



Syllabus: English 0010 - Non-Course Based Option (NCBO) | Fall 2025

Instructor Contact Information

Instructor: Dr. Hillary Coenen | Office: BW 203 | Phone: (940) 397-4058 | hillary.coenen@msutexas.edu

Office hours: We can visit in person, by phone, or in Zoom at the following times or by appointment

Mon. Noon - 1 PM

Wed. Noon - 1 PM

Tues. 11 AM - Noon

Thurs. 1 PM - 2 PM

Course Description

The goal is to increase student skills and assist with successful completion of ENGL 1143: Introduction to Critical Reading & Academic Writing and other courses. The lab provides feedback on assignments to allow a student to comprehend the material presented.

Course Objectives

Upon completing this course, students will be able to

- Students will acquire vocabulary skills necessary for college-level coursework
- Students will identify the structural elements of written college materials
- Students will demonstrate an ability to think critically
- Students will analyze paragraphs and thesis-based essays that provide strong support and specific details
- Students will study a writing process that includes invention, drafting, and revision
- Students will demonstrate proficient use of Standard Written English

Course Requirements

Students in this NCBO are not given a grade but are given Credit (C) or No Credit (NC) based on completion of course material. The lab marks passing at *70%.

Textbook & Instructional Materials

The Bedford Guide for College Writers with Reader, Research Manual, and Handbook eBook with Achieve, MacMillan (ISBN: 9781319412180).

To purchase lab access, see the News Item on the D2L homepage.

Developmental Requirements

You are enrolled in paired ENGL 1143 and 0010 (Q sections). You may only drop these courses under the following conditions:

- You must be enrolled in a beginning or intermediate math class. (Working toward TSI competence is required during each long semester.)
- You may not do so until Oct. 20th, the 9th week of classes. (MSU wants you to stay in the course and improve your skills.)

Grading System & Policies

Course Progress and Credit

During the first week of the semester, you should access the Macmillan Achieve Course. Then complete all pre-midterm lab assignments over the following 7 weeks. Your instructor will be watching your progress. If your completion of lab work is slow, your instructor will contact you through D2L email. If you do not respond, TASP personnel will check in. The same steps will follow when the post-midterm portion of the lab opens. If you cease to progress in ENGL 0010, you will receive no-credit (NC) for the NCBO.

Mid-Term Progress Report

To help you keep track of your progress toward course completion, your instructor provides a Midterm Progress Report through Navigate. Midterm reports are not reported on your transcript. They simply give you an idea of where you stand at the midpoint of the semester. Your progress on the pre-midterm lab work will determine your midterm report.

Academic Misconduct Policy & Procedures

Plagiarism is the use of another's thoughts, words, ideas, or lines of argument (including text written by a generation system or artificial intelligence tool) in your own work without appropriate documentation (a parenthetical citation at the end and a listing on the Works Cited page)—whether you use that material in a quote, paraphrase, or summary. At the very least, plagiarism will result in an F on the assignment; at worst, the consequence will be an F in the course. Offenders will be reported to the Chair of the Department of English, Humanities, and Philosophy and the Dean of Students. Students have the right to appeal an alleged incident of Academic Dishonesty. Additional guidelines on procedures in these matters may be found in [the Student Handbook](#), under Academic Dishonesty Procedure or through [the Office of Student Rights and Responsibilities](#).

Instructor Class Policies

Class Communication - Email & D2L

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. Before asking questions via email, check D2L and our course syllabus and schedule. If the answers you seek are not provided, email is the best way to contact me about your own performance or attendance. Allow 2 business days for email responses. All emails you send for academic purposes should be revised and edited, including a greeting, body paragraph(s), and closing, to meet professional expectations for emails. For all correspondence with your instructors, indicate your full name, course and section number.

Technology Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. *Your computer being down is not an excuse for missing a deadline! Our online classes can be accessed from any computer that is connected to the internet. Contact your instructor immediately if you have technical difficulties in the course.

