

	CRN:
	Hours: Lecture - online, Credits 4
	Term: Fall 2024
	Faculty: Heather Strine, BA, M.Ed.
	Faculty Availability: Online only.
	Email: hstrine@ccsnh.edu PLEASE USE CANVAS MAIL
	Phone: 603-545-7428

	Page
Syllabus Table of Contents	
Course Description	1
Acquired Skills:	Learning Outcomes
2Acquired Knowledge:	
Course Materials and Resources	2
Textbooks, Required:	
Resources, Suggested:	
Canvas Orientation	2
Available Technical Support	
Assessment of Learning	3-6
Grading Criteria and Grade Calculation	
Assignments/Assessments	
Course Notices	7
Faculty Email Response Time	7
Posting of Grades	7
Attendance Policy	7
Late Assignment Policy	7
Academic Affairs Notice	7

Course Description

Required of all freshmen and designed to teach students clear, vigorous prose. An individualized approach emphasizing the composing process is used.

Learning Outcomes

[Educated Person Statement of Philosophy](#)

Upon completion of this course, students will be able to:

Upon successful completion of the course you will be able to do the following:

1. Produce a readable document with sentence variation, precise diction, and coherence;
2. Determine your point of view, purpose, or main idea;
3. Prewrite, revise, and edit competently your written communications;
4. Use a variety of strategies to support a point of view, purpose, or main idea in an essay directed to an audience;
5. Express yourself comfortably through regular journal writing; and
6. Research, document, and write a narrowly focused and carefully MLA cited six page research paper.


Course Materials and Resources

Strunk and White's *Elements of Style*, 4th ed.

Canvas Orientation

If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#). This orientation offers the opportunity to familiarize you with navigating and using Canvas.

Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the  help button on the bottom-right side of every page in Canvas.

Assessment of Learning

Peer Review:

There is a peer review for each paper you will write this semester, except the narrative. You must submit the rough drafts of your papers to their respective peer review section when

noted on the syllabus. Failure to submit a paper to peer review will result in 10 points being deducted from your final grade for that paper.

Papers:

The Narrative, Argumentative, and Analysis papers must be a minimum of 3 *full* pages with a max of 6, 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. Please use the template provided.

The Narrative paper does not have a rough draft or a graded peer review. I'm asked to have one paper with only one draft each semester, and the best choice is the narrative. Please make sure to carefully follow its lecture and checklist.

The research paper is a minimum of 5 *full* pages with a max of 8. 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. Please use the template provided.

Journals:

They may not be more than a page long, due to their purpose. 12 pt font (Times New Roman), double-spaced, and in Docx or PDF form. Please use the template provided.

ALL WORK MUST BE SAVED AS DOCX or PDF. I cannot open other programs, and your work will receive a zero. On that same note, do not share links to your work. It must be uploaded to Canvas as a full document. I have provided the template in an effort to avoid this issue.

What should the Journals be about?

I always say that in order to write well, one must write often. The journals are my way of making you write on weeks papers aren't due. The more one writes, the better he/she gets; practice may not make you perfect, but it will definitely make you better!! You can be serious, you can be silly, you can use a journal to tell me about a problem you're having (in the past, that has actually been the most popular use), you can tell me about an experience, you can tell me ANYTHING.

Given that, **please do not turn in journals sooner than the week they are due.** The purpose is to work on your grammar, so that is what I look at; though, I very much enjoy the read, too. You will get better at grammar as the course moves on, so writing ahead with grammar being the focus isn't wise. Take time to note my corrections, and then refer to Strunk and White or my grammar lectures to deduce why I noted you needed a change. It takes time, which is why these are limited to a full page (spill over just a tiny bit onto a second to be sure you have the full page, or you will lose points.)

Category	% of Final Course Grade
Papers	50
Journals	10
Exercises	15
Peer Review Discussions	10
Grammar Quiz	10
Final exam	5
Total	100%

Grading Schema	
A	94-100
A-	90-93

B+	97-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-86
D-	60-60
F	59 and below. Defaults to Zero.

