

	CRN:
	Hours: Lecture - online, Credits 4
	Term: Summer 2024
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	Page
Syllabus Table of Contents	
Course Description	1
Acquired Skills:	Learning Outcomes
2Acquired Knowledge:	
Course Materials and Resources	2
Textbooks, Required:	
Resources, Suggested:	
Canvas Orientation	2
Available Technical Support	
Assessment of Learning	3-6
Grading Criteria and Grade Calculation	
Assignments/Assessments	
Course Notices	7
Faculty Email Response Time	7
Posting of Grades	7
Attendance Policy	7
Late Assignment Policy	7
Academic Affairs Notice	7

Course Description

Required of all freshmen and designed to teach students clear, vigorous prose. An individualized approach emphasizing the composing process is used.

Learning Outcomes

[Educated Person Statement of Philosophy](#)

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

Upon successful completion of the course you will be able to do the following:

1. Produce a readable document with sentence variation, precise diction, and coherence;
2. Determine your point of view, purpose, or main idea;
3. Prewrite, revise, and edit competently your written communications;
4. Use a variety of strategies to support a point of view, purpose, or main idea in an essay directed to an audience;
5. Express yourself comfortably through regular journal writing; and
6. Research, document, and write a narrowly focused and carefully MLA cited six page research paper.


Course Materials and Resources

Strunk and White's *Elements of Style*, 4th ed.

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.

Assessment of Learning

Papers: The Narrative, Argumentative, and Analysis papers must be a minimum of 3 *full* pages with a max of 6, 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. I provide a template.

The research paper is a minimum of 5 *full* pages with a max of 8. 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. I provide a template.

Journals:

They may not be more than a page long, due to their purpose. 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. I provide a template.

ALL WORK MUST BE SAVED AS DOCX or PDF. I cannot open other programs, and your work will receive a zero. On that same note, do not share links to your work. It must be uploaded to Canvas as a full document.

What should the Journals be about?

I always say that in order to write well, one must write often. The journals are my way of making you write on weeks papers aren't due. The more one writes, the better he/she gets; practice may not make you perfect, but it will definitely make you better!!

You can be serious, you can be silly, you can use a journal to tell me about a problem you're having (in the past, that has actually been the most popular use), you can tell me about an experience, you can tell me ANYTHING.

Given that, **please do not turn in journals sooner than the week they are due.** The purpose is to work on your grammar, so that is what I look at; though, I very much enjoy the read, too. You will get better at grammar as the course moves on, so writing ahead with grammar being the focus isn't wise. Take time to note my corrections, and then refer to Strunk and White or my grammar lectures to deduce why I noted you needed a change. It takes time, which is why these are limited to a full page (spill over just a tiny bit onto a second to be sure you have the full page, or you will lose points.)

Category	% of Final Course Grade
Papers	50
Journals	10
Exercises	15
Peer Review Discussions	10
Grammar Quiz	10
Final exam	5
Total	100%

Grading Schema	
A	94-100

A-	90--93
B+	97-89
B	84-86
B-	80=83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-86
D-	60-60
F	59 and below. Defaults to Zero.

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. I've assigned goals by week, but these weeks are often subject to change. Thus, you will see only two weeks worth of "due dates" in Canvas at a time. I do, however, post weekly announcements of what's due each Sunday. What I say in an announcement always wins over what is posted below.

Work Schedule: All work is due by NOON on Sundays of the week posted. I DO NOT ACCEPT LATE WORK, and there is only one attempt on each assignment.

Weeks as decided on 03/18/2024

Week One: Work due May 12

Read lecture on Intros and Conclusions

Review transition sentence lecture

Review sentence fragment lecture

Transition sentence exercise due

Exercise One Due

Week Two: Work due May 19

Review elements of narrative paper and brainstorm for ideas

Read grammar lecture: commas, long dashes, and parenthetical expressions

Read lecture on dialogue

Journal One Due

Exercise Two due

Week Three: Work due May 26

Read grammar lecture: colons and semicolons, they're vs. their vs. there, participle phrases,

Exercise Three due

Submit Narrative RDs to Narrative Peer Review and review a narrative paper

Narrative Rough draft due to me

Week Four: Work due June 2

Review Thesis sentence checklist/lecture

Journal Two Due

Exercise Five due

Week Five: Work due June 9

Read Grammar lecture: passive voice/active voice, possessives vs. plural, pronouns, plural pronouns and matching to antecedents

Narrative Peer Review due

Narrative Final Due

Exercise Four due

Exercise Six due

Week Six: Work due June 16

A Time To Kill MUST OR To Kill A Mockingbird be watched THIS WEEK!! It is what your Argumentative paper will be based on. You won't be able to write your paper if you haven't watched one of these two movies.

Read lectures on argumentative papers and sample papers

Journal Three due

Argumentative Exercise due

Week Seven: Work due June 23

Read Research Paper Guidelines and lecture

Correct all Errors exercise due

Journal Four due

Week Eight: Work due June 30:

Reread Argumentative Lectures and sample papers

Submit Argumentative RDs to Argumentative Peer Review and review an argumentative paper.

