

**NCBE E021: Basic Reading and Writing****Course Policies and Syllabus  
Fall 2023**

Section No. \_\_\_\_\_ Days/Times \_\_\_\_\_ Location \_\_\_\_\_

Instructor \_\_\_\_\_ Office Phone \_\_\_\_\_

Office \_\_\_\_\_ E-mail \_\_\_\_\_

Office Hours\* \_\_\_\_\_

Developmental English Website: <https://www.utep.edu/developmentalenglish/>

Class Member \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Class Member \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

\*Students are strongly encouraged to make use of their instructors' office hours. These hours are set aside for instructors to work with students on a one-on-one basis and allow students to seek help on assignments or ask questions about the class.

**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 is designed to help prepare students for college-level reading and writing courses. By the end of the course, successful students will be able to:







1. Execute syllabi and assignment instructions;
2. Read actively and purposefully with the following reading strategies:
  - Pre-reading, skimming, and scanning to understand the basic elements of a text;
  - Making connections between and predictions about what the author discusses
  - Annotating a text
  - Summarizing, paraphrasing, and outlining a text
3. Read critically by identifying the author's purpose and tone;
4. Identify topics, main ideas, and important supporting details;
5. Build vocabulary based on context and root words;

6. Identify and utilize proper sentence grammar, including pronouns, verb tenses, and subject-verb agreement while avoiding run-ons and sentence fragments;
7. Identify and utilize proper punctuation, style, and mechanics, including capitalization, parallelism, and word choice.

**Students in this course must be willing to spend several hours per week engaged in assigned computer-based activities** outside of class time in order to complete the requirements for this course.

### **THE UTEP EDGE**

The **UTEP Edge** is our philosophy that acknowledges the many assets our students bring to the University. We provide a variety of high-impact experiences both in and out of the classroom through work of our faculty, staff, alumni, and community partners that build on these assets and talents. Many of assignments and discussions in this class will further develop the talents you bring to this class such as developing your

- communication skills ,
- critical thinking ,
- teamwork ,
- problem solving ,
- confidence , and
- social responsibility .

This course is part of your first-year experience . To learn more about the UTEP Edge, visit <https://www.utep.edu/edge/>.

### **REQUIRED TEXTS AND MATERIALS**

- UTEP email account
- *Achieve for Readers and Writers* access code for online activities and which includes the *Achieve* E-book. Please log in with your UTEP email. Your instructor will provide you with instructions for accessing your account, but for further reference, please see <https://bit.ly/achieve-enroll-utep>, or use the following QR code:



- Headphones/ear buds—Students need these to listen to portions of the online *Achieve for Readers and Writers* assignments while in the classroom lab or in another computer lab. **Our computers are not Bluetooth enabled, so headphones must be wired.**

**Students must begin working in *Achieve* the first day of class.** This is only a 4-week course and **every day counts!!!** *Achieve* comes with a 14-day free trial before you need to purchase full access to the software. Students can purchase the software either through the Macmillan Learning student store website (ISBN: 9781319218430) or buy a printed access card from the UTEP bookstore (ISBN: 9781319509842).

**Students will be dropped from this course if they are not registered in *Achieve* and have not completed all assignments by the assigned deadlines each week.**

Why? Because the course is a four-week preparatory course and the majority of the assignments and learning take place within the *Achieve* site.

Other Materials: Your instructor may require you to purchase additional supplies for the course.

Materials:

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**Note:** Students who do not have funds for their books, software (such as *Achieve*), and supplies during the first week can apply for an emergency book loan. For more information on emergency book loans, go to <https://loans.utep.edu/>.

### **COURSE GRADE**

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

To earn a passing grade (S\*) in NCBE E021, students must, by the end of the four-week term, have earned the following:

- an average of 90 percent completion of *Achieve* Study Plans.
- an average of 65 percent or better on the *Achieve* Final Tests.
- spend a minimum of 8 hours online weekly completing *Achieve* assignments.

- adhere to the attendance policy (listed below).
- complete all other homework assignments.

Students who do not have an average completion rate of 90 percent or better for the complete course will earn a U\* in NCBE E021 and will not be allowed to continue into (and will be dropped from) the 12-week ENGL 0312 course.

### **Deadlines**

- For this four-week course, the deadline for all *Achieve* Study Plans is Sunday, before midnight, each week.
- Students are expected to take responsibility for attending class. A student who is absent is responsible for finding out what was covered in class and assigned in class and is expected to complete all of these activities and assignments. *Achieve* and/or the course Blackboard site for this course will provide most of this information. *However, be sure to check with fellow students and the instructor for what you missed if you are absent.* Also, be aware of the strict attendance requirements for this course, which are presented below.