COURSE SCHEDULE

This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students and assessment methods that will be used. All information is subject to change at any time. I've assigned goals by week, but these weeks are often subject to change. Thus, you will see only two weeks worth of "due dates" in Canvas at a time. I do, however, post weekly announcements of what's due each Sunday. What I say in an announcement always wins over what is posted below.

Work Schedule: All work is due by NOON on Sundays of the week posted. I DO NOT ACCEPT LATE WORK, and there is only one attempt on each assignment.

Weeks as decided on 06/18/2024

Week One: Work due Sept.1

Read lecture on Intros and Conclusions

Review transition sentence lecture

Review sentence fragment lecture

Transition sentence exercise due

Exercise One Due

Week Two: Work due Sept. 8

Read grammar lecture: commas, long dashes, and parenthetical expressions

Read lecture and checklist for narrative papers.

Listen to narrative audio lecture.

Read lecture on dialogue

Journal One Due

Exercise Two due

Week Three: Work due Sept. 15

Read grammar lecture: colons and semicolons, participle phrases

Exercise Three due

Narrative due **(Remember this is the only draft of this paper.)**

Week Four: Work due Sept. 22

Read Grammar lecture: passive voice/active voice, possessives vs. plural, pronouns, plural pronouns and matching to antecedents

Exercise Four due

Exercise Six due

Week Five: Work due Sept. 29

Read Thesis sentence checklist/lecture

Journal Two Due

Exercise Five due

Week Six: Work due Oct. 6

A Time To Kill MUST OR To Kill A Mockingbird be watched THIS WEEK!! It is what your Argumentative paper will be based on. You won't be able to write your paper if you haven't watched one of these two movies.

Read lectures on argumentative papers and sample papers

Listen to argumentative audio lecture.

Journal Three due

Argumentative Exercise due

Week Seven: Work due Oct. 13

Read Research Paper Guidelines and lecture

Correct all Errors exercise due

Journal Four due

Week Eight: Work due Oct. 20:

Reread Argumentative Lectures and sample papers

Submit Argumentative RDs to Argumentative Peer Review and review an argumentative paper.

Argumentative rough draft due to me

Week Nine: Work due Oct. 27

Reread Research Paper Guidelines and lecture

Listen to research audio lecture.

Start researching for your research paper

Journal Five due

Grammar Quiz due

Week 10: Work due Nov. 3

Continue working on your research paper.

Argumentative Peer Review due

Argumentative Final Draft due to me

Week 11: Work due Nov. 10

Read lecture on Analysis papers

Listen to analysis audio lecture.

Submit Analysis rough draft to Analysis Peer Review

Analysis rough draft due to me

Week 12: Work due Nov. 17

Continue working on your research paper

Analysis Peer Review due

Analysis final draft due to me

Week 13: Work due Nov. 24

Submit Research paper rough draft to Research Peer Review

Research paper rough draft due to me

Week 14: Work due Dec. 1

Research Peer Review due

Research paper final draft due to me

Week 15: Work due Dec. 8

Writing Quiz due.

It is timed, and you will not be able to save it and return to it, so devote 3 hours to it alone. It MUST be COMPLETE BEFORE NOON. The link will close, and your incomplete quiz will submit automatically.

Course Notices

I will respond to correspondence within 24 hours during the week and 48 hours on the weekend. **Please use the inbox on Canvas for all written communication. That said, please check your student email regularly.** You access it using the same username and password you do Canvas: youruserid@students.ccsnh.edu.

Late Assignment Policy: I will not accept late work. Delaying your work until the last moment and then experiencing a problem may cause a submission deadline to be missed. Avoid that by starting your projects early. You will do a better job when you have plenty of time, and the unexpected crisis won't ruin your good intentions. Procrastination is unacceptable—particularly at college level—and won't be rewarded. I am exceptionally firm on this. Links to submit work close at noon on Sundays, and once the link closes, so does your opportunity to complete the assignment.

