



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Liberal Arts, Education, Professional & Public Services
- B. Discipline: English
- C. Course Number and Title: ENGL0010 College Composition I Lab
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 1
- F. Prerequisites: None
- Co-Requisites: ENGL 1010
- G. Last Course/Curriculum Revision Date: Summer 2025 Origin date: 08/19/2012
- H. Textbook(s) Title: Students will use the same books as are used in ENGL1010 English Composition I
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This supplementary lab is aimed at providing additional practice and consultation in writing effective, clearly organized essays. The lab provides a review of expository writing skills: paragraph and essay structure; sentence structure; and grammar, spelling, and mechanics to support the sophisticated patterns and variations in paragraphing, planning/writing/revision techniques that are emphasized in ENGL1010.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Identify and analyze the elements that affect the writing situation—purpose, audience needs, stance, style, and format/structure.	Exercises related to analyzing readings and student papers, middle to late in the term.
2. Demonstrate the relationship between critical thinking, reading, and writing techniques.	Discussion and exercises related to the readings assigned, middle to late in the term.
3. Demonstrate and use a flexible and recursive process for writing.	Exercises on thesis and topic sentence development, paragraph-to-paragraph coherence, and outlining, middle to late in the term.
4. Demonstrate and use collaborative techniques in the writing process.	Exercises on brainstorming, interviewing, and peer review techniques, middle to late in the term.
5. Demonstrate a knowledge of conventions—organization, format, grammar, citations, mechanics, style, syntax, and MLA citations.	Exercises on writing confidence and learning styles, and on-time draft essays for review and analysis, middle to late in the term.
6. Demonstrate an understanding of and use electronic technology in the research and writing process.	Exercises on searching techniques, selection of evidence, and incorporation of quoted material, middle to late in the term.

M. Recommended Grading Scale:

100-70 P Pass

0-69 F Fail

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College  
SYLLABUS ADDENDUM

Academic Division:	Liberal Arts	Discipline:	English
Course Coordinator:	Thomas Shields		
Course Number:	ENGL 0010.900	Course Title:	College Comp Lab
Semester / Session:	Fall 2025 / 16 week	Start / End Date:	08/11/2025-12/12/2025

**Instructor Information**

Name:	Shields	Credentials:	MA English
Phone Number:	567.274.3376	E-Mail Address:	<a href="mailto:tshields@ncstatecollege.edu">tshields@ncstatecollege.edu</a>
Office Location:	HS126	Office Hours:	MW 10:00 -12:00

**I. Topical Timeline / Course Calendar (Subject to Change):**

Weeks	Topics	Assignment	Due Date
1	Introductions/Orientation	Discussion board post, APA quiz	End of week
2	Rhetorical Analysis	Summary	End of week
3	Rhetorical Analysis	Article annotation	End of week
4	Rhetorical Analysis	Final Essay	End of week
5	Comparison/Evaluation	n/a	n/a
6	Perspectives	Perspectives assignment	End of week
7	Comparison/Evaluation	Peer editing	End of week
8	Comparison/Evaluation	Final draft	End of week
9	Synthesis	n/a	n/a
10	Synthesis	Annotated bibliography	End of Week
11	Synthesis	First draft	End of Week
12	Synthesis	Final draft	End of Week
13	Multimodal Project	n/a	n/a
14	Multimodal Project	Visual Analysis	End of Week
15	Multimodal Project	Project checklist	End of Week
16	Multimodal Project	Presentation	End of Week

**II. Grading and Testing Guidelines:**

The lab section is pass/fail.

