ENGLISH NON-COURSE BASED OPTION (ENGL-NONN)  
DESCRIPTION  
FALL 2020

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Office: Academic 001D  
Office Hours: By appointment only

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. 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.

As a student enrolled in this English Non-Course Based activity, you are expected to complete assignments unless prevented from doing so by illness, bona fide emergencies, or circumstances beyond your control. All assignments will be online in the Cengage MindTap application. You will be assigned exercises to complete each week in MindTap. You should manage your time, allowing for 3 hours each week to complete the exercises. If you do not achieve a 70 average or above in the coursework, you will be required to enroll in a development English activity again next semester. If you successfully complete the coursework with an average of 70 or above, you will be eligible to register for English 1301.

COMPLETING THE NON-COURSE BASED COURSEWORK:

1. You must first watch the Policies and Procedures video posted in Blackboard. If you have any questions after you have watched the video, please email me.
2. Next, you must watch the MindTap Orientation video posted in Blackboard. This video will show you how to navigate MindTap. (Note: The University will pay for your MindTap access code. I will give you your access code, and you will be responsible for registering in our MindTap course during the first week of the semester.)
3. You will complete the Diagnostic Pre-Test in MindTap by the posted deadline.
4. Then, you will work in MindTap each week completing the assigned exercises.
5. When you have finished all of the assigned exercises at the end of the semester, you will complete the Post-Test in MindTap.

***If you experience technical difficulties with MindTap, you should contact Cengage IT for assistance at 800-354-9706.

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 or the English Non-Course Based program again 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 a few hours each week preparing these assignments. Also, ask questions when you have them. You may email me or make an appointment to see me in my office.
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 check your email regularly in order to stay updated on matters related to ENGL NONN. I will either email you using your ASU-assigned email or through Blackboard.

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

The Writing Center also offers virtual tutoring sessions. If you need a tutor's assistance, please use this option for your safety and for the tutors’ safety. For more information about the Center's services and for directions for making an appointment for a virtual session, visit their website - https://www.angelo.edu/dept/writing_center/

FACE COVERING POLICY:
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

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.

ABSENCE FOR RELIGIOUS HOLY DAYS:
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

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
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.