![National Park College logo]

National Park, AR · General Education · General Education Com Arts

Accelerated Learning Plan Writing

Section   2 Credits   10/19/2020 to 12/21/2020   Modified 10/13/2020

🕐 Class Information

This is an online asynchronous course.

🖥 Course Description

This course is a study of writing strategies for essays. Students will learn sentence combining through coordination, subordination, and parallel structure. Basic essay format and various methods of essay development are studied. Based on a student's placement scores, this course is taken in conjunction with Composition 1. Students must earn an 11.0 in Language on the Test of Adult Basic Education (TABE) to successfully complete the class

ACTS Equivalent: None

Prerequisites: Appropriate placement score

Corequisites: ENG 1113 English Composition I. Withdrawal from either class results in withdrawal from both classes.

Next Course in Sequence: ENG 1123, English Composition II

☰ Objectives

General Education Purpose and Objectives

Purpose

National Park College (NPC) is committed to its mission statement, "Learning is our focus, student success is our goal." NPC is dedicated to helping all students develop as communicators, critical thinkers, and professionals who behave ethically and recognize the diversity of the world around them. The General Education Objectives are designed to be an integral component of all courses at NPC.

General Education Objectives (GEO)

It is the expectation that upon successful completion of a certificate or degree program at National Park College, the student will be able to:

1. Communicate effectively using oral, written, and electronic methods.
2. Use critical and analytical thinking skills.
3. Demonstrate discipline-specific knowledge, skills, and competencies.
4. Exemplify professional demeanor, ethical behavior, and respect for diversity.

Course Level Objectives (CLO)

Upon successful completion of this course, the student will be able to:

1. Determine appropriate grammar and punctuation. (GEO 1, 3)
2. Recognize the differences between fact and opinion and between general and specific information. (GEO 2, 3)

3. Identify and define words to improve the academic vocabulary. (GEO 1)
4. Compose writing assignments using proper presentation format. (GEO 1, 3)
5. Develop college-level proficiency in language and writing skills. (GEO 1, 3, 4)

📘 Required and Recommended Materials

Required Textbooks

Title of Textbook: The Norton Mix
ISBN/SKU: 978-0-393-65745-6
Editors: Elizabeth Rodriguez Kessler, Jeffrey Andel Ora, et. al.
Publisher: Norton

Title of Textbook: Keys for Writers, 7th ed.
ISBN/SKU: 978-1-133-30880-5
Editors: Ann Raimes and Susan K. Miller-Cochran
Publisher: Wadsworth

📋 Course Activities

Course Activities

The instructor will employ a variety of teaching methods in this course. Instructional methods may include instructional videos, Power Point presentations, lecture notes, course discussions, handouts, web resources, conferences, peer review, and more.

Each student is responsible for a personal vocabulary containing at least 50 words that are new to the student. Foreign words and technical terms (or terms from other classes) should be avoided, or if included, are included as extras. The instructor will collect vocabularies at the end of the semester. An alternative system of vocabulary building may be required at the discretion of the instructor.

Assignments may include critical reading and reflection, grammar and editing assignments, discussion board posts, peer review/feedback, individual research, essays, quizzes, and exams.

Students are expected to complete their assignments.

✔ Grading Policy

Accelerated Learning Program is a pass/fail course. To successfully complete the course, a student must have good attendance, successfully complete the vocabulary component, satisfactorily complete all assignments on time, participate in class activities and discussions, and successfully complete the TABE language and reading post-tests.

In addition, since ALP is a pass/fail course and is designed to aid students in Composition I, the student will be given the same letter grade for ALP that he or she received for Comp I.

✳ Course Policies

Classroom Attendance Policy

Consistent attendance is critical to the successful completion of this course. Students who are do not log in regularly miss important information and can easily fall behind on the material. Attendance is taken starting the first day of the semester. A student tracking device will be used to monitor student attendance in an online course. It is recommended that a student log into the course in D2L a minimum of three days per week in order to be successful in the course.

There are absolutely no excused absences other than military orders or jury duty for any reason. Any exceptions to this policy will be determined on a case-by-case basis; it is your responsibility to contact me immediately to inquire about an exception if such a situation occurs.

