



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, 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: Dr. Steven Haynes
Course Number: ENGL0010 **Course Title:** English Composition I
Semester / Session: Fall 202x / Session B **Start / End Date:** 03/16/2026- 05/10/2026

Instructor Information

Name: Charmae Cottom **Email address:** ccottom@ncstatecollege.edu
Phone Number: 440.263.9131 **Office Hours:** Available by text before 9pm

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

Weeks	Topics	Assignment	Due Date
1	Foundations of Academic Writing	Academic Paragraph Writing	March 22
2	Punctuation & Comma Review	Punctuation and Comma	March 29
3	Introduction to APA format	Formal Writing and APA	April 5
4	Research Skills and Annotated Bibliography	Practice citations	April 12
5	Rhetorical Analysis	Identify the author, purpose, and intended audience	April 19
6	Argumentative Essay	Counter Argument Writing	April 26
7	Research and Synthesis	How to merge your sources	May 3
8	MultiModel Presentation	Synthesis Skills	May 10

II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Qty	Points	Percentage
Classwork	16	320	50%
Homework	16	320	50%

Topic Description #1 – Academic Writing Foundations and Grammar

- a. Students will be introduced to the principles of academic writing, including sentence structure, paragraph development, and clarity.
- b. We will Review essential grammar skills with emphasis on punctuation, comma usage, and common writing errors.
- We will strengthen students’ ability to produce clear, organized, and grammatically correct academic writing.

Topic Description #2 – Research and Academic Citation

- a. Develop research skills, including locating credible academic sources and evaluating their reliability.
- b. Practice using APA format for in-text citations, references, and formatting academic papers.
- Create an annotated bibliography that summarizes and evaluates scholarly sources.

Topic Description #3 – Critical Analysis and Academic Argument

- a. Analyze rhetorical strategies used in texts and evaluate how authors persuade their audiences.
- b. Develop argumentative writing that incorporates research, evidence, and synthesis of multiple sources.
- Present ideas through a multimodal project that combines written analysis with visual or digital elements

III. Examination Policy:

The reasons for which a student will be excused from taking an examination are:

- a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family (doctor's excuse required)
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2. A student who misses an examination for any reason is responsible for:

- a. Contacting me as soon as possible to explain the absence.
 - b. Providing appropriate documentation when required.
 - Scheduling and completing the make-up examination.
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3. No makeup opportunity will be given for absences of unscheduled quizzes.

- a. Unscheduled quizzes are intended to encourage regular attendance and preparation.
 - b. Students who are absent on the day of an unscheduled quiz will receive a zero.
 - Exceptions may only be considered for documented emergencies approved by the instructor.
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IV. Class Attendance and Homework Make-Up Policy

1. Class attendance is necessary to acquire the knowledge required to:

- a. Participate meaningfully in class discussions, activities, and group work.
 - b. Understand course material, assignments, and expectations.
 - Develop critical thinking and writing skills through regular engagement with course content.
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2. Students are responsible for:

- a. Obtaining notes, assignments, and announcements missed during an absence.
 - b. Submitting homework by the assigned due date whenever possible.
 - Communicating with the instructor regarding missed work and arranging make-up assignments when appropriate.
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V. Classroom Expectations

1. Respectful and Professional Behavior

- a. Treat classmates and the instructor with respect during discussions and activities.
 - b. Listen actively and allow others the opportunity to share their ideas.
 - Maintain a positive and inclusive learning environment.
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2. Preparation and Participation

- a. Come to class prepared by completing assigned readings and homework.
 - b. Participate in discussions, group work, and in-class activities.
 - Contribute thoughtful ideas and questions related to the course topics.
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3. Academic Integrity

- a. Submit original work and properly cite all sources used in assignments.
- b. Avoid plagiarism, cheating, or unauthorized use of outside materials.
- Follow institutional policies regarding academic honesty and ethical scholarship.

ENGL 0010 – Composition Lab

8-Week Writing Support Course

Meeting Days: Monday & Wednesday

Course Format: Writing Lab supporting Composition coursework

Course Description

ENGL 0010 is a writing lab designed to support students enrolled in first-year composition courses. The lab focuses on strengthening foundational writing skills including grammar, punctuation, academic formatting, research strategies, and essay development. Students will practice these skills through guided classwork and homework assignments aligned with major essays in their composition course.

- Monday Classwork
- Monday Homework
- Wednesday Classwork
- Wednesday Homework

Each assignment is worth **20 points**.

Total possible points per week: **80 points**

Week 1 – Foundations of Academic Writing

Focus:

- Academic writing expectations
- Sentence structure
- Paragraph organization
- Topic sentences

Week 2 – Punctuation and Comma Review

Focus:

- Comma rules
- Independent vs dependent clauses
- Semicolons and colons

Week 3 – Introduction to APA Format Focus:

- APA formatting
- Title page
- Reference page
- In-text citations

Week 4 – Research Skills & Annotated Bibliography

Focus:

- Scholarly vs popular sources
- Evaluating sources
- Annotated bibliography

Week 5 – Paper 1 Support: Rhetorical Analysis

Focus:

- Rhetorical strategies
- Ethos, pathos, logos
- Evidence integration

Week 6 – Paper 2 Support: Argument Essay

Focus:

- Thesis development
- Claims and evidence
- Counterarguments

Week 7 – Paper Support: Research Essay

Focus:

- Research integration
- Paraphrasing and quoting
- Avoiding plagiarism

Week 8 – Final Paper Support & Course Reflection

Focus:

- Final research essay support
- Editing and revision strategies
- APA formatting review
- Reflection on writing growth