Posting of Grades: On weeks Journals are due, I will have all comments and corrections to you no later than Wednesday evening after the Sunday they are due. For weekends where papers are due, I will need the full week to complete grading. Please be patient, as I'm teaching 75 of you, and grading takes time.

Attendance Policy: Weekly attendance mandatory. **If you fail to turn in homework two weeks in a row, you will be dropped from the course. This shows up as an Administrative Failure on transcripts. Do not make this course an afterthought.**

NHTI ACADEMIC AFFAIRS NOTICES

For inclusion with all course syllabi

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's website at <https://www.nhti.edu/current-students/academic-policies/>.

Course Drop/Withdrawal and Refund

A full-semester course must be dropped by notifying the Registrar's Office or the Academic Advising Center prior to the end of the 14th calendar day of the semester to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a Add/Drop Form to the Registrar's Office or Advising Center, but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a failing grade. Officially dropping a course prior to the completion of 60% of its scheduled duration will result in a grade of W. After that time, a grade of WP or WF will be issued depending on the student's standing at the time of the drop.

Dates are prorated for courses offered in an alternative format; contact the Registrar's Office or Advising Center for details. Classes that run for less than the full semester have 7 calendar days from the start of the alternative semester to drop with a full refund. [See the policy](#). Dates for the Spring 2024 full semester are:

Full Semester Courses: 8/26/2024 – 12/14/2024

Last day to drop with a full refund for full semester courses	9/9/2024
---	----------

Last day to withdraw with a grade of W from full semester courses	10/31/2024
---	------------

First-Half Semester Courses: 8/26/2024 – 10/19/2024

Last day to drop with a full refund for first-half semester courses	9/3/2024
---	----------

Last day to withdraw with a grade of W from first-half semester courses	9/27/2024
---	-----------

Second-Half Semester Courses: 10/21/2024 – 12/14/2024

Last day to drop with a full refund for second-half semester courses	10/28/2024
--	------------

Last day to withdraw with a grade of W from second-half semester courses	11/22/2024
--	------------

Classroom Etiquette

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior may compromise the learning and performance of all students. Such inappropriate behaviors include but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones; computers (other than for legitimate academic use); music devices; and use of derogatory or vulgar language. All students are expected to abide by the [Student Code of Conduct](#) as published in the [Student Handbook](#) and are subject to sanctions as described therein for any violations.

Classroom Safety and Emergency Protocols

NHTI values the safety of its community members and guests. The [NHTI Campus Safety Department](#) encourages the reporting of all crimes, conduct concerns, or suspicious activity to the NHTI Campus Safety Department Monday-Friday from 8 a.m.-4 p.m. at 603-230-4042, and after hours and on weekends on the Emergency Line at 603-224-3287. You may [report non-emergency information](#) online. If an emergency requires police, fire, or medical response, students are encouraged to contact 911 first and then contact the NHTI Campus Safety Department. Emergency information will be provided to the college community via email, phone, and text through the NHTI Alerts program RAVE. Ensure your information is current in [RAVE](#) by logging on. NHTI's Campus Safety Department provides its [Annual Security and Fire Safety Reports and information on Campus Policies, Emergency Response, and Crime Prevention](#). To aid in emergency response situations, all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with first aid box/AED locations on campus. Students are asked to familiarize themselves with these items; questions or concerns can be directed to the NHTI Campus Safety Department.

Process to Address a Classroom Concern

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or through the CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate [department chair](#). Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the vice president of Academic and Workforce Education.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, as defined under applicable law, the student should also report the conduct as follows:

Report harassment based on sex, sexual orientation, marital status, or gender identity or expression to the college's Title IX coordinator and/or the [NHTI Campus Safety Department](#) and follow the process in [Student Affairs Policy 730.04](#).