Late and Makeup Work Policy

No late work will be accepted in this course. In addition, missed work, including missed quizzes, activities and discussion board posts, will not be made up. On the major essays, each student will be given a 24-hour grace period after the due date and time of the assignment. After that grace period passes, the assignment will not, under any circumstances, be accepted.

This means that each student has 24 hours after the time the exam or essay is due to submit the assignment. For example, if an exam is due at 11:59 p.m. on a Monday, the student has until 11:59 p.m. on Tuesday to submit the assignment.

Extra Credit

Extra credit assignments are up to the instructor's discretion. Any extra credit assignments should show the instructor that the students understand how to correct their mistakes in order to improve their work. Extra credit opportunities will not be given on an individual basis.

Feedback

I will typically respond within 24 hours, Monday-Friday, to emails and within 72 hours, Monday-Friday, with grades and feedback for graded work that is submitted on time. (Note, the time frame will be longer for essays).

Time and Effort Commitment

The key to success in this class is persistent effort. You should carefully consider your time obligations before committing to this course. The general suggestion for all college courses is 2 hours work per week outside class for every hour credited applies to this course. Keep in mind that one week in an eight-week course is equivalent to two weeks during a typical semester.

Inclement Weather / D2LDowntime

When NPC is out of class due to weather, the student should still follow the homework schedule. All scheduled work will be due the class of everyone's return. If D2L goes down unannounced, any assignments that are due during that time will be reopened for one day. D2L downtime that is announced by the NPC Online office will need to be observed by the learner and assignment submission modified by the learner if it interferes with a final due date/time for any assignment.

Communication Policy

The instructor is here to facilitate learning and to help students understand the material. A class goal is to have a learning community where everyone can all share knowledge, ideas, and experiences –and thus learn from one another. Maturity and mutual respect is expected.

Messaging

For the fastest response, please email your instructor at her NPC email account. Use email and D2Lmessages for private discussion between the instructor and yourself. Note: Messages sent through D2Lmaytake longer for a response than emails to the instructor's NPC email account (llovenstein@np.edu).

Written Assignments

All written assignments should be completed using MLA format. This is a class of professionals, so the assumption is you can spell and use proper grammar and punctuation. Formatting, grammar, punctuation, and spelling are a component of all assessments in this course. The class will cover grammar lessons throughout, so the student will apply in essays the skills learned. The student's name may be forwarded to Early Alert upon the first failure to submit a major assignment. If a student plagiarizes on any written assignments, he or she will receive a failing grade for that assignment. Upon the second act of intentional plagiarism, the student may be dropped from the class (See Academic Honesty Policy below).

🏛 NPC Policies

Board Policy 6.600 -- NPC Attendance Policy

Instructions to Students regarding attendance:

1. Students are responsible to know and comply with syllabus attendance and coursework guidelines in each of their courses.
2. Students are expected to meet all attendance requirements and engage in coursework as outlined in the course syllabus. Failure to maintain satisfactory course participation is the equivalent of excessive absenteeism and may result in the student being dropped. To maintain good-standing in online courses, students are expected to submit assigned coursework in a timely manner per instructor requirements.
3. Students participating in athletics or a college-sponsored extracurricular activity are required to communicate scheduled absences ahead of time and to make arrangements with their instructors regarding missed coursework, including exams. The instructor determines how academic work associated with a college-sponsored absence(s) can be completed by the student.
4. Failure to meet a course's attendance policy does not mean a student will be automatically withdrawn from a course. Students seeking to withdraw from a course should do so either online through the student's account or in person by visiting Student Affairs.
5. Students who do not withdraw from a course by the published Academic College Calendar withdraw date will receive an earned grade.
6. A faculty member may administratively withdraw a student from a course, including online courses, any time during the semester up to the published Academic College Calendar withdraw date if attendance does not meet syllabus guidelines.
7. Students will not be administratively withdrawn by faculty after the published Academic College Calendar withdraw date except in life-changing circumstances or as a result of military orders.
8. The withdrawal of a student from all courses may require the student to repay all or a portion of the financial aid received as calculated by the Financial Aid Office in accordance with government grant guidelines.
9. Only in extraordinary circumstances may a student earn a grade of IP (In Progress) to defer course completion. Please see the Incomplete Grades policy in the Student Handbook located at www.np.edu.