Argumentative rough draft due to me

Week Nine: Work due July 7

OFF FOR JULY 4th Holiday

Week 10: Work due July 14

Argumentative Peer Review due

Argumentative Final Draft due

Grammar Quiz due.

Week 11: Work due July 21

Reread Research Paper Guidelines and lecture

Start researching for your research paper

Read lecture on Analysis papers

Submit Analysis to Analysis Peer Review

Week 12: Work due July 28

Continue working on your research paper

Analysis Peer Review due

Analysis due to me

Week 13: Work due August 4

Submit Research paper to Peer Review

Journal Five due

Week 14: Work due August 11

Research Peer Review due

Research paper due to me

Week 15: Work due August 18

Writing Quiz due.

It is timed, and you will not be able to save it and return to it, so devote 3 hours to it alone. It **MUST** be **COMPLETE BEFORE NOON**. The link will close, and your incomplete quiz will submit automatically.

Course Notices

I will respond to correspondence within 24 hours during the week and 48 hours on the weekend. **Please use the inbox on Canvas for all written communication. That said, please check your student email regularly.** You access it using the same username and password you do Canvas: youruserid@students.ccsnh.edu.

Late Assignment Policy: I will not accept late work. Delaying your work until the last moment and then experiencing a problem may cause a submission deadline to be missed. Avoid that by starting your projects early. You will do a better job when you have plenty of time, and the unexpected crisis won't ruin your good intentions. Procrastination is unacceptable—particularly at college level—and won't be rewarded.

Posting of Grades: On weeks Journals are due, I will have all comments and corrections to you no later than Wednesday evening after the Sunday they are due. For weekends where papers are due, I will need the full week to complete grading. Please be patient, as I'm teaching 60 of you, and grading takes time.

Attendance Policy: Weekly attendance mandatory.

For inclusion with all course syllabi

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's website at <https://www.nhti.edu/current-students/academic-policies/>.

Course Drop/Withdrawal and Refund

A full-semester course must be dropped by notifying the Registrar's Office or the Academic Advising Center prior to the end of the 14th calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a Drop form to the Registrar's Office or Advising Center, but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a failing grade. Officially dropping a course prior to the completion of 60% of its scheduled duration will result in a grade of "W." After that time, a grade of "WP" or "WF" will be issued depending on the student's standing at the time of the drop.

Note: Dates are prorated for courses offered in an alternative format; contact the Registrar or Advising Center for details. Classes that run for less than the full semester have seven calendar days from the start of the alternative semester to drop with a full refund. See policy at: <https://www.nhti.edu/current-students/academic-policies/dropping-classes-withdrawing/>.

Classroom Etiquette

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior may compromise the learning and performance of all students. Such inappropriate behaviors include but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones; computers (other than for legitimate academic use); iPods (or similar devices); and use of derogatory or vulgar language. All students are expected to abide by the [Student Code of Conduct](#) as published in the [Student Handbook](#), as well as the <https://www.ccsnh.edu/admissions/student-resources/>, and are subject to sanctions as described therein for any violations.

Classroom Safety and Emergency Protocols

NHTI values the safety of its community members and guests. To report suspicious activity or if you are in need of assistance, contact the NHTI Campus Safety Department Monday through Friday from 8 a.m. to 4 p.m. at 603-230-4042, after hours and on weekends on the Emergency Line at 603-224-3287. You also may report non-emergency information using the following link <https://www.nhti.edu/services/campus-resources/campus-safety/report-an-incident/>. If it is an emergency that requires police, fire or medical response contact 911 first, then contact the NHTI Campus Safety Department.

Emergency information will be provided to the college community via email, phone, and text through the NHTI Alerts program RAVE. Ensure your information is current in RAVE by going to <https://www.getrave.com/login/nhti> and logging on.

NHTI's Campus Safety Department provides its Annual Security Report and information on Campus Policies, Emergency Response, and Crime Prevention on its page on the NHTI website at <https://www.nhti.edu/student-life/campus-safety>

To aid in emergency response situations, all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with first aid box/AED locations throughout campus. Please familiarize yourself with these items, and if you have any questions or concerns please contact the NHTI Campus Safety Department at nhticampussafety@ccsnh.edu.

Process to Address a Classroom Concern

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or through the CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate department chair (<https://www.nhti.edu/academics/academic-affairs/academic-department-chairs/>). Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the vice president of Academic Affairs.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual

orientation, marital status, disability, gender identify or expression, genetic information, or veteran status, as defined under applicable law, the student should also report the conduct to the college's Title IX coordinator and follow the process set for in Student Affairs Policy 730.06 <https://www.nhti.edu/services/campus-resources/campus-safety/title-ix-resources/>. Where the concern involves a grade appeal, the student must follow the process and timeline outlined in the Academic Affairs policy listed here: <https://www.nhti.edu/current-students/academic-policies/grading-system/>.

