



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

Accelerated Learning Plan Writing

LAD-9052

Spring 2021 Section 2 Credits 01/11/2021 to 05/15/2021 Modified 01/06/2021

Class Information

- Class Days: M, W
- Class Time: 2:30-3:30
- Class Location: LH-204
- Class Format: Web-Enhanced

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: 978-0-393-65745-6

Author: Elizabeth Rodriguez Kessler, Jeffrey Andel Ora, et. al.

Publisher: Norton

Title of Textbook: *Keys for Writers*

ISBN: 978-1-133-30880-5

Author: Ann Raimés and Susan K. Miller-Cochran

Edition: 7th

Publisher: Wadsworth

Required Materials:

Since students will be required to use Respondus Lockdown Browser for certain assignments, students will need a working webcam for this course.

Recommended Materials:

It is highly recommended for the student to have a flash drive for saving class projects. (If not, make sure to save regularly to a cloud device or to a used email account).

The instructor also recommends the laminated MLA 8th Edition insert that comes with many *Keys for Writers* from the bookstore. The insert can also be purchased separately. However, it is not required. The instructor will be providing a document that has some--but not as extensive--of the same information for help in citations.

Course Activities

Because this class is designed to bring students to college level writing skills, and because the student population of this class is widely varied, the schedule of topics studied will be flexible, adjusted weekly on the basis of student need. Topics that will help the class as a whole will be addressed as a group. Individual needs will be addressed during class time or in a separate instructional session. A typical class session will likely include grammar instruction, writing techniques and style, writing skills practice, and discussion. Learning can be enjoyable, rewarding and instructive. Student attitude makes all three possible.

Students are expected to complete their assignments.

Interactive Activities (Discussions, Group Work, etc.): Students will be given the opportunity to interact with one another in a variety of ways. These will include such methods as class discussions, peer review/feedback, and other methods as appropriate. It is very important that students take advantage of the interactive activities provided. All activities that would be considered "in-class" work and group assignments (including timed essays) cannot be made up unless students have extenuating circumstances that they have discussed with the instructor.

Assessments (Exams, Projects, Papers, etc.)

Vocabulary: 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: Exams, quizzes, worksheets, and other assignments are at the discretion of the instructor. Students are expected to successfully complete all assignments in a timely manner. In writing, completing the assigned paper before the deadline is important. Students are expected to turn in all assignments on the due date. As a rule, late work is not accepted, although the instructor reserves the right to make exceptions on a case-by-case basis when special circumstances warrant.

Discussions: Participation in class discussions is expected and required. Student attitude is an important component of the Learning Acceleration Program.

✓ 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

Attendance: Students are expected to attend all classes and to get to them on time. If a student must miss a class, he or she needs to contact the instructor before class and bring proper proof/documentation upon his or her return in order for the absence to be excused. A student who has more than six absences in a MWF class or more than four absences in a MW or TR class will be dropped from the course. (Note: This includes **both** unexcused and excused absences--unless extenuating circumstances arise). Students will receive one absence for every two classes they are tardy. (Class begins at 2:30. Students are expected to be here and prepared for class by 2:30, so if obligations to be on time every day cannot be met, one should consider changing classes to a time that better suits his or her schedule).

Students are advised to schedule a meeting with the instructor to catch up on the missed material.

Any student caught sleeping during class will be given an absence for the day without notice. If a student is distracted by his or her cell phone, he or she will be told to leave the classroom and will be given an absence for the day. Cell phone use is **prohibited** from the class, unless otherwise stated for specific assignments/activities. If a student answers a phone call during class, he or she will be dismissed from the class for the day and will receive an absence. If a student is expecting a call and must answer an emergency call during class time, he or she must inform the instructor before class and quietly step out to answer the call outside of the classroom. If a student must leave during class, he or she must inform the instructor before class. If he or she fails to discuss why he or she must leave the classroom, he or she will be given an absence for the day. In addition, upon the second unexcused absence, the student's name may be forwarded to Early Alert for counseling.

Headphones (or anything of the like) are also **prohibited** from the class. If students wear headphones in the class, they may receive a warning and/or be told to leave the class for the day, therefore receiving an absence. Students are expected to pay attention in class at a full capacity. Distractions that can be avoided will not be allowed.

Late and Make-Up Work: Due dates are provided in the schedule. All work is expected to be turned in on time. The instructor will not accept late work.

If a student is going to be absent, it is the student's responsibility to contact the instructor to get the homework assignment for the day missed. Absences do not excuse students from turning in work on time.

All in-class work and assignments cannot be made up unless students have extenuating circumstances that they have discussed with the instructor.

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. The instructor will not be giving out extra credit on an individual student basis.

Expectations for Written Assignments: All written assignments should be completed using MLA format. Essays will not be accepted if they are not submitted in MLA format. The instructor expects instructions on assignments to be followed. For instance, if an assignment requires students to choose an essay topic from a prompt, then any assignment submitted that does not follow the prompt topics will not be accepted.

This is a class of professionals, so the assumption is that students 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. If a student fails to submit two major assignments (e.g. essays, tests, etc.), the student will earn a failing grade and may be dropped from the class. The student's name may be forwarded to Early Alert upon the first failure to submit a major assignment.

Waiting until the last minute to submit an essay (or other assignment) is not advised. Technological issues that occur upon last-minute submissions could be avoided if time is scheduled more effectively. The instructor has the right to deny acceptance of an assignment submitted beyond the due date regardless of the circumstance.

