

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

Contact:

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

Townsend Press Total Access 4-month Subscription \$40* ISBN: 978-1-59194-594-9

To purchase lab access:

- Go to the MSU Texas Bookstore and purchase Townsend Press access ISBN: 978-1-59194-5949-9
OR
- Go to www.townsendpress.net, set up an account, select this course: ENGL 0010 QR2 & QR3 Fall 2024— Instructors: Hillary Coenen & Taylor Ullman, and purchase access to Total Access 4-month Subscription \$40

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

Meeting during office hours is the best way to get help as we can go through material together. Outside of office hours, email is the best way to contact me. I will reply at the earliest convenience outside of office hours. I will check emails at least 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 Townsend online resources. 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 August 29th
- Deadline to file for graduation is September 23rd
- Last Day to drop with a grade of "W" is November 25th

Refer to: [2024 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 ENGL 1143. You may drop one course and remain enrolled in the other under the following condition: If you are taking a beginning or intermediate math course, you may drop ENGL 0010 beginning *October 21st, no sooner in the semester. The final drop date is *November 25, 2024.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (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. 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, 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](#).

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 (08/26)	Purchase lab access	09/01/24
Weeks 2-8 (09/3-10/18)	<i>Advanced Reading-Writing Connection</i> <ul style="list-style-type: none"> • Main Ideas in Reading • Supporting Details in Reading • Main Ideas and Supporting Details in Writing • Understanding the Writing Process • Argument in Reading and Writing 	10/18/24
	<i>Clear Thinking and Writing</i> <ul style="list-style-type: none"> • Subject-Verb Agreement • Sentence Types • Homonyms 	10/18/24
The post-midterm lab assignments do not open until 10/21/24.		
Weeks 9-15 (10/21-12/6)	<i>Advanced Reading-Writing Connection</i> <ul style="list-style-type: none"> • Relationships in Reading • More Relationships in Reading • Relationships in Writing • More Relationships in Writing 	12/06/24
	<i>Clear Thinking and Writing</i> <ul style="list-style-type: none"> • Commas • Capital Letters • Quotation Marks • Punctuation Marks 	12/06/24
Week 16 (12/9)	No Final!	

Recommended Weekly Schedule:

Week	Assignment	Due Dates
1 08/26-08/30	Purchase Materials	09/01/54

Week	Assignment	Due Dates
2 09/03-09/06	<i>Advanced Reading-Writing Connection</i> Main Ideas in Reading No Class 09/02: Labor Day	10/18/24
3 09/09-09/13	<i>Advanced Reading-Writing Connection</i> Supporting Details in Reading	10/18/24
4 09/16-09/20	<i>Advanced Reading-Writing Connection</i> Main Ideas and Supporting Details in Writing	10/18/24
5 09/23-09/27	<i>Advanced Reading-Writing Connection</i> Understanding the Writing Process Argument in Reading and Writing	10/18/24
6 09/30-10/04	<i>Clear Thinking and Writing</i> Subject-Verb Agreement	10/18/24
7 10/7-10/11	<i>Clear Thinking and Writing</i> Sentence Types	10/18/24
8 10/14-10/18	<i>Clear Thinking and Writing</i> Homonyms	10/18/24
Pre-midterm lab assignments close and do not reopen after 10/18!		
9 10/21-10/25	<i>Advanced Reading-Writing Connection</i> Relationships in Reading	12/06/24
10 10/28-11/1	<i>Advanced Reading-Writing Connection</i> More Relationships in Reading	12/06/24
11 11/4-11/8	<i>Advanced Reading-Writing Connection</i> Relationships in Writing	12/06/24
12 11/11-11/15	<i>Advanced Reading-Writing Connection</i> More Relationships in Writing	12/06/24
13 11/18-11/22	<i>Clear Thinking and Writing</i> Commas Capital Letters	12/06/24
14 11/25-11/26	<i>Clear Thinking and Writing</i> Quotation Marks No Class 11/27-11/29: Thanksgiving Holiday	12/06/24

Week	Assignment	Due Dates
15 12/2-12/6	<i>Clear Thinking and Writing</i> Punctuation Marks	12/06/24
The post-midterm lab assignments close on 12/06!		