

NCBE E021: Basic Reading and Writing
**Course Policies and Syllabus
Fall 2015**

Section No.: _____ Days/Times: _____ Location: _____

Instructor: _____ Office Phone: _____

Office: _____ E-mail: _____

Office Hours: _____

Developmental English Website: academics.utep.edu/developmentalenglish

Class Member: _____ Phone: _____ E-mail: _____

Class Member: _____ Phone: _____ E-mail: _____

COURSE DESCRIPTION

Non-Course-Based English (NCBE E021) is a four-week bridge program designed to improve students' reading and writing skills. Successful completion of this four-week NCBE allows admission into a 12-week English 0312 course. In conjunction with English 0312, NCBE E021 will help prepare students for college-level reading and writing courses.

REQUIRED TEXTS AND MATERIALS

- Aplia access code that includes *Fusion: Integrated Reading and Writing, Book 1*, second edition, by Kemper et al. E-book.

Course Key: JH2J-R5QR-R7RD

Course URL: <http://login.cengagebrain.com/course/JH2J-R5QR-R7RD>

Other Materials:

- Spiral notebook with at least three sections--Label them: Reading, Writing, Vocabulary & Grammar
- Head phones/ear buds—You need these to listen while in our classroom or in another computer lab to portions of your online Aplia assignments.

Note: Students must get their Aplia access code in the first week of class. Students who do not have funds for their access codes during the first week can apply for an emergency book loan. For more information on emergency book loans, go to <https://loans.utep.edu/>.

Students will be dropped from this course if they are not registered on Aplia and have completed the following two Aplia assignments by Friday, August 28:

- **Introduction to Working on Aplia Assignments**
- **Diagnostic Assessment: Integrated Reading and Writing Level 1 (Pretest)**

Any exceptions must be cleared with the Director of Developmental English.

COURSE GRADE

NCBE E021 is graded Satisfactory (S*) or Unsatisfactory (U*).

To earn a passing grade (S*) in NCBE E021, students must:

- have an average of 70 percent or better in daily assignments (journals, quizzes, Aplia assignments, other assignments),
- spend at least 8 hours outside of class completing Aplia assignments,
- complete other homework assignments in addition to the Aplia hours, and
- earn a 70 percent or better on the Aplia Posttest.

Students who do not have an average of 70 percent or better for the complete course **AND** a 70 percent or better on the Aplia Posttest will earn a U* in NCBE E021 and will be dropped from the 12-week ENGL 0312 course.

Deadlines

- Any non-Aplia assignments are due at the **beginning** of the class period for which they are assigned. The instructor is not obliged to accept late daily work.
- If students must be absent, they are responsible for finding out what was covered and assigned in class in order to be prepared for the next class period. Be aware of the strict attendance requirements for this course which are presented below.
- The eight hours of outside-of-class Aplia assignments must be completed by midnight Saturday of each week.

COURSE/INSTRUCTOR POLICIES**1. Computers**

- A. Students must get an Aplia account and spend at least 8 hours a week outside of class time completing Aplia Individual Study Path and other posted weekly Aplia assignments.
- B. Students must get and use a UTEP e-mail account. Students may contact the Help Desk at 747-5257 or 747-HELP for help with technical problems.

2. Attendance

- A. Regular attendance and active participation in NCBE are vital to success. Therefore, satisfactory attendance is a course requirement. Satisfactory and unsatisfactory attendance are defined as follows:
 - **Students are allowed only ONE absence** from this four-week class.
 - Students must be present in the classroom throughout the entire class period. Excessive tardiness or leaving the classroom early will be considered unsatisfactory attendance.
 - Students must come to class prepared to work and to turn in required assignments. In class, students are expected to be alert, attentive, and focused on the subject at hand. If a student's preparation is unsatisfactory, his/her attendance will be considered unsatisfactory.
- B. Any student who has more than **one** day of unsatisfactory attendance not excused by University policy will be dropped from or fail NCBE at the instructor's discretion.
- C. The official drop deadline, September 9, is the last day to drop the NCBE with an automatic W. Students who drop or are dropped from or who fail NCBE E021 will also be dropped from the 12-week ENGL 0312 course.

