

ASC 88 Composition Lab 1 Credit

Course Description

Provides supplemental and developmental instruction for students currently enrolled in an English 110 course. Instruction in grammar and essay writing is based on student need with time allowed for the English course assignments. This course may be repeated when additional English courses are taken.

Recommended Textbook

The Little, Brown Essential Handbook- 8th Ed by Jane E.Aaron. New York: Pearson.

Required Materials:

- Access to a good online reference site such as Online Writing Lab at Purdue (OWL).
- A working computer and access to the Internet and class website.
- Flash drive or online way to save assignments.

Learning Outcomes

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

1. Use pre-writing, writing, revising, and editing strategies to develop writing projects.
2. Critique academic essays.
3. Edit his or her own essays.
4. Write academic essays.
5. Write argumentative thesis.
6. Use different modes of academic essay.
7. Demonstrate research skills.
8. Complete grammar exercises with 70% accuracy.

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the [Computer Access Policy](#) to learn how you can take a proactive approach to your online success.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact

inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or [College Catalog](#) under College Policies and Basic Regulations of Conduct (page 32).

Assignments

Assignments are due each week by 11:59 PM on the scheduled due date, and they must be completed by that time in order to receive credit. Assignments will be closed after the scheduled due date, so students will not have access to them after that time. For some assignments, you will be instructed to type them in Microsoft Word. Please make sure you use this program and then submit them as an attachment to the corresponding drop box.

For other assignments, when you click on them, you will see directions and a button that says “Begin ___” Be sure to read the directions, and then click the “Begin ___” when you are ready to complete the assignment. However, do not click the “Begin ___” button until you are ready as once you begin that assignment, you will not be able to come back to it later.

NOTE: Some assignments will be graded automatically. Assignments that are not automatically graded will be graded within one week of their scheduled due date.

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

No points will be assigned for incomplete assignments. Be prepared to spend **at least four (4) hours per week** in the online class, studying, and completing assignments.

Class work will be turned in on the assigned due dates. Late assignments will negatively affect your grade.

Be sure to save your work frequently and in more than one place to avoid losing important work. Lost or inaccessible work and computer problems are not acceptable excuses. Extensions will be granted at the instructor's discretion. If you find yourself in an extraordinary situation (accident, death in the family, etc.), let your instructor know as soon as possible so they can do their best to ensure you can still succeed in the course.

Writing Conferences

You will not be assigned to write any essays in this class. However, you will be writing essays for your English 110 class. One of the assignments in this class is to have a writing conference on at least one of the essays you write in English 110. Review the information in the Writing Conferences section in the online course for more information.

Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/It-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the "preferred" box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Grading Policies

In Composition Lab, you will earn a grade of satisfactory (S) or unsatisfactory (U).

To earn a grade of satisfactory, students must meet the following criteria:

1. You are required to submit one major essay/project that you complete for your English class to the Composition Lab instructor for review and conferencing. This paper must be submitted before they are turned in to the English class instructor for a grade.
2. You must have 75% or higher on all course work.

NOTE: If you fail Composition Lab and English 110, you must re-take both courses.

Tie to Program Assessment Outcomes

Academic Services Center Student Outcome 3 applies: Students who successfully develop the basic skills in developmental writing courses will be prepared for entry-level college courses.

Disabilities and Special Needs

If you plan to request disability accommodations, you are encouraged to contact both your instructor and/or the Accessibility Coordinator, Mindi.Bessler@ndscs.edu, Old Main 230A, 701-671-2623, as early as possible in the term.

Placement

Students are placed into this class by either their ACT or Accuplacer scores. When starting an ASC course sequence, students may try to test out of the class by taking the Accuplacer test. Talk to the instructor about possible arrangements. Students may challenge their course placement only once.

NOTE: After starting an ASC course sequence (e.g., ASC 87 and ASC 88, or ASC 82 and ASC 84), students are not permitted to challenge their course placement. For example, students who take ASC 87 cannot try to test out of ASC 88, and students who take ASC 82 cannot try to test out of ASC 84.

APPENDIX A ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.
8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College