Report harassment based on race, color, religion, national or ethnic origin, age, disability, genetic information, or veteran status to the [NHTI Campus Safety Department](#), NHTI Student conduct coordinator, or, if an employee is involved, the NHTI Human Resource office.

Where the concern involves a grade appeal, the student must follow the process and timeline outlined in the following [Academic Affairs policy](#).

Civil Rights and Equity Issues (Discrimination and Harassment)

NHTI is committed to creating a professional setting for its students and employees and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law.

The college is sensitive to the concerns an individual may have in coming forward with a complaint regarding discrimination. The grievance-reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss concerns. Retaliation of any kind against anyone making an allegation of discrimination, anyone involved in the investigation, or anyone involved in the decision regarding corrective and/or disciplinary action is prohibited and will result in disciplinary action against the retaliator. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the correlating contact:

- Report discrimination or harassment based on sex, sexual orientation, marital status, or gender identity or expression to the college's Title IX coordinator or the NHTI Campus Safety Department by email or by phone: 603-230-4042, and follow the process in [Student Affairs Policy 730.04](#).
- Report discrimination or harassment based on race, color, religion, national or ethnic origin, age, disability, genetic information, or veteran status using the grievance process outlined [here](#).

For complaints against another student, contact:

- The NHTI Campus Safety Department by email or 603-230-4042
- The NHTI student conduct coordinator by email or 603-271-6484 x4292

For complaints against an employee or college vendor, contact:

- The NHTI Campus Safety Department by email or 603-230-4042
- The NHTI Human Resource Office, located in Little Hall, at 603-230-4002

Reporting Sexual Misconduct, Violence, or Exploitation

At NHTI, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per federal statutes, New Hampshire State laws including NHRSA 188:H, and in compliance with established policies and procedures at NHTI. If a student has been subjected to sexual misconduct, violence, or exploitation, we encourage them to contact:

- NHTI Title IX coordinator Ann-Marie Hartshorn by email or 603-230-3595
- The NHTI Campus Safety Department by email or 603-230-4042
- Crisis Center of Central New Hampshire at 866-841-6229; a confidential resource

Additional information including resources can be found online at:

- NHTI: [Title IX resources](#)
- [New Hampshire Coalition Against Domestic and Sexual Violence](#)
- [uSafeUS safety application](#)

The Academic Center for Excellence

The Academic Center for Excellence (ACE), located in the Learning Commons Library, provides free academic assistance to all NHTI students. ACE offers peer and professional tutoring in accounting, A&P, biological sciences, math, chemistry, and physics, among many additional subjects. The Writing Center and Study Solutions Lab, located within ACE, offer assistance with writing, reading, and study skills. For more information, call 603-230-4027 or [visit their website](#).

Accessibility Services

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991, students with disabilities are eligible to receive accommodations and services to ensure equal access to classes and programs. Students with disabilities are encouraged to contact the coordinator of Accessibility Services as soon as possible for a confidential discussion regarding their learning needs and the process for requesting reasonable accommodations in the classroom. Once Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. Accessibility Services is located in ACE or by email.

CCSNH Classroom Recording Policy

As per CCSNH policy: “Students are not permitted to record any class lectures, activities, or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld.” To view the entire policy, visit the [System Policies webpage](#) and select the System Policies for Academic Affairs (section 600).

Cross-Cultural Education and English for Speakers of Other Languages

[Cross-cultural education services and English for Speakers of Other Languages \(ESOL\)](#) provide tools, strategies, and materials necessary for multilingual students and their instructors. Services include advising and support in settling into college and community life. Prospective students may test to allow for appropriate academic recommendations and course placement and registration. ESOL courses are offered for college credit throughout the year. An academic transition process allows students to take ESOL courses and required courses in their chosen program simultaneously. One-on-one and open-group tutoring is offered through ACE. Programs that assist members of the international, immigrant, and host

communities are offered to better support cross-cultural communication. Call 603-230-4055 for more information.

