

Nashville State Community College
Division of English, Humanities, and Creative Technologies
Learning Support

Master Course Syllabus

Select One Below

2023 Spring Term – Full 15-Week Term

ENGL 0815—Writing Support

Instructors, please use this template to add and enhance the information for your course and course policies. Please do not delete the headings but instead address your own policies. You can add more headings and information if needed. **Please maintain accessibility standards and delete or revise RED text before adding the syllabus to your course.**

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: Writing Support

Credits: 3

Class Hours: 3

Course Description:

Focus on the writing process with concentration on drafting effective introductions, conclusions, body paragraphs, theses, and supporting details as well as effective use of language, grammar, and mechanics. **Prerequisite(s):** Level 1 placement in English (Accuplacer score of 249 or below, ACT English score of 17 or below, COMPASS Writing Skills score of 76 or below, or SAT Critical Reading of 440 or below).

ENGL 0815 accompanies ENGL 1010 - English Composition I - and helps students to improve English and writing skills for this and other college-level classes. Successful completion of this course and ENGL 1010 prepares students for the writing they will do in subsequent college courses. This course cannot be taken by itself and must be completed with an on-ground section of ENGL 1010. **Co-requisite(s):** ENGL 1010.

ENGL 0810 enrollment is available only to students enrolled in a technical certificate program that requires learning support competency in English but does not require ENGL 1010.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual):

Course Delivery Method

(It is important for your students to know what type of course they are taking and if that course is in a 7-week or 15-week format. Please select the appropriate option for your course and identify if it is 7-week or 15-weeks in length.)

- **On-Campus:** Course meets at a designated Nashville State Campus on **(update to the days, times, and room numbers for your section)**
- **Hybrid:** Course uses a blended format of online instruction where most classes require on-campus meetings. These courses have a designated Nashville State Campus with listed days, times, and room numbers. **(update to the days, times, and room numbers for your section)**
- **Online:** Course is fully online (**asynchronous**) and has no scheduled on-campus meeting requirements.
- **Virtual:** Course meets live via Zoom at a set date and time (**synchronous**). **(update to the days and times for virtual meeting sessions for your section)**

Required Textbook(s) & Other Materials:

Textbook(s): Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. 11th ed., Cengage, 2018.
ISBN: 978-1-337-09704-8

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) (<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.

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.

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:

- Identify the parts of the writing process.
- Analyze their own writing process in order to develop strategies that help them create, develop, and polish successful college-level writing.
- Craft a coherent paragraph that features a clear topic sentence and that fully develops the single idea of that topic in a logical manner.
- Demonstrate competency with basic syntax and variety of sentence structure.
- Demonstrate proficiency in applying punctuation.

Course Competencies:

The following are detailed course competencies intended to support success in ENGL 1010 and other college-level classes:

Writing Process competencies

- Identify the parts of the writing process.
- Employ strategies to generate ideas.
- Craft coherent paragraphs with topic sentences.
- Include logical support for his or her assertions.
- Use a variety of sentence structures.
- Revise written work for clarity.
- Demonstrate effective revising strategies.
- Integrate quotes to prove or illustrate an idea.
- Select logical word choices.
- Summarize source material without plagiarizing.

Mechanics competencies

- Write deliberately, with an awareness of syntax, agreement, coordination, and subordination.
- Proofread for fragments, run-ons, verb tense, and punctuation errors.
- Proofread for spelling errors.

The following are general education competencies intended to support the course outcomes:

1. Write clear, well-organized documents.
2. Know how to locate, evaluate, and use information sources.
3. Use critical thinking skills.

Topics to Be Covered:

- Writing process with concentration on drafting effective introductions, conclusions, body paragraphs, theses, and supporting details, as well as effective use of language, grammar, and mechanics.

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

25%: Composition Lab is a required weekly writing lab and worth 25% of the final grade. During Composition Lab, students write, applying ENGL 0815 lessons to ENGL 1010 drafts and getting additional feedback.

20%: Module Quizzes: A quiz will be given in every module of the course (there are 5 modules total).

25%: Module Projects: Each module will contain one major project which assesses application of the materials learned in the module.

10%: Practice Exercises: There are practice exercises in every module. These exercises may be taken multiple times to achieve higher grades.

10%: Assignments: Additional assignments, including discussion boards, are scattered throughout the course.

10%: Participation: Ungraded self-checks, reflections, and video quizzes are scattered throughout the course. Completion of these activities will make up your participation grade.

Grading Policy:

Graded work will be returned within two weeks of the due date in most cases.

Writing Assessments will be graded according to the rubrics linked with each assessment.

Failure to turn in writing assessments will result in an F in the course. All writing assessments require standard 2016 (8th edition) MLA documentation, including a correct MLA heading and, when required, correctly formatted in-text citations and Works Cited page.

All writing assessments must be submitted in Word or Rich Text (.docx, .doc or .rtf) file formats. Please note that you have access to *Microsoft Office 365*, including *Microsoft Word*, through your MyNSCC email account. Submit these assignments through the Assignment Dropbox; emailed papers and physical copies will not be accepted.

No proctors are needed for the quizzes. Quizzes are taken online.

Assignments and Testing Procedures:

- **Discussions:** Discussion forums will encourage you to share your perspective with classmates. Discussions will be graded on quality and quantity of your responses. Follow the directions posted with each discussion thoroughly; grades will be determined by adherence to directions for each discussion post. To earn points for responding to other students, you should not just write "I agree" or "Good job." Instead, your responses should be helpful, be substantive, or otherwise promote conversation.
- **Quizzes:** These will be used to ensure the student understands the material presented for each module (including online content and textbook readings). **Students may use the textbooks and notes for completing the quizzes, but no websites or any other**

outside sources are allowed, and students are not allowed to work together on quizzes. Students will only be able to submit answers to the quizzes once. Quizzes are made available to you early in the course and must be completed by the specific deadline dates for each Module (see the Calendar for specific due dates).

- **Module Projects:** These projects are designed for you to demonstrate proper usage of information learned in each module. **Students may use the textbooks and notes for completing the writing assessments, but no websites or any other outside sources are allowed, and students are not allowed to work together on writing assessments.**

Grading Scale:

This course is pass/fail, which means you will not receive a traditional letter grade.

There is a total of 1000 points in this class.

A P (pass) will be awarded to students who achieve a 75% (750 points) or above.

An F (fail) will be awarded to students who achieve a 74% (749 points or less) or below.

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.

The FA date for Spring 2023 is March 24, 2023.

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:

As long as you complete the readings and assignments by the due dates, there are no specific days or times that you need to participate. You can work on this course at a time of day best suited to your needs. The detailed due dates for the quizzes and assessments are listed in the calendar and should be met. Assignments and quizzes may be done early, but **late work (completed after the due date noted in the calendar) will not be accepted, neither will late tests or essays.**

I reserve the right to consider extenuating circumstances. Please contact me immediately if you have a serious medical situation, family emergency, or other crisis.

Attendance Policy

General Policy

- Absences in a course may affect your final grade.
- Tardiness may also affect your final grade.
- You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.
- If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.
 - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.
- If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.
 - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.

Instructor's Policy

The attendance policy for this course is: *(add instructor's attendance policy)*

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 the [access to internet and technology website](#).

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.

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.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

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 through the [RAVE app \(https://www.getrave.com/login/nscc\)](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](#) can assist you 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 [the Nashville State website](#).

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/NS Online](#) 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.