



North Central State College

MASTER SYLLABUS

2026-2027

- 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, MFA, MA
- 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:	Lab for Basic Composition I
Semester / Session:	Fall 2026 / Session A	Start / End Date:	08/17/2026 thru 10/09/2026

Instructor Information

Name:	Pamela Henney	Credentials:	B.S. English Education, M.A. Rhetoric & Composition, 18 hours at Masters level Literature
Phone Number:	567-876-1115	E-Mail Address:	phenney@ncstatecollege.edu
Office Location:	135H Fallarius	Office Hours:	TR 1- 3 p.m. in person or online @ Henney Office Hour Link , W 1-3 p.m. online ONLY @ Henney Office Hour Link or by appointment

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

Weeks	Topics	Assignment	Due Date
1	Arguments and Proposals	Critical Thinking Assessment Writing Experiences Prep for Essay 1	Aug. 22
2	Analysis and Outlining Arguments	Rhetorical Analysis Exercise Word Choices Exercise Start Vocabulary Log Review Essay 1	Aug. 29
3	Drafting and Conferences	Vocabulary Log Editing Log Prep for Essay 2	Sept. 5
4	Peer Editing and Revision	Checkpoint Exercise Review of Essay 2 Editing Exercises	Sept. 12
5	Primary and Secondary Research Concerns, Institutional Review Board requirements, and Source Issues	Vocabulary Log Editing Log Prep for Essay 3	Sept. 19
6	Note taking Approaches and Annotated Bibliographies	Vocabulary Log Editing Log Review of Essay 3	Sept. 26
7	Drafting and Conferences	Prep of Multimodal Assignment Work on Revisions	Oct. 3
8	Peer Editing and Revision	Revisions of Essay 1, Essay 2, and Essay 3 Multimodal Project	Oct. 7

II. Grading and Testing Guidelines:

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Semester / Session: Fall A 2026

Course Title: Lab for ENGL 1010
Start / End Date: 08/17/2026 – 10/09/2026

Final Grade Calculation

Activity	Qty	Points	Percentage
Lab Exercises 50% Vocabulary Building Exercises Vocabulary Logs Editing/Writing Logs Critical Thinking Exercises Writing Exercises	10-15	5-10 pts. each	Lab Exercises 50%
Essay/Writing Progress 50% Writing Conferences 4 required (concurrent to ENGL 1010) Tutoring Conferences 8 required (concurrent to ENGL 1010) Revisions of 3 Major Essays in ENGL 1010 (scores for ENGL 1010 recorded here too) Revision of Required Exercises in ENGL 1010 (scores for ENGL 1010 recorded here too) Multimodal Project Preparation for ENGL1010 (score for ENGL 1010 recorded here too)	16-18 total	5-10 pts. Each 100 each Revision	Writing/Presentation Progress 50%

1. **Topic description #1**
 - a. Academic Reading
 - b. Summarizing Academic Readings
 - c. Rhetorical Analysis of Academic Readings
 - d. Developing and Using Varied Writing Processes
2. **Topic description #2**
 - a. Understanding Varied Perspectives
 - b. Understanding Varied Essay Structures/Genres
 - c. Developing One's Own Writing Voice
 - d. Developing and Using Varied Writing Processes
3. **Topic description #3**
 - a. Understanding Academic Research (beginning)
 - b. Credible Use of Sourcing
 - c. Understanding Basic Argument
 - d. Developing One's Own Writing Voice
 - e. Developing and Using Varied Writing Processes
4. **Topic description #4**
 - a. Reviewing Visual Analysis
 - b. Understanding Digital, Visual, or Multimodal Essays
 - c. Developing One's Own Writing Voice
 - d. Developing and Using Varied Writing Processes
 - e. Revising Essays

III. Examination Policy:

- No exams for this course other than the four major assignments noted in section 2 above..

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

Attendance and Participation

Regular attendance and participation are essential for success in this course. Class activities are designed to help you develop critical reading, research, writing, and revision skills, as well as explore a variety of writing genres and formats. Students are expected to:

- Complete assigned readings and coursework.
- Actively participate in discussions, workshops, peer reviews, and other learning activities.
- Apply course concepts and writing strategies to their work.
- Do your own work.
 - NCSC [Academic Integrity](#)
 - NCSC [Plagiarism](#)
 - NCSC ENGLISH DEPARTMENT [AI Usage](#)
 - NCSC [Academic Honesty/Dishonesty](#)

First-Week Requirement

To remain enrolled in the course, you must complete the required first-week assignments (Critical Thinking and Writing Exercise) by the Monday of Week 2. Students who do not meet this requirement may be withdrawn for non-attendance.

Absences

All absences are generally considered unexcused. Exceptions may be made for documented emergencies, such as hospitalization, a death in the immediate family, or other serious circumstances. These situations will be handled individually.

Because this course requires a significant time commitment, students should plan ahead for work, family, and personal responsibilities. For a 3-credit-hour course, expect to spend approximately 9–12 hours per week completing coursework outside of class.