Plagiarism/Cheating Policy

As stated in the [Student Handbook](#), honesty is expected of all NHTI students. In academic matters, this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating includes, but is not limited to, the use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or exams or in the preparation and completion of class assignments; dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges' faculty, staff, or students; or knowingly providing unauthorized assistance to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments. Plagiarism includes, but is not limited to, the use (intentional or unintentional) by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means. Cheating and plagiarism are serious disciplinary matters subject to the same penalties and procedures as other NHTI disciplinary matters. Penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may lead to delay of graduation), suspension or dismissal from a program/the college, or other sanctions as deemed appropriate.

Emergency Closure, Early Closure, and Delayed Start of Classes

NHTI values the safety and well-being of our students, staff, and faculty. The college notifies students and employees of emergencies through college email accounts using NHTI Alerts through the Rave Mobile Safety system. Students are encouraged to sign up to receive emergency notifications by text or personal email accounts. Sign up at [Get Rave](#). An announcement will be made on [WMUR.com](#) and will be posted NHTI's website and social media accounts.

In the event of an emergency that requires NHTI to close and/or cancel classes for a day or more, instructors will post a message in Canvas and may use additional means to communicate to students what effect this will have on the class, such as a Zoom meeting, completing a discussion board assignment, or changing the due date for an assignment. NHTI instructors understand that students may experience power and/or internet outages and will work with students to ensure class needs are met.

If circumstances require NHTI to have a delayed opening, students should be prepared to begin their school day with whatever required activity would normally be occurring at the announced opening time. For example, if a 2-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 a.m., the student should come to that class at 10 a.m. for the remaining 50 minutes of class; classes that are normally completed before 10 a.m. would be cancelled.

If circumstances require NHTI to close early, students should participate in required activities until the closing time. For example, if NHTI closes at 4 p.m. and a student has a class that runs 3-5 p.m., the student should attend the class until 4 p.m.

Grade Reporting

Faculty submit grades electronically to the Registrar's Office at the end of each final exam period. Final grades are not mailed to students. It is the student's responsibility to review their final grades via the Student Information System. Students who receive an I (Incomplete) should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved I grades will convert to an F automatically at the end of the third week of the following semester. An incomplete will place a student's financial aid status on hold for the subsequent semester.

Student Athletes

NHTI values its student athletes and wants them to be successful both on and off the field/court. Student athletes participating on any NHTI-sponsored team must provide their instructors documentation from the NHTI Athletic Department confirming their participation, as well as a schedule of practices and games, during the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other related accommodations. This documentation must be presented in advance of special requests. Participation on an NHTI athletic team does not excuse any student from compliance with course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

Student Email

Official CCSNH email accounts are created at the time of course registration or program acceptance. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and serves as the official account for all electronic communication with the college. This ensures all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading all college-related communications. The email system is college property. All messages composed, sent, or received on the email system are and remain the property of CCSNH/NHTI. The CCSNH email system is not to be used to create or forward offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

Academic Credit

NHTI awards academic credit in accordance with the policy of CCSNH, which equates a credit hour to one hour* of lecture per week for 15-16 weeks**, 2-3 hours of lab per week for 15-16 weeks**, 3 hours of practicum per week for 15-16 weeks**, 3-6 internship hours per week for 15-16 weeks**, or 3-5 clinical hours per week for 15-16 weeks**. In awarding academic credit, NHTI faculty create instructional plans, activities, and assessments with the expectation that students will spend a minimum of 2-3 hours outside of class per week per credit (**) in related course activities (completing assignments, studying, etc.).

*One instructional hour equals 50 minutes.

**All per-week hours should be prorated accordingly for alternative-length semesters. For example, a course that meets for 3 hours per week in a 16-week semester and requires 6-9 hours per week of additional work outside the classroom would meet for 6 hours per week and require 12-18 hours per week of additional study time when offered in an 8-week format.

