Midland College
Syllabus
NCBW 0102
Non Course-Based Writing II (0-2)
Semester Year
Instructor Name

COURSE DESCRIPTION

This lab course is an intervention designed for students who fail IRWD 0381 and need a co-requisite for ENGL 1301. The course provides 16 hours of additional work in the Integration of critical reading and academic writing skills. The purpose is to help students to gain the skills needed to complete ENGL 1301. Successful completion of both this intervention and ENGL 1301 fulfills TSI requirements for reading and/or writing.

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

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**.

2025-2026 WITHDRAWAL DATES

Fall	November 13
Fall First 8-Week Session	October 2
Fall Second 8-Week Session	December 2
December Mini-Semester	December 29
Spring	April 9
Spring First 8-Week Session	February 19
Spring Second 8-Week Session	April 23
May Mini-Semester	May 21
Summer I	July 2
Summer II	August 6

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.**

Academic Database Access

1. Go to **Midland College Fasken Learning Resource Center.**
2. Click “Academic OneFile.”
3. You will be taken to “GALE ACADEMIC ONEFILE."

TECHNICAL SUPPORT for Canvas problems

1. Navigate to the page in Canvas where the problem exists
2. Click the Help icon in the dark green toolbar on the left
3. Select “Report a Problem”, complete the short form and Submit
4. Check your MC student email account for responses to your ticket.

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 https://www.midland.edu/services-resources/accommodation-services.php and complete the "Application for Accommodation Services" located under the Application Process tab. Services or accommodations are not automatic, each student must apply each semester and be approved to receive them. Supporting documentation must be submitted from a qualified professional and be within the last five years. All documents will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations. For more information or questions, please contact Bradley Gwatney at bgwatney@midland.edu or 432-685-6422.

Phone, Director Residence Life and Accommodations: 432-685-6467

Midland College Disability Services

Microsoft Accessibility

Canvas Accessibility

Turnitin Accessibility

Adobe Reader Accessibility

Google Reader Accessibility

ACADEMIC SUPPORT SERVICES

Academics and Student Services

Phone, Midland College Testing Center: 432-685-4504

Phone, Writing Center, Midland College On-Campus Writing Center: 432-685-4811, Second Floor, Fasken Learning Resource Center

Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS

Midland College Student Rights and Responsibilities

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

Canvas Privacy Policy

YouTube Privacy Policy

Canvas Student Guide

Turnitin Privacy Policy

Instructor Information:

Instructor Name:	
Email:	
Office Location:	
Office Phone:	
Office Hours:	
Department Chair:	Dr. Christopher Brown
Division Dean, Fine Arts and Communications:	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:

Nicole Cooper, Title IX Coordinator

129 SSC

432-685-4781

TitleIX@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.

UPDATED AUGUST 2025