Required Conferences and Tutoring

For each major essay, students are required to:

- Meet with the instructor for an individual writing conference.
- Meet with the embedded writing coach/tutor for a tutoring session.

These conferences are part of the course requirements and earn participation points.

Participation in an Online or Hybrid Course

Participation involves more than simply submitting assignments. Students are expected to:

- Engage actively with course materials.
- Communicate with the instructor as needed.
- Participate in discussions and other learning activities.
- Ask questions and seek clarification when necessary.

Regular participation helps ensure you understand assignment expectations and develop stronger writing skills.

Late Assignment Policy

Submit all assignments by the deadline listed in Canvas and on the assignment instructions. Once the submission window closes, a penalty of up to **10% per calendar day** may be deducted from the assignment grade.

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Assignments more than **two weeks late** will not be accepted unless there is a documented emergency or death in the immediate family.

Grace Period:

Most assignments include a submission window that remains open beyond the listed deadline.

Late penalties do not apply until the grace period ends and the submission window closes.
Therefore, pay close attention to the **"Available Until"** date and time in Canvas.

Extensions:

Extensions may be requested before an assignment is due. Extensions are typically granted only to students who have been actively working with the instructor or writing coach.

Do Not Email Assignments:

Do not email assignments after the Canvas submission window has closed unless you have received prior instructor approval. Unauthorized emailed assignments will not be graded.

Preparatory Assignments

Preparatory work is an important part of the writing process and may include:

- Discussions
- Notes and research activities
- Annotated bibliographies
- Analyses and proposals
- Drafts
- Peer reviews
- Reflections

Many of these assignments must be completed on time because they support later course activities. Some assignments, such as quizzes, in-class writings, discussions, and reflections, cannot be made up after the class activity has occurred. Students with documented emergencies will be offered alternative arrangements when possible.

Tutoring Requirement

Tutoring is a required part of this course and earns participation points. The embedded writing coach and the Tutoring/Writing Center are available to help you:

- Develop ideas
- Strengthen drafts
- Overcome writer's block
- Improve critical reading, thinking, and writing skills

Writing coaching is not just for students who are struggling; it is a valuable resource for all writers. Each tutoring session, whether completed online or in person, counts toward your participation grade.

V. Classroom Expectations:

Engage in the Writing Process

Writing is a skill that improves through practice, revision, and reflection. You are expected to take ownership of your learning and actively participate in all stages of the writing process.

- Attend class, writing conferences, and tutoring sessions.
- Complete drafts, revisions, and editing activities.

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- Ask questions when you need help.
- Watch assigned videos and review course materials in Canvas. Students who consistently participate and seek support are more likely to succeed in the course.

Adopt a Growth Mindset

This course is designed to help you grow as a reader, thinker, and writer. Be open to feedback, new ideas, and challenges. Mistakes are part of the learning process, and improvement is expected throughout the semester. The skills you develop in this course will support your success in college, your career, and lifelong learning.

Respect Others

A respectful classroom is essential for learning.

Students are expected to:

- Listen attentively when others are speaking.
- Avoid interrupting or talking over classmates and the instructor.
- Respect viewpoints that may differ from their own.
- Provide constructive and professional feedback during peer reviews.

When reviewing a classmate's work, focus on the effectiveness of the writing rather than whether you agree with the writer's opinions.

Communication

When contacting the instructor, include:

- Your name
- Course number
- Section number

Email is the preferred method of communication. Use professional and respectful language in all emails and messages. Communication is generally welcome between **9:00 a.m. and 8:00 p.m.** Responses are typically provided within 24 hours.

Online Classroom Etiquette

For online or hybrid meetings:

- Mute your microphone when not speaking.
- Turn on your camera when speaking, if possible.
- Be respectful and avoid talking over others.
- Ask questions and participate in discussions.
- Attend class from an appropriate learning environment and wear attire suitable for a college classroom.

If family members, pets, or other interruptions occur, mute your microphone and camera if needed, address the situation, and return to class as soon as possible.

Recording and Privacy

Students may not photograph, record, or share class sessions, course materials, conferences, or tutoring sessions without instructor approval or approved accommodations.

Recording of individual writing conferences may be permitted with prior instructor approval. Any sharing or posting of conference recordings or course-related materials is strictly prohibited.

Technology Issues

If you lose internet access or are disconnected during class:

1. Notify the instructor or writing coach as soon as possible.
2. Attempt to reconnect several times.

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3. If you cannot return, review any posted recordings or materials and contact the instructor for guidance.

Weather and Emergencies

If the college closes because of weather or other emergencies, follow any instructions provided by the college and instructor regarding class meetings, conferences, or assignment deadlines.

If an emergency prevents you from attending class or completing course requirements, notify the instructor as soon as possible.

Classroom Safety

The safety and well-being of all students is a priority. If a serious safety concern or emergency occurs during a class session or conference, college emergency procedures will be followed and appropriate authorities may be contacted when necessary.