3. Scholastic Dishonesty [From the Handbook of Operating Procedures: Student Affairs]

- A. It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty. Any student who commits an act of scholastic dishonesty is subject to discipline.
- B. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

4. Student Conduct [From the Handbook of Operating Procedures: Student Affairs]

Each student is responsible for notice of and compliance with the provisions of the Regents Rules and Regulations, which are available for inspection electronically at <http://www.utsystem.edu/bor/rules.htm>.

5. Copyright and Fair Use

The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

6. Etiquette**A. Classroom Etiquette**

- Classroom computers are for NCBE E021 use only. No checking e-mail, updating Facebook, typing assignments for other courses, or surfing the web is allowed during class.
- No texting or other cell phone use is allowed during class.
- The printer may not be used after class has started without instructor approval. It can be difficult to hear in this room; the printer only makes it that much worse.
- No food or drinks are allowed in this classroom.
- Turn off cell phone ringers.
- Do not listen to iPods/MP3 players during class.
- No use of headphones or ear buds for listening to personal music is allowed in the classroom.
- When you are done using the computer, log off completely, exiting all programs to the blue "CTRL+ALT+DELETE" screen so that no one may access your information.
- Arrive on time for class in order to prevent class disruption.
- Do not talk when someone else is speaking.
- Clean up your area **before** you leave the classroom. Throw away trash and push in your chair.

B. Online “Netiquette”

- Always consider audience. Remember that members of the class and the instructor will be reading any postings.
- Respect and courtesy must be provided to classmates and instructors at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would state comfortably in a face-to-face situation.
- Blackboard is not a public Internet venue; all postings to it should be considered private and confidential. Whatever is posted on these online spaces is intended for classmates and professor only. Please, do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).

PLEASE NOTE: Students who are on scholarship, who are receiving financial aid, or who have been placed on academic probation must be aware of the requirements necessary to remain in good standing with respect to their particular situations. It is the student’s responsibility to satisfy the course requirements necessary to remain in good standing. The instructor will not make any special provisions.

DISABILITY STATEMENT

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If a student suspects that he/she has a disability and needs an accommodation, he/she should contact the Center for Accommodations and Support Services (CASS) at 747-5148 or <cass@utep.edu >. CASS is located in Room 106, Union East Building. Students are responsible for presenting to the instructor any CASS accommodation letters and instructions.

Technology and NCBE E021

This course uses technology. It is strongly recommended that students are comfortable using a computer and have access to the Internet from home or make arrangements to use computers on campus to complete the required hours online for this course.

If home access is not possible, arrangements can be made to use a computer regularly on campus in order to complete the work. The Developmental English and Math Computer Lab, located at Education 314A, is available for students to complete their Aplia assignments, check their e-mail, use the Internet, and/or consult with a tutor.

Developmental English Computer Lab Fall 2015 hours. (These will be posted in the classroom.)

Many other computer labs are available for student use on campus including the Education Technology Lab (Education Building, room 401), LACIT (Liberal Arts Center for Instructional Technology: Liberal Arts Building, room 405), and CLC (Collaborative Learning Center: Library, 2nd floor). Some of these labs hold weekend hours and are available during the evening, but schedules do vary. **Not having access to a computer will not be an excuse for incomplete or late assignments.**

Technology problems also are not an excuse for work that is late or missing. Students need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technology problems. Expect that at some time the network will be down, computers will go on the fritz, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

Instructions for Accessing Your Course Online:

Your instructor will use Blackboard as a supplement to this course. Students must have a UTEP e-mail ID and password before they can access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to the **Helpdesk at 747-5257**.

Some of the course content will be delivered via Blackboard. Students can access Blackboard by the steps outlined below:

- Go to <<http://www.my.utep.edu>>.
- Login is e-mail ID. Password is e-mail password.
- Click on the link to Blackboard.
- Once logged into Blackboard, all the courses a student is registered for are listed under the appropriate semester.
- Click on the course title to access the course.