The full attendance policy is available by clicking on this [link to the Board Policy (https://np.edu/about/board-policies/6-600-class-attendance.aspx)](https://np.edu/about/board-policies/6-600-class-attendance.aspx)

Academic Honesty Policy

National Park College considers honesty and integrity as essential qualities of any learning institution. The faculty and staff strive to live up to these qualities in all aspects of their lives and encourage their students to do the same. Integrity and moral values will carry over in to their professional lives and careers. NPC's goal is to successfully prepare all students for their futures and equip them to handle whatever challenges they may face; therefore, NPC considers academic dishonesty as unacceptable.

Any NPC students who display dishonesty in their behavior while attending classes at NPC will be subject to disciplinary action to help the student first and foremost, but to also protect the rights, dignity, and property of others while maintaining an environment that fosters success and learning.

Violations of the Academic Honesty Policy will not be tolerated on the campus. Violations may range from receiving an "F" on the assignment in question up to permanent removal from the College.

1. Technology manipulation
2. Collusion
3. Deception
4. Misrepresentation and Lying
5. Cheating
6. Plagiarism
7. Fabrication and Falsification
8. Stealing, Defacing, and Destruction of Property

Please take time to read the entire policy, which can be found by clicking on **[this link to the Academic Honesty Policy. (https://catalog.np.edu/content.php?catoid=11&navoid=2096)](https://catalog.np.edu/content.php?catoid=11&navoid=2096)**

LMS Policy

Brightspace by Desire to Learn (D2L) is the official learning management system (LMS) for the College. All students are expected to complete the LMS Student Training prior to the first day of class during their first semester here. Below you will find various policies relating to the LMS.

Privacy Policy: Links to the privacy policies for all external tools used in the course are provided in the LMS. You can find the various privacy policies by clicking in the Begin Here module in each of your courses.

Accessibility Statement: Links to the accessibility statements for all technologies required in the course are provided in LMS. You can find the various accessibility statements by clicking in the Begin Here module in each of your courses.

Netiquette Policy: The netiquette policy for this course is located in your course in the LMS. You can find the Netiquette policies by clicking on the Netiquette Link by clicking in the Begin Here module in each of your courses.

Flexibility Clause: The aforementioned requirements, assignments, policies, evaluation procedures, etc., are subject to change. Learners' experiences and needs, as well as emerging knowledge, will be considered in modifying this course syllabus.

ADA Statement

National Park College (NPC) believes in providing equal access and opportunity to qualified persons with disabilities in compliance with the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008. It is our goal to ensure equal and comprehensive access to College programs, services, and campus facilities. It is the policy of NPC that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, and advantages or accommodations at the College. National Park College's ADA statement may be accessed by clicking on this **link to ADA statement (https://catalog.np.edu/content.php?catoid=11&navoid=2100)**.

The Disability Services office is located in Room 240 of the Gerald Fisher Campus Center Building. You are also welcome to call us at (501) 760-4227 or e-mail **rhendrix2@np.edu** for more information. Students with disabilities should visit our website using this **link to disability services (https://np.edu/student-services/disability-services/default.aspx)** for more information.

Student Resources

Academic Success Center

The Academic Success Center provides tutoring and other resources to help students succeed. Visit our webpage at this **link to the Academic Success Center. (https://np.edu/student-services/tutoring/default.aspx)**

Computer Services Department

The Computer Services Department provides computing resources for students including password resets. Visit our webpage at this link to the **Computer Services Department (https://np.edu/student-services/computer-services/default.aspx)**.

NPC Library

The NPC Library provides a wide variety of services to students. Visit the **NPC Library website (http://www1.youseemore.com/NPC/)**.

LMS Support

Support for the LMS is available through NPC Online by email to **LMSsupport@np.edu,** phone at 501-760-4292, or visit Charlotte Phelps Room 204.

Testing Center

The Testing Center provides test support for students and faculty. To learn more about the testing center visit our webpage at **Testing Center (https://np.edu/student-services/testing-center/default.aspx)**.

Class Schedule

The schedule for this course will be made available in the LMS. The instructor reserves the right to modify the schedule as the semester progresses.

Course Evaluations

Students will be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Legal Disclaimer

The schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students. The instructor will always inform the students of any changes in a timely manner.

In the event of a community crisis the college reserves the right to change the mode of instruction for any or all classes.