NCBE E021: Basic Reading and Writing

Course Policies and Syllabus

Fall 2019

Section No.: Days/Times: Location: EDUC

Instructor: N. Shaffer Office Phone: 747-8955

Office: EDUC 215B E-mail: nshaf@utep.edu

Office Hours:

Developmental English Website: academics.utep.edu/developmentalenglish

Class Member:_____________________ Phone:_______________ E-mail:________________

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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. 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.

REQUIRED TEXTS AND MATERIALS

- **Cengage Mindtap** access code that includes *Fusion: Integrated Reading and Writing, Book 1* third edition, by Kemper et al. (E-book) bundled with *Cengage Mindtap* online activities access.
- UTEP email account. The code is available for purchase in the UTEP Bookstore. **NOTE: You must purchase it by the second week of class. You do have free access to begin your online activities requirements from the first day, however. You are expected to keep up and purchase the course code in a timely manner. It’s a short course. There is no time for delays!**

Other Materials:

- Spiral notebook for taking notes on concepts you learn and need to remember. Create four sections for notes: --Label them: Reading, Writing, Vocabulary, and Grammar. Use for this course only.
- Optional: Head phones/ear buds—Students may sometimes need these to listen to portions of the online *Mindtap* assignments while in the classroom lab or in another computer lab.
Remember: Students are expected to purchase their Cengage Mindtap 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 for Cengage Mindtap and/or have not completed all of the initial Mindtap assignments by the assigned deadlines.

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
- spend an adequate number of homework hours outside of class – probably up to eight hours—on homework assignments for this four-week course
- complete all Mindtap assignments by assigned due dates
- complete all other homework assignments by assigned due dates
- conform to the attendance policy for this course – only one absence is allowed for this four week course.

Students who do not have an average of 70 percent or better for the complete course will earn a U* in NCBE E021 and will not be allowed to continue (and will be dropped from) into the 12-week ENGL 0312 course.

Deadlines

- All Mindtap assignments must be completed by the assigned due dates
- Any non-Mindtap 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 not accepted, it will show as a permanent zero for that assignment.
- 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. Mindtap 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 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, at the instructor's discretion.

C. The official drop deadline 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.**

**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.

2. Computers

A. Students must plan on having regular access to computers to complete the many online elements of this course outside of the classroom. There are many computer labs on campus to facilitate this. Students who cannot complete the online coursework from a home computer are expected to arrange their time to spend those necessary hours in on-campus labs. If unsure of where they are you may see your Instructor for help in finding those labs.

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.

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
      • Arrive on time for class in order to prevent class disruption.
      • No texting or other cell phone use is allowed during class.
      • 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 or drinks are allowed in this classroom.
      • Turn off cell phone ringers.
      • Do not use of headphones or ear buds for listening to personal music.
      • When 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.
- Clean up your area before you leave the classroom. Throw away trash and push in your chair.

B. Online “Netiquette”

- Always consider audience when posting online. Remember that members of the class and the instructor will be reading any postings.
- Show respect and courtesy to classmates and instructors at all times. No harassment or inappropriate postings will be tolerated.
- When responding 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. 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 Education 314A, is a small lab available for students to complete their Mindtap assignments, check their e-mail, use the Internet, and/or consult with a tutor. Developmental English Computer Lab Fall 2016 hours. (These will be posted in the classroom.)

In addition, 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 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 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.

Mindtap has the following system requirements

**Operating Systems**

- Windows – Windows 7, 8, 8.1, 10
- Macintosh – OS X 10.12+
- Chrome – Chrome OS
- Mobile – Latest version of iOS or Android OS

**Browsers**

- Windows – Firefox (latest and next-to-latest version), Chrome (latest and next-to-latest version), Internet Explorer 11 (For Win 7 and 10 only; limited functionality may exist), Microsoft Edge 18+
- **Macintosh** – Firefox (latest and next-to-latest version, Chrome (latest and next-to-latest version), Safari 12+
- **Mobile** – Safari 12+, Firefox (latest and next-to-latest version, Chrome (latest and next-to-latest version)

**Plug-Ins and Browser Settings**

- First and third party cookies must be enabled within the browser.
- Popups must be enabled within the browser.
- Adobe Flash - While you can use MindTap without the Flash plugin, if possible, install the latest version of the Flash Player on your system.
- Java is no longer required for MindTap, however there may be some older legacy content that still requires this plugin.
  - Please Note: Beginning with version 45, Chrome no longer supports NPAPI plugins like Java or Silverlight. Users needing to run Java-based content in MindTap will be required to use an alternate browser.
- JavaScript must be enabled within the browser, which most browsers have installed and enabled by default.
- Adobe Reader is needed to print MindTap assignments and other content.

**Hardware Requirements**

- Minimum screen resolution of 1024 x 768.
- Intel® or AMD® CPU at 1.8GHz or better
- 1 GB of RAM

**Bandwidth Requirements**

- **Minimum** – 1Mbps Download
- **Recommended** – 5Mbps Download
- Users can test their connection speed by visiting the following link: [http://www.speedtest.net/index.php](http://www.speedtest.net/index.php)

(https://cengage.force.com/s/article/MindTap-System-Requirements)

**IMPORTANT DATES**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 26</td>
<td>First day of classes</td>
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<tr>
<td>September 2</td>
<td>Labor Day – University Closed</td>
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<tr>
<td>September 11</td>
<td>Census Day</td>
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<tr>
<td>September 18/19</td>
<td>Midterm grades due to the Registrar’s Office</td>
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<tr>
<td>September 18/19</td>
<td>Last classes for 4-week course</td>
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COURSE CALENDAR*  (Provisional--subject to change to meet the needs of the class)

<table>
<thead>
<tr>
<th>Week</th>
<th>Fusion, Book One+</th>
<th>Assignments</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Students should read and refer to the Fusion, Book One textbook to help them complete their Mindtap and other assignments given in class and in Blackboard. Use the textbook as a reference to further clarify concepts presented in the Mindtap problem sets. The suggested reference chapters of the week will be posted in Mindtap</td>
<td>All weekly Mindtap assignments will appear on Mindtap. Other assignments will be given in class or on Blackboard.*</td>
<td>70% or better will give you a passing grade for this course. If you do all of the work to the best of your ability you are likely to pass into the 12 week ENGL 0312.</td>
</tr>
<tr>
<td>1</td>
<td>-Weekly Mindtap online assignments -Daily assignments given or done in class and in Blackboard</td>
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<td></td>
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<tr>
<td>2</td>
<td>- Weekly Mindtap online assignments -Daily assignments given or done in class and in Blackboard</td>
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<td>3</td>
<td>Weekly Mindtap online assignments -Daily assignments given or done in class and in Blackboard *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>- Weekly Mindtap online assignments -Daily assignments given or done in class and in Blackboard</td>
<td>Mindtap Posttest</td>
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</tbody>
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*Specific in and out-of-class non-Mindtap assignments may 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.