Any form of plagiarism (even incorrect citations, depending on severity) will receive a failing grade: D or F, depending on the level of severity. It is important to be careful when using and acknowledging sources for research.

Time and Effort Commitment: The key to success in this class is persistent effort. Students should carefully consider their time obligations before committing to this course. The general suggestion for all college courses of 2 hours work per week outside of class for every hour credited applies to this course. (Students should anticipate 6 hours of homework a week for a 3-hour course plus the 3 hours they would normally be attending class for a total of 9 hours.)

Some Advice on Time Commitment:

Treat your classes as you would a desirable job. The instructor is your team leader and all peers are your co-workers. All must work together to complete learning objectives. These behaviors are expected of everyone "on the job":

- * Attend all classes on time. Stay in seats until dismissed.
- * Turn off cell phones during class.
- * Respect the rights of others to contribute by listening attentively. Show consideration of students, instructors, and other college employees.
- * Participate appropriately and actively on topics presented in class.
- * Complete assignments on time.
- * Ask for feedback from the instructor and peers to insure progress toward learning objectives.
- * Resolve problems immediately by discussing issues with the instructor and/or peers.

Inclement Weather/ D2L Downtime: When NPC is out of class due to weather, the student should still follow the homework schedule. If D2L goes down unannounced, any assignments that are due online 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 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.

To create and preserve a classroom atmosphere that optimizes teaching and learning, all students share the responsibility of creating a positive learning environment. Students are expected to conduct themselves in a manner that does not disrupt teaching or learning, and they are expected to follow these standards:

- Students are expected to be on time. The instructor intends to begin class promptly at the designated time, and students should be in their seats and ready to begin class at this time. Class ends at the designated time. Students should refrain from packing up belongings early. It is disruptive to the instructor and to others around.
- If circumstances dictate that students must be late or will need to leave early from class, students should take a seat close to the door to lessen distraction.
- Classroom participation is important for the exchange of ideas. Students must attend class prepared to fully participate. Questions and comments must be relevant to the topic at hand.
- Classroom discussion should be civilized and respectful to everyone and relevant to the topic of discussion. Classroom discussion is meant to allow everyone to hear a variety of viewpoints. This can happen only if everyone respects each other and everyone's differences.
- Any discussion from class that continues online should adhere to these same rules and expectations.
- Cell phones must be hidden from view during class time unless allowed for activities or down time.
- Talking and other disruptive behaviors are not permitted while lecture is taking place. Students should pay attention and not hesitate to ask the instructor questions.

Netiquette Guidelines:

Even in an online community, positive atmosphere and civility optimizes instruction and learning. All students share a responsibility of creating a positive learning environment. Students are expected to conduct themselves in a manner that does not disrupt learning, and they are expected to follow these standards of netiquette:

- Be inclusive: It is important to be intentional about making sure everyone "sees" each other in an online community. Students can do this by making sure to respond to discussion board posts that have no responses.
- Be on time: Everyone's contributions to discussions are important, but the learning community will not benefit from them unless everyone posts on time.
- Disagree Respectfully: Disagreement and different ideas are essential parts of learning, problem-solving, and creativity. However, in order for different ideas to be heard and shared, it is important to maintain a respectful stance even through vehement disagreement; otherwise, communication may break down.
- Be concise: Lengthy paragraphs are difficult for readers to digest. Keep paragraphs short and writing concise. (Don't fear white space in discussions).
- Stay on topic: Off-topic comments can derail the conversation. Off-topic posts and comments can be made in the Ask the Class forum or one of the other communication modes the class is using.
- No yelling: The use of upper case lettering in online communication is usually interpreted as yelling. Avoid activating the all-caps.

Use humor carefully: Sarcasm in particular does not translate well in an online environment. It's best to avoid the potential pitfalls of misunderstood messages.

Expectations of Diversity

Diversity and inclusion are important to the educational process.

Everyone in the class has much to learn from each other. Everyone brings something to the table with differing experiences and viewpoints. Showing respect for each other's differences is important, and everyone can do this by seeking to understand, asking questions, clarifying an understanding, and/or respectfully explaining one's perspectives. This way, everybody comes away with new perspectives on the issue(s) and respects others with different values and beliefs.

If someone says something that bothers anyone for any reason, assume goodwill: that your peer did not mean to be offensive. Then, explain the impact that it had on you. If any classmates explain that something you said or wrote bothered them, assume that they are not attacking you; rather they are sharing something that might be important for you to know.

Messaging: The instructor responds to her regular NPC email account quicker due to phone connection. Use email and D2L messages for private discussion between the instructor and the student. Note: Messages sent through D2L may take longer for a response than if sent to her NPC email account (Stephanie.Warner@np.edu).

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 \(https://catalog.np.edu/content.php?catoid=11&navoid=2100\)](https://catalog.np.edu/content.php?catoid=11&navoid=2100).

The Disability Services office is located in Room 225 of the Student Commons 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 \(https://np.edu/student-services/disability-services/default.aspx\)](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. \(https://np.edu/student-services/tutoring/default.aspx\)](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 \(https://np.edu/student-services/computer-services/default.aspx\)](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 \(http://www1.youseemore.com/NPC/\)](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 \(https://np.edu/student-services/testing-center/default.aspx\)](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.