**III. Examination Policy: n/a**

**IV. Class Attendance and Homework Make-Up Policy:**

1. Class attendance and participation is necessary to acquire the knowledge.
2. Participate in class. If you are in class for less than 90 percent of a class session, you will be counted as absent. Students MUST attend at least one of the first three classes AND complete the first week assignments before Friday of Week 2 of the term or you will be withdrawn for non-attendance. Absence for any reason is unexcused. However, incidents of documented hospitalization, death in the immediate family, or other life-threatening issue causing one to miss class will be dealt with on

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an individual basis. If you have work, childcare, or life issues which interfere with your attendance and/or work in this class, please reconsider your schedule and have back up plans for your personal life. For each of the 3 credit hours of this class, you should anticipate 2-4 hours of work outside the class – for asynchronous this means 3 hours independent study, plus 9-12 hours per week outside of class.

3. Participating will help you meet the expectations of the major and minor course assignments. Participation is more than merely showing up – even in a hybrid or asynchronous class. You are expected to take an active part in your own learning experience. Likewise, participation in an asynchronous course should include weekly discussions via email with your instructor about your critical thinking, critical reading, and critical writing progress, in addition to keeping up with the assignments. We will use many hybrid tools via Canvas, but merely being able to turn in an assignment does not ensure you have approached it correctly and successfully learned the lesson. Participation also offers you a chance to ask questions and truly understand all that you are meant to do in each specific assignment.

4. Tutoring is required in this course and earns points. In every English 1010 and 1030 class, a writing coach from the Fallarius Writing coaching Center is embedded to help during writing sessions in class. They are knowledgeable, helpful, and experienced in working with me and my classes. Additionally, the Tutoring Center has regular online hours during each term, which will be explained by the writing coach in the first week of class. Tutoring has earned a negative reputation in America. Our educational system through secondary level stigmatizes tutoring and writing coaching as ONLY helpful for remediation. This is not the case worldwide. A writing coach is highly respected and required in other educational systems. The tutor or writing coach should be viewed as someone to bounce ideas with and who can make suggestions to push you through writer's block or other writing issue. This is far from remediation. Writing coaches are an active part of the invention and writing process as a whole. Please use them as such. However, if you do have writing issues requiring remediation, the writing coaches can address those issues as well. Writing coaching may be assigned depending on critical thinking, critical reading, and academic writing needs. Each writing coaching session does count as participation whether writing coaching is online or in person at NCSC Tutoring Center.

5. Commit to an ongoing process of exploration, discovery and improvement in your own writing without over-relying on a writing coach, instructor, or someone else. Participation is especially necessary during draft and editing sessions. If you are struggling to create the draft, the worst choice for your progress is to not come to class, office hours, and/or miss your writing conference. How can your instructor and writing coach help you if you are not in class to ask questions and find help? Multiple studies of college student success practices show that students who miss one or more weeks of work in class over the course of the semester generally find that their final course grade suffers tremendously. Naturally, if you have a standard meeting time or even for writing conferences BE ON TIME and PARTICIPATE – get involved in the discussions about writing and about the readings. Also, watch the Vlogs and videos posted in Canvas. You will earn attendance and participation points if you are present and participating in the class activities. To do otherwise sends the message that you don't respect the instructor, your fellow students, or the job of being in college ... and will be acknowledged in the "participation" portion of your course grade.

6. Online classroom etiquette Mute the microphone when not speaking. Video may be off when not speaking but as a courtesy to classmates turn the video on when speaking. Be aware of delays and try not to talk over each other. In my class, ask questions throughout the discussion, unless I tell you otherwise. Additionally, sadly I need a policy for this, please always be appropriately clothed for public viewing (casual is fine, but no PJs or similar) in a setting appropriate for learning (not in bed) and preferably be alone. Children, family, and pets interrupting you while you are in the hybrid class session. This is often unavoidable. Mute your mic (and camera) and deal with the issue in a calm way and return to class as soon as possible. If necessary, leave the session and return later. Text me or the embedded writing coach if there is a more major issue which will hinder you from returning to class, such as a child is injured requiring first aide or similar incident.