## **COURSE/INSTRUCTOR POLICIES**

### **1. Attendance**

- A. Regular attendance and active participation in this NCBE course 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 this NCBE course, at the instructor's discretion.
- C. The official drop deadline, September 14, is the last day to drop 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.
- D. Final exams will be proctored **in the presence of an instructor *only***. If you must miss an exam date, please consult the instructor as soon as possible to schedule a make-up exam.

<p><b><u>PLEASE NOTE:</u></b> 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 <u>student's responsibility</u> to satisfy the course requirements necessary to remain in good standing. The instructor will not make any special provisions.</p>
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**2. Computers**

- A. Students must get an *Achieve* account and spend at least 8 hours a week outside of class time completing the posted weekly *Achieve* assignments. Most successful students spend even more time.
- 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.

**4. Scholastic Dishonesty** [From the Handbook of Operating Procedures]**A. Faculty Responsibilities**

It is a violation of the Regents' Rules and Regulations for a faculty member to withdraw a student or to assign a grade such as an "F" or "zero" to an assignment, test, examination, or other course work as a sanction for admitted or suspected dishonesty in lieu of reporting the alleged violation to the Dean of Students. Such action is a disciplinary penalty that violates the student's right to due process and leaves the faculty member vulnerable to a student grievance petition, a civil lawsuit, and possible disciplinary action by the University. Similarly, students are prohibited from proposing an arrangement with a faculty member to receive any reduced grade in lieu of being reported to the Dean of Students for suspected scholastic dishonesty.

**B. Student Responsibilities**

Any student who commits an act of academic dishonesty is subject to discipline. Academic 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 without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

**5. Student Conduct** [From the Handbook of Operating Procedures]

All students are expected and required to obey federal, state, and local laws, to comply with the Regents' Rules and Regulations, with The University of Texas System and institutional rules and regulations, with directives issued by an administrative official of the U. T. System or The University of Texas at El Paso ("University" or "Institution") in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

**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

- Arrive on time for class in order to prevent class disruption.
- All cellphone use must be class related. Unless your instructor requires that you use your cell phone for a specific activity, it must be placed out of sight in your pocket or backpack.
- Do not talk when someone else is speaking or when individual work is taking place.
- Classroom computers are for NCBE E021 use only. No checking e-mail, updating Facebook, typing or printing assignments for other courses, or surfing the web will be allowed during class.
- The printer may not be used without instructor approval.
- No food is allowed in the classroom, but students may have a beverage in a container with a lid.
- Turn off cell phone ringers.
- Do not use headphones or ear buds for listening to personal music, podcasts, etc.
- When done using the computer, log off completely, exiting all programs.
- Clean up your area before you leave the classroom. Throw away trash and push in your chair.

### B. Online “Netiquette”

- Show respect and courtesy to classmates and instructors at all times. No harassment or inappropriate postings will be tolerated.
- 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. Students who wish to do so have the ethical obligation to first request the permission of the writer(s).

## 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. If students do not have access to the internet from home, they must make adequate time arrangements to use computers on campus or elsewhere to complete the many hours required online to complete this course satisfactorily.

When home access is not possible, students can use the computer labs on campus in order to complete the work for this course.

The Developmental English and Math Computer Lab, located at UGLC 327, is a small lab available for students to complete their *Achieve* assignments, check their e-mail, use the Internet, and/or consult with a tutor.

*Developmental English Computer Lab Fall 2023 hours*

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In addition, many other computer labs are available for student use on campus, including the Education Technology Lab (Education Building, 2<sup>nd</sup> floor), LACIT (Liberal Arts Center for Instructional Technology: Liberal Arts Building, room 405), and CLC (Collaborative Learning Center: Library, 2<sup>nd</sup> 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 not work, 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 may 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 may 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.

**IMPORTANT DATES**

August 28	First day of class
August 30	Census Day
September 4	Labor Day—University Closed
September 14	Drop Deadline

September 20-22	Final Tests
September 22	Last day of 4-week term
September 24	Average of 90% of all <i>Achieve</i> Study Plans Due
February 13	Start of <i>ENGL 0312</i> course for students who passed NCBE E021

### **COURSE CALENDAR**

See the **NCBE E021 Course Calendar** for information on weekly assignments.