Some of the materials on the Blackboard Shell may be in .pdf format. If you have trouble opening a file, you may need to download the most recent version of Adobe Reader, which will allow you to read files in .pdf format. To get Adobe Reader, go to <http://get.adobe.com/reader> and follow the directions for the download.

Aplia has the following system requirements (from Aplia website):

Platforms:

- Windows--XP, Vista, Windows 7;
- Macintosh--OS X versions 10.5 and later.

Browsers:

- Windows--IE 9.0 or later, the two most recent versions of Mozilla Firefox, the latest version of Google Chrome
- Macintosh—Safari 4.0 or later, two most recent versions of Mozilla Firefox, latest version of Google Chrome

Javascript: Aplia requires that users have Javascript enabled on their system to access the site. Additionally, “popups” must be allowed for access to full functionality of the site.

Cookies: Users must have cookies enabled to use the Aplia site.

Screen Resolution: The Aplia system is designed for a minimum screen resolution of 1024x768 (XGA). Lower resolutions may be used, but there will be significant amount of horizontal scrolling.

Flash Plug-In: Versions 10 and later of the Adobe Flash Player are required to access most Aplia content.

IMPORTANT DATES

August 24	First day of classes
August 26	Census Day
August 27 th	Last day to purchase Aplia
September 7	Labor Day – University Closed
September 9	Course Drop Deadline
September 16	Last Day of MW NCBE E021 class
September 17	Last Day of TR NCBE E021 class
September 23 - 30	Faculty will post grades

COURSE CALENDAR* (Provisional--subject to change to meet the needs of the class)

Week	<i>Fusion, Book One+</i>	Assignments	Exams
	<p><i>Students should refer to the <u>Fusion, Book One</u> textbook to help them complete their Aplia assignments.</i></p> <p><i>Use the textbook as a reference to further clarify concepts presented in the Aplia problem sets.</i></p> <p><i>The suggested reference chapters of the week will be posted in Aplia.</i></p>	<p><i>All weekly assignments will appear on Aplia or be given in class.</i></p>	<p><i>Exams will be posted on Aplia</i></p>
1 8-24/8-28		-Whole Class Aplia Assignments -Individualized Aplia assignments -Weekly Journal*	Diagnostic Assessment (Pretest)
2 8-31/9-4		-Whole Class Aplia Assignments -Individualized Aplia assignments -Weekly Journal*	
3 9-7/9-11		-Whole Class Aplia Assignments -Individualized Aplia assignments -Weekly Journal*	
4 9-14/9-18		-Whole Class Aplia Assignments -Individualized Aplia assignments -Weekly Journal*	Aplia Posttest

*Specific in and out-of-class non-Aplia assignments will be assigned daily or weekly by your instructor in class and on Blackboard. It is the student's responsibility to keep track of all assigned work, and to submit it on time in order to receive credit.

Student Contract

Please review this agreement; then sign it and return it to your instructor when you are requested to do so.

Initial each item to confirm that you understand the following.

_____ Failure to purchase the *Fusion, Book One*, and the Aplia package and to use it to create an account and take the initial assessment by Friday, August 28, will result in students being dropped from the course.

_____ Failure to work on Aplia the required weekly amount of time and complete the required assignments will result in your being dropped from the course.

_____ Failure to attend class will result in your being dropped from the course.

_____ Computers in the classroom are for NCBE E021 use only. Using computers for other reasons will result in an absence being counted against you.

_____ You must do your own work and may not allow others to work on your Aplia account. If you allow others to work on your account, you will be reported to the Dean of Students for disciplinary action.

_____ You acknowledge that your instructor will discuss with you your progress in class. If you do not want these discussions to take place in the classroom, you must inform your instructor.

_____ Failure to achieve an average of 70 percent or better in coursework will result in you receiving a U* in the course.

_____ Failure to earn a 70 percent or better on the Aplia posttest will result in you receiving a U* in the course.

Student Signature: _____

Date: _____