with an essay. Instead, it is meant to show you problems that need to be addressed before you complete the finished essay. Look at this as an opportunity to gain feedback and help making your finished essay stronger. This is a required part of the course. Please give yourself plenty of time for this activity before your writing activity is due. These Writing Activities, along with the Feedback Form, will aid you in completion of each module's essay. Remember, writing is a process. This is part of that process.

Please consult the Deadlines page for a list of when each activity should be submitted.

## **Discussions**

There are five discussion postings. The first is due within the first 5 days of the semester; please introduce yourself in that discussion posting; this posting will not be graded. It is used to establish your attendance in the course

There are four other discussion topics. These are worth 25 points each; there is a grading rubric provided under Content. Post at least one solid response and respond to your fellow students as well. I encourage you to interact with your classmates in the discussion forum. Remember to keep the tone of your responses polite and to be respectful of views that differ from your own.

You are required to respond to at least one other student in each discussion forum. Besides your primary response (described in Grading Criteria for Discussion Responses), you need to respond to someone else's posting. Posting more than twice and interacting with other students can boost your discussion grade. However, you still need to have one solid response; posting several superficial responses will result in a low score for that discussion.

Please consult the Due Dates & Deadlines page for a list of when each discussion should be submitted.

Discussions will be graded using the Discussion Grading Rubric, located under Content.

Discussion represents the beginning of the writing process for each essay and annotated bibliography. This assignment will lead into the Writing Activity (WA) for each module.

## **Grading Rubric for Essays**

A department-required rubric will be used to grade all essays. Please read "Grading Rubric for Essays" under Content to review the criteria by which your essays will be graded.

## **Grading Rubric for Annotated Bibliography**

Please review the AB rubric posted in the AB Module.

## **Feedback Form: Tutor Visits/Peer Review/Self-Reflection**

This course stresses “writing as a process of planning, organizing, composing, revising, and editing for correct diction, syntax, usage, grammar, mechanics, and MLA format” (CO 4). Because of this, feedback forms are a requirement for Writing Activities (WA). These forms are meant to stress the importance of revision in the writing process. The more revision a piece of writing has, the better the finished piece will be. These forms are also meant to take away the stigma of seeking writing advice. All writers go through the writing process. Think of this as “showing your work” in a math course or a lab report in a science course. Feel free to visit writing tutors for feedback on other assignments too. Remember, writing tutor visits are not requirements for the Feedback Form, but an occasional visit will really help your writing continue to grow.

## **Netiquette Rules**

Please use the following netiquette (network etiquette) rules when corresponding with students and your instructor in this class:

- Do not type in FULL CAPS as this is equivalent to shouting.
- Keep messages brief, to the point, professional, and on topic.
- Use a concise and informative subject line in your posts/messages.
- Include a greeting in an email message. Greet the person the same way you would in a face-to-face setting.
- End your message by providing your name.
- Do not use any offensive or inappropriate language in a message.
- Do not send angry or rude messages.
- Respect copyright laws.
- Do not send or forward chain letters or unsolicited information via email.
- Remember that email messages may be viewed by someone other than the sender and receiver. Never put anything in an email that you do not want to be permanently recorded.
- Remember that the recipient of online communications is a human being whose culture, language, and humor may have different points of reference from your own.
- Engaging in plagiarism or any form of academic misconduct is disrespectful to the other students, professors, and, in the long run, yourself.

\*In a web class, disruptive behavior will be defined by the instructor. Generally, it involves sending inappropriate emails or posting inappropriate responses to discussion questions directed to the instructor or a classmate.

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.

### **Course Content**

Course materials—including literature, supplementary materials, Internet content, and class discussions—may contain graphic content, mature content, and content that some might find difficult or offensive. The course content may be challenging and difficult, but advanced study requires grappling with these topics. No material will be changed or any substitution allowed. By choosing to remain in this course, you have chosen to accept its requirements. Hearing the voices of writers and of fellow students is an important part of this process, so all of us must work to create an environment that is both respectful and academically rigorous.

### **Instructor Response and Availability [instructor please revise]**

I typically respond to emails within a 24 period—I check my email in both NS Online and campus mail every day, Monday-Friday, and I will respond as soon as possible once I receive your message.

On weekends, I check my emails on Sunday at noon. I will respond to any weekend emails then.

Please email as soon as a concern arises. Make an appointment to discuss course work or concerns as soon as possible.

***The instructor reserves the right to modify this syllabus at any time during the course.***