University Closure Practices

In the event of university closure for inclement weather conditions or emergency situations, students will be notified through official campus channels (MSU Alert, MSU Safety app, Postmaster emails, and website headers). When any schedule changes occur, I will provide schedule updates and assignment expectations using D2L News announcements and university emails, and I will also update the Class Schedule. For this course, unless a change is posted to the course D2L News, assignments due to be completed during a closure will remain due as scheduled. Students who are unable to complete assignments due during a closure (for example, due to a power outage) will not be penalized, but will be expected to notify the professor of their situation.

Course & Campus Resources

eBook Access

Your textbooks for this class are provided through English 1143 and are part of MSU Texas' Courseware Access and Affordability Program. Students are charged for course materials on their Business Office account. If you wish to opt-out of the Program and purchase the required course materials on your own, you must do so using the opt-out instructions, which will be sent to your my.msutexas.edu email on the second day of class. Contact jenny.denning@msutexas.edu (MSU Bookstore) if you have questions about opting out.

Study Hours and Tutoring Assistance

TASP's Learning Center is located on the first floor of the Moffett Library, and tutors are available for one-on-one sessions Monday-Thursday from 11 AM-7 PM. You don't need an appointment to use these services. Writing tutors will not edit your papers for you, but they will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising to proofreading. [See TASP's Webpage for more information.](#)

University Computer Labs

The University provides four open computer labs with Microsoft Office & internet access.

- Clark Student Center: 24 hours (Mon-Sun)
- Dillard 146: Mon-Thurs 6 AM – 7 PM
- Moffett Library: Mon-Thurs 8AM – 10PM; Fri. 8AM-5PM; Sat 10AM-6PM; Sun 2PM-10PM
- Legacy Hall: 24 hours (Mon-Sun)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Explore resources on [Moffett Library's webpage](#) to learn how to best utilize the library.

Access to Microsoft 365

All students can download Microsoft Office 365 free of charge using their MSU Texas student email address. To acquire Office 365, [visit MSU's Student Resources.](#)

College Policies

Important Dates

Last day for term schedule changes: August 28, 2025

Deadline to file for graduation: September 22, 2025

Last Day to drop with a grade of "W:" November 24, 2025

Grade Appeal Process

Students who wish to appeal a grade should consult the [Midwestern State University Catalog](#).

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from MSU may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. For information about refunds, refer to [Drops, Withdrawals & Void](#).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Campus Carry

For information on the University's Campus Carry policies, visit [Campus Carry](#).

Recommended Weekly Schedule

***Note:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor, and any changes will be posted as news items in D2L.

Week	Assignment	Due Dates
1 08/25-08/29	Intro to course survey Time Management	August 29
2 09/01-09/05	Labor Day 09/01! Reading Process	October 10
3 09/8-09/12	Critical Thinking Argument	October 10
4 09/15-09/19	Supporting a Position with Sources Strategies for Stating a Thesis and Planning	October 10
5 09/22-09/26	Evaluating Sources MLA	October 10
6 & 7 09/29-10/10	Parts of Speech	October 10
n/a	Pre-midterm assignments close and will not reopen!	n/a
8 & 9 10/13-10/24	Sentence Types	December 5
10 10/27-10/31	Verb Form, Tense, & Mood	December 5
11 11/3-11/7	Subject-Verb Agreement	December 5
12 11/10-11/14	Word Choice	December 5
13 11/17-11/21	Commas Thanksgiving Break 11/26-11/28!	December 5
14 & 15 11/24-12/05	Punctuation	December 5
n/a	The post-midterm assignments close on December 5!	n/a

Overview Schedule

Week	Assignments	Due Dates
Week 1 08/25-08/29	Purchase Achieve Course <ul style="list-style-type: none"> • Intro to Course Survey • Time Management 	August 29, 2025 @ 11:59pm
Weeks 2-7 09/01-10/10	<ul style="list-style-type: none"> • Reading Process • Critical Thinking • Argument • Supporting a Position with Sources • Strategies for Stating a Thesis and Planning • Evaluating Sources • MLA • Parts of Speech 	October 10, 2025 @ 11:59pm
Weeks 8-15 10/13-12/05	<ul style="list-style-type: none"> • Check Point Survey • Sentence Types • Verb Form, Tense, & Mood • Subject-Verb Agreement • Word Choice • Commas • Punctuation 	December 5, 2025 @ 11:59pm
Week 16 12/08-12/12	No Final!	N/A