

ENGL 0010: English Non-Course Based Option (NCBO) Lab

Contact:

Dr. Hillary Coenen
Professor

Office: BW 203

Office Hours: M 10:00-11:00 am

W 12:00- 1:00 pm

TR 11:00-12:30 pm

& by appointment

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Mrs. Taylor Ullman

Graduate TA

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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:

1. Students will acquire vocabulary skills necessary for college-level coursework
2. Students will identify the structural elements of written college materials
3. Students will demonstrate an ability to think critically
4. Students will analyze paragraphs and thesis-based essays that provide strong support and specific details
5. Students will study a writing process that includes invention, drafting, and revision
6. 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

Required Materials:

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

To purchase lab access:

See News Item on the D2L course homepage

Contacting Your Instructor:

Dr. Hillary Coenen

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 courses, you should indicate your name and the course you're enrolled in. Allow 2 business days for a response to your email.

Mrs. Taylor Ullman

Email is the best way to contact me. I will reply at the earliest convenience. I check emails approximately twice a day except on weekends.

You may also use the discussion boards on D2L to ask questions and share resources among classmates.

Writing Help:

Tutoring and Academic Support Programs (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, TASP Learning Center provides tutoring support in several core courses and subject areas. Follow guidelines from [TASP Learning Center](#) to find the in-person and online help you need.

Student Handbook:

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures:

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the [Office of Student Conduct](#).

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. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

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, you'll be notified by TASP personnel. 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.

Midterm/ Final "Grades":

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.

Important Dates:

- Last day for term schedule changes is January 24th
- Deadline to file for graduation is February 17th
- Last Day to drop with a grade of "W" is April 30th

Refer to: [2025 Academic Calendar](#)

Desire-to-Learn (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.

Online Computer Requirements

Click here to edit the text. 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.](#) Computers are available on campus in various areas of the buildings as well as the Academic Success Center.

[*Your computer being down is not an excuse for missing a deadline!!](#) There are many places to

access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into D2L.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Dropping the Course:

You are enrolled in both ENGL 0010 and 1143 (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 ***Mar. 22nd**, the 9th week of classes. (MSU wants you to stay in the course and improve your skills.)

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Northwestern State University (NSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to NSU 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. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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, Northwestern 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](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License-to-carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Schedule :

*Notice: Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Week	Assignments	Due Dates
Week 1 January 20-24	Purchase Achieve Course <ul style="list-style-type: none"> • Intro to Course Survey • Time Management 	January 24
Weeks 2-7 January 27- March 7	<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 	March 7
Weeks 8-15 March 17- May 9	<ul style="list-style-type: none"> • Check Point Survey • Sentence Types • Verb Form, Tense, & Mood • Subject-Verb Agreement • Word Choice • Commas • Punctuation 	May 9
Week 16 May 12-16	No Final!	

Recommended Weekly Schedule:

Week	Assignment	Due Dates
1 01/20 - 01/24	Intro to course survey Time Management	January 24
2 01/27 - 01/31	Reading Process	March 7
3 02/03 - 02/07	Critical Thinking Argument	March 7
4 02/10 - 02/14	Supporting a Position with Sources Strategies for Stating a Thesis and Planning	March 7

Week	Assignment	Due Dates
5 02/17 - 02/21	Evaluating Sources MLA	March 7
6 & 7 02/24 - 03/7	Parts of Speech	March 7
Pre-midterm assignments close and do not reopen after March 7!		
03/08 - 03/15	Spring Break	
8 & 9 03/17 - 03/28	Sentence Types	May 9
10 03/31 - 04/04	Verb Form, Tense, & Mood	May 9
11 04/07 - 04/11	Subject-Verb Agreement	May 9
12 04/14 - 04/18	Word Choice Holiday Break 04/17 - 04/20	May 9
13 04/21 - 04/25	Commas	May 9
14 & 15 04/28 - 05/09	Punctuation	May 9
The post-midterm assignments close on May 9!		