Civil Rights and Equity Issues (Discrimination and Harassment)

NHTI is committed to creating a professional setting for its students and employees and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. The college is sensitive to the concerns an individual may have in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited and will result in disciplinary action against the retaliator. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the NHTI Title IX coordinator (Laura Scott, Farnum 108B, lascott@ccsnh.edu 603-271-6484 ext.4239) or the NHTI Human Resources officer (Crystal A. McIntyre, Little Hall, President's Office Suite, CAMcIntyre@ccsnh.edu 603-271-6486 ext.4122).

Reporting Sexual Misconduct, Violence, or Exploitation

At NHTI, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in your written work, and in meetings with your professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per

federal statute and in compliance with established policies and procedures at NHTI – Concord’s Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact the NHTI Title IX coordinator Laura Scott, Farnum 108B lascott@ccsnh.edu 603-271- 6484 ext.4239. You may also contact the Crisis Center of Central New Hampshire at 866-841-6229 (crisis line). You are not alone.

Additional information including resources can be found at:

NHTI: <https://www.nhti.edu/services/campus-resources/campus-safety/title-ix-resources/>

New Hampshire Coalition Against Domestic and Sexual Violence:
<https://www.nhcadv.org/>

uSafe: <https://usafeus.org/>

The Academic Center for Excellence (ACE)

ACE, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. ACE offers peer and professional tutoring in accounting, A&P, biological sciences, math, chemistry, physics and most other subjects. The Writing Center and Study Solutions Lab offers writing, reading, and study skills. ACE also includes Accessibility Services and a computer lab. For more information call 603-230-4027 or visit <https://www.nhti.edu/services/academic-assistance/>.

Accessibility Services

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991, students with disabilities are eligible to receive accommodations and services to ensure equal access to classes and programs. Students with disabilities are encouraged to contact the coordinator of Accessibility Services as soon as possible for a confidential discussion regarding their learning needs and the process for requesting reasonable accommodations in the classroom. Once the Office of Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. The Office of Accessibility Services is located in ACE or by email at NHTIaccessibilityservices@ccsnh.edu.

CCSNH Classroom Recording Policy

As per CCSNH policy: “Students are not permitted to record any class lectures, activities or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld.” To view the entire policy please go to: <https://www.ccsnh.edu/about-ccsnh/policies/> and select the System Policies for Academic Affairs (section 600) (starting on page 34).

Cross-Cultural Education and English For Speakers Of Other Languages (ESOL)

Cross-cultural education services and provide tools, strategies, and materials necessary for second language/second culture students and their instructors. Services also include advising, and support in acculturating to college and community life. Prospective students may test to allow for appropriate academic recommendations and course placement and registration. ESOL courses are offered for college credit throughout the year. An academic transition process allows students to take ESOL courses and courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged through the Academic Center for Excellence (ACE). Programs that assist members of the international, immigrant, and host communities are also offered to better support cross-cultural communication. Call 230-4055 for more information or visit in person in the Learning Commons, room 130.

Plagiarism/Cheating 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. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate

Cancellation/Delayed Start of Classes

When the president deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI RAVE Alerts Notification System. (To receive RAVE messages via other addresses/phone numbers, sign up at <https://www.getrave.com/login/nhti>.) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI website. Occasionally, the president will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 a.m., the student should come to that class at 10:00 a.m. for the remaining 50 minutes of class; classes that are normally completed before 10:00 a.m. would be cancelled.

Grade Reporting

Faculty submit grades electronically to the Registrar's Office within a few days following the end of each final exam period. Final grades are not mailed to students. It is the student's responsibility to review their final grades via the Student Information System. Students who receive an "I" (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved "I" grades will convert to an "F" grade automatically at the end of the third week of the following semester. An "I" grade will place a student's financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full "Incomplete Grade Policy."

Student Athletes

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team must provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other accommodations related to the team schedule. This documentation must be presented in advance of any special requests. Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

Student Email

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for all electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements

specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property.

Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

Academic Credit

NHTI awards academic credit in accordance with the policy of CCSNH, which equates a credit hour to one hour* of “lecture” per week for 15-16 weeks**; (2) 2-3 hours of lab per week for 15-16 weeks**; (3) 3 hours of practicum per week for 15-16 weeks**; (4) 3-6 internship hours per week for 15-16 weeks**; or (5) 3-5 clinical hours per week for 15-16 weeks**. In awarding academic credit, NHTI faculty create instructional plans, activities, and assessments with the expectation that students will spend a minimum of 2-3 hours outside of class per week per credit (**) in related course activities (completing assignments, studying, etc.).

*one instructional hour equals 50 minutes

** All “per week” hours should be prorated accordingly for alternative-length semesters. For example, a course that meets for 3 hours per week in a 16-week semester and requires 6-9 hours per week of additional work outside the classroom would meet for 6 hours per week and require 12-18 hours per week of additional study time when offered in an 8-week format.