ENGLISH NON-COURSE BASED OPTION (ENGL-NONN) DESCRIPTION

Instructor: Dr. Katie Jones
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Office: Academic 001D
Office Hours: Monday – Thursday 11:00-12:30

COURSE OBJECTIVES:
English NONN provides an online, non-course based study of the fundamentals of writing and reading that emphasizes concepts basic to both verbal skills. Depending upon a student’s need, abundant practice is received in either composition or comprehension and analysis of selected readings or both. All activities in the non-course based option provide students credit for successful completion of the TSI Assessment and prepare students for success in college-level English.

Student Outcomes: By the end of the non-course based program, students should:

Rhetorical Knowledge
- Demonstrate an improved ability to respond to the needs of different audiences
- Demonstrate an improved ability to adopt appropriate voice, tone, and level of formality

Critical Thinking, Reading, and Writing
- Demonstrate an improved ability to read and understand a text (essay prompt, article, essay)
- Demonstrate an improved ability to identify a thesis, main points, and major details from a reading
- Demonstrate an improved ability to logically organize essays into focused paragraphs
- Demonstrate an improved ability to organize coherent and cohesive paragraphs
- Demonstrate an improved awareness that it usually takes multiple drafts to create and complete a successful text

Knowledge of Conventions
- Demonstrate an improved awareness of such surface features as syntax, grammar, punctuation, and spelling and exhibit an improved degree of control of these features

REQUIRED MATERIALS:
The material required for ENGL NONN is the Cengage MindTap online computer application. This material will be available at no cost to the student.
DEVELOPMENTAL EDUCATION REQUIREMENTS:

State Mandated Placement
Unless a student is exempt from meeting TSI (Texas State Initiative) standards, **state law requires that student to participate in a developmental activity** determined by the Department of English and Modern Languages if the student scores less than the minimum standard on the reading or writing sections of the TSI assessment. The State has set the following passing standards in reading and writing.

**English Cut-Scores on Approved TSI Assessment**
- Reading: 351 or greater
- Writing: Essay Score of 4 on the essay and a score of 240-390 on the multiple-choice section

A student required by state or university regulations to participate in a developmental education program must be continuously enrolled until that program is successfully completed. In other words, students CANNOT drop a developmental course or the non-course based option.

A student enrolled in non-course based activities is expected to complete assignments unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond his or her control. **A student who does not achieve a 70 average or above in the coursework will be required to enroll in an appropriate development English activity again.** Additionally, names of students who fail to comply with attendance requirements and to complete required developmental activities are forwarded to the appropriate academic Deans and advisers at the close of the semester for their information and consideration.

COMPLETING THE NON-COURSE BASED COURSEWORK:

1. You will first attend a meeting with Dr. Jones during which she explains the policies and procedures for the course. You will also sign a form during this meeting which demonstrates that you understand these policies and procedures.
2. You will attend an orientation session during which Dr. Jones shows you how to access Cengage MindTap exercises, submit exercises, view the calendar and deadlines, and track your progress.
3. You will complete the Diagnostic Pre-Test by the posted deadline.
4. Then, you will work towards completing each set of exercises. The exercises are grouped together, and deadlines are set throughout the semester, so you cannot wait until the end of the semester to work in MindTap.
5. When you have finished all of the assigned exercises, you will take the Post-Test.

**In order to receive an “S” for Satisfactory for this coursework, you MUST have an average of 70 or higher at the end of the program. If your average is below a 70, you will receive a grade of “U” for Unsatisfactory, and you will have to register for an English 1301T section next semester.**
RESPONSIBILITIES OUTSIDE OF CLASS:

This course centers around numerous and frequent reading and writing assignments, all of which you must complete on your own. Therefore, it is vital that you manage your time appropriately and prioritize this coursework. Be prepared to spend several hours each week preparing these assignments. Also, ask questions when you have them, and discuss any concerns you have related to the coursework during my posted office hours (page 1 of this document).

CONTACTING ME:

I check my email regularly on weekdays during regular work hours. Do not expect a response to an email you send after 5:00 until the following day. Also, do not expect a reply to emails sent on weekends. Keep in mind that we are in a professional and academic environment. Therefore, you should use complete sentences with correct punctuation and spelling when you email me. Maintain a professional and courteous tone throughout the email.

CONTACTING YOU:

You are required to your email regularly in order to stay updated on matters related to ENGL NONN. I will only email you using your ASU-assigned email.

THE WRITING CENTER:

Students are encouraged to seek assistance from the tutors in the Writing Center at any point during the semester. If you find concepts in the MindTap exercises unclear or confusing, the tutors can provide assistance and can clarify these concepts. The Center is located on the third floor of the Porter Henderson Library in Room 305C. Hours during long semesters are as follows:

- 10:00 - 5:00  Monday – Thursday
- 10:00 - 12:00  Friday
- 6:00 - 8:00  Wednesday evening
- 1:00 - 4:00  Sunday afternoon

ASU ACADEMIC HONOR CODE:

Academic integrity is taking responsibility for one’s own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.

Students must understand the principles of academic integrity and abide by them in all classes and/or course work at the University. Academic Misconduct violations are outlined
in Part I, section B.1 of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

DISABILITIES:

Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation. Persons with disabilities that may warrant academic accommodations must contact the Student Affairs Office, Suite 112 in the Houston Harte University Center, in order to request such accommodations prior to any being implemented. Students are encouraged to make this request early in the semester so that appropriate arrangements can be made.

POLICIES AND PROCEDURES PURSUANT TO TITLE IX:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.