7. Photographing and Recording Photographing or recording any part of class work, lecture, etc. is strictly prohibited by students unless specifically requested via NCSC Specialized Services for adaptive learning requirement. However, if you ask first, I do permit recording of Writing Conferences so you can refer to the discussion as you revise. I do record each class session and post it on Canvas for students to revisit since we cover so much in a single class each week. However, this is not meant as permission to miss class for those in the hybrid class. Additionally, posting any part of class work, lecture, etc. on social media or any other internet or organization site is likewise strictly prohibited in the spirit of FERPA privacy laws.

8. WiFi Issues Similarly, if your WiFi or something else drops the signal or otherwise "boots you off," please text me or our writing coach, and try to return at least 3 times. If you are "booted off," three times, then stay off and watch the recording of class when it posts the next morning. Also, clear the cache in your internet browser before attempting to come to class which will eliminate some issues with getting "booted off" the internet.

9. Weather-related class attendance issues:

10. Hybrid Class: If the college is officially closed, then the hybrid session will be rescheduled and recorded. However, we may not be closed but may have issues like a thunderstorm knocking out the WiFi or a power outage. In those instances, a text to inform either the instructor or writing coach is helpful, followed by a scheduled conversation with the same as soon as possible to understand all that you've missed for class. Similarly, if your WiFi or something else drops the signal or

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otherwise boots you off, please text me or our embedded writing coach, and try to return at least 3 times. If you are booted off, three times, then stay off and watch the vlog

11. Classroom Safety Issues (NCSC recommended safety practices)

12. Threatening situation in class In the event that there is a situation involving a violent intruder or threatening situation, we need to be aware of some things that we can do to protect ourselves. If something is dangerous is happening to a student during our hybrid class section, or writing conference, the recording will continue to run to document the incident for NCSC incident reporting purposes (as required by NCSC classroom policy). If the incident is a life or property danger, 911 will be called and appropriate follow up measures will be taken (closing class early, recording for incident reports, etc.).

## V. Classroom Expectations:

### Growth Mindset

Do you ever wonder why some students seem to not progress in their learning while other make amazing progress? Some students arrive in college with a fixed mindset while others have a growth mindset. A fixed mindset limits one's ability to see success and move toward it. A growth mindset opens one's vision and one's mind to use everything one knows, experiences, and learns to progress and reach their potential.

Specifically, in this English course, we will be employing some growth mindset tools and some mindfulness focusing exercises. These will help us transition from the learning to write frame of a writing course and progressing to a writing learn understanding of college composition. This requires levels of critical thinking that we've perhaps never tried. All the exercises and activities help us create a set of tools for use in writing in any course in college, as well as any career position after college.

Respect your classmates and instructor.

Some basic rules, include not interrupting or talking over anyone speaking to the entire class, having microphones muted when not speaking to avoid feedback, and eliminate distractions like chewing in the mic, dogs barking, screaming children, etc. Questions on topic, naturally, are acceptable.

More importantly, classroom content and writing discussions require sincere respect and tolerance of ideas, concepts, beliefs, which may be very different from your own. Importantly, we must share a safe place to explore new and varied ideas within this class and course. The most challenging activity for this is our peer edits/reviews. Simply because you do not agree with the content of an essay does not mean that essay does not have strong merit in the overall continuing conversation on the topic in academia.

Peer edits/reviews, like grading from an instructor, look at the successful or unsuccessful use of rhetorical tools and writing to effectively discuss an aspect of a topic. Whether a peer editor or instructor is persuaded to change one's position is NOT the goal; effective writing is the goal.

### Communication

All communication with the instructor MUST include the student name, Course, and Section. The preferred method of communication is email to phenney@ncstatecollege.edu. Email in a professional or academic situation requires a specific format including a greeting, the body of the email in paragraphs, and a signatory note in the initial email and initial response. Subsequent responses in the same email thread do not require the formalities. Emailing, texting, and calling are acceptable between 9 a.m. and 8 p.m. I should respond within the hour of a communication, but responses may take up to 24 hours. Communication after 8 p.m. usually will not be answered until the next morning.