

Midland College
Syllabus
NCBW 0101
Non Course-Based Writing I (1-0)
Semester Year
Instructor Name

COURSE DESCRIPTION

The class is designed to remediate students in 16 hours to transition to the next level of developmental English/reading. Classes are offered at all levels of developmental reading/writing placement. The intense, shorter classes remediate developmental reading and writing students so they will move through the sequence faster and with greater success.

STUDENT LEARNING OUTCOMES FOR LAB

Students successfully completing this course will be able to:

1. Write a college-level essay in ENGL 1301.
2. Use college-level in grammar, punctuation, and writing.

COURSE OBJECTIVES FOR LAB

The primary objective will be for the student to achieve success in the designated credit course by working on issues as stipulated by the instructor of the credit course.

STUDENT LAB POLICIES

1. **Attendance:** The student will be responsible for attending the Language Hub each **evaluation period**. Reading/Writing lab is required for all students enrolled in developmental reading and writing class.
2. **Evaluation Grading Period:** There are four evaluations over the semester. The grading period for the lab evaluation is approximately every week in IRWD 0381 and every third week in IRWD 0380. It involves attendance in the Language Hub as well as time monitored through online work. It is measured by time spent in the lab and by grades made on the completed assignments.
3. **Cheating:** If a student is caught cheating, the student will receive a zero and be asked to leave the lab. Additional steps according to the Midland College cheating policy will then be taken.
4. **Late work: *No late work accepted.*** Lab assignments may be made up **IF** arrangements are made in advance by the student. **Assignments more than one week late will not be accepted.**
5. Any behavior that disrupts the order of the lab will be reported to the Dean of Students for necessary action. Respect for yourself and your classmates and personal responsibility are the two guidelines. **There is no food or drink allowed in the lab. Also, there are no cell phones, pagers, music devices**

(iPods/mp3s), electronic games or personal headphones allowed. No picture, voice, or video recording is allowed without permission of the lab coordinator. NO vulgar language or disrespect will be tolerated. The student may be removed from the lab for not following the rules, resulting in loss of credit for attendance.

EVALUATION OF STUDENTS: LAB

1. Required attendance in the Language Hub
2. Appropriate work on assignments as directed by lab instructor.

Academic Dishonesty

Midland College, as well as the instructor, has strict guidelines for cheating, plagiarism, and computer usage. Plagiarism will result in a failing grade on that assignment. A second offense may result in a failing grade for the course. The Student Handbook (“Scholastic Dishonesty and Academic Misconduct”) defines and discusses academic dishonesty; please refer to it for additional information.

INSTITUTIONAL ACCESSIBILITY STATEMENT

ADA Statement-- The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598

ATTENDANCE IN IVC CLASSES

Early College High School and Dual Credit students must show themselves on camera at least once AND turn in that day’s classtime tasks to be counted presented.

PROHIBITION OF AUDIO/VIDEO RECORDING OF INSTRUCTOR AND CLASS ACTIVITIES

Students may not make audio or visual recordings of any face-to-face or electronic class activities, including, for example, discussions, conferences, and lectures. **The only exception is for students with a disability documented according to Midland College ADA Statement and Midland College-ordered accommodations specifically authorizing such recording.**

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the **withdrawal form in MyMCPortal**.

2021-2022 WITHDRAWAL DATES

Fall	November 11
Fall First 8-Week Session	September 30
Fall Second 8-Week Session	November 29
December Mini-Semester	December 27
Spring	April 14
Spring First 8-Week Session	February 24
Spring Second 8-Week Session	April 28
May Mini-Semester	May 26
Summer I	June 30
Summer II	August 4

ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the **Distance Learning Webpage for the [Midland College Fasken Learning Resource Center](#)** (Links to an external site).

Academic Database Access

1. Go to [Midland College Fasken Learning Resource Center](#) (Links to an external site).
2. Click on big green box labeled "A-Z Databases."
3. Click on "EBSCO"
4. Then click on "EBSCO" database. **You will be taken to the Midland College Microsoft 365 site, and from there you will be taken directly to EBSCO.**
5. **Sign in to Microsoft 365.**

Username: Use your MC student email address as the username.

Password: Put in your password as follows.

If you have a 9-digit MC Student ID

1st initial of your first name + 1st three initials of your last name + your complete Midland College student ID

Example:

Student: John Smith

MC ID: 123004567

Password = **jsmi123004567**

If you have a 5-digit MC Student ID

1st initial of your first name + 1st three initials of your last name + 0000 + your complete Midland College student ID

Example:

Student: John Smith

MC ID: 12345

Password = **jsmi000012345**

After you log in you will have the option to change your Microsoft 365 password. Hint: You may want to simplify your life by changing your MC email and Canvas accounts to have the same password as Microsoft 365.

TECHNICAL SUPPORT

If you experience technical difficulties with Canvas, click the **Help** link at the bottom of the [Canvas login page](#) (Links to an external site), or at the bottom of the green toolbar on the left while in Canvas. Select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

Americans with Disabilities Act (ADA) Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit www.midland.edu/accommodation and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

Phone, Midland College Special Needs Counselor: 432-685-5598

[Midland College Disability Services](#) (Links to an external site)

[Microsoft Accessibility](#) (Links to an external site)

[Canvas Accessibility](#) (Links to an external site)

[Turnitin Accessibility](#) (Links to an external site)

[Adobe Reader Accessibility](#) (Links to an external site)

[Google Reader Accessibility](#) (Links to an external site)

ACADEMIC SUPPORT SERVICES

[Academics and Student Services](#) (Links to an external site)

Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS

[Midland College Student Rights and Responsibilities](#) (Links to an external site)

PRIVACY POLICIES

The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

[Midland College Website Privacy Policy](#) (Links to an external site)

[Canvas Privacy Policy](#) (Links to an external site)

[YouTube Privacy Policy](#) (Links to an external site)

[Canvas Student Guide](#) (Links to an external site)

[Turnitin Privacy Policy](#) (Links to an external site)

Instructor Information:

Instructor Name:

Email:

Office Location:

Office Phone:

Office Hours:

Department Chair: Dr. Pamela Howell, Dr. Christopher Brown

Fine Arts and Communications

Division Dean: Dr. William Feeler

Secretary: Ms. Lula Lee

Division Office: 135 AFA

Phone: 432-685-4624

Division Office hours: 8-5, Monday-Friday

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker

Title IX Coordinator/Compliance Officer

3600 N. Garfield, SSC 131

Midland, Texas 79705

(432) 685-4781

tbaker@midland.edu

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

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