North Central Kansas Technical College

COM-110 English Comp II Fall 2019 Online

COM-110 English Composition II Syllabus

Instructor and Class Information

Instructor Name  Brenda Leiker
Email  bkleiker@ncktc.edu
Phone  785-623-6156
Office Location  Online via Moodle
Office Hours  Monday-Thursday 2:00-4:00
Friday afternoon by appointment

Section Number  COM-110
Start Date  8/19/2019
End Date  12/13/2019
Meeting Times  Online via Moodle
Location  Online via Moodle
Course Website  www.ncktc.edu

Course Information

Course Number  COM-110
Course Title  English Composition II

Course Description
This course is a continuation of COM-103, English Composition I focusing on persuasive writing. Emphasis will be on the writing process, the writing workshop and incorporating research and documented sources into writing. Assigned readings, expository writings and a research paper are required.

Total Credits  3

Pre/Corequisites

Prerequisite  A grade of C or better in COM-103 English Composition I

Textbooks
Learner Supplies
All students must have access to outside sources as a means of research.
Access to a computer required.
Flash drive recommended.
Ability to view, load and drop assignments into Moodle.
Assignments must be completed in WORD or Google Docs.

Course Competencies
1. Compose persuasive or informative texts acknowledging the expectations of specific audiences.
   Status Active
2. Apply research strategies including finding, evaluating, analyzing and synthesizing sources.
   Status Active
3. Employ an appropriate style for citing and listing sources.
   Status Active
4. Demonstrate the ability to read and think critically about texts.
   Status Active

Course Grading Information
NCK Tech's Grading Scale:
A 100% - 90%
B 89% - 80%
C 79% - 70%
D 69% - 60%
F 59% and below

Instructor Grading Information

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Work sheets, discussion boards, readings</td>
<td>200 points</td>
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<tr>
<td>Major essays including rough drafts</td>
<td>700 points</td>
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<tr>
<td>Definition Arguments (3 -4 pages)</td>
<td>100 points</td>
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<tr>
<td>Evaluation (3 -4 pages)</td>
<td>100 points</td>
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<tr>
<td>Position/claims of value (5-6 pages)</td>
<td>150 points</td>
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<tr>
<td>Problem/Solution (8-10 pages)</td>
<td>250 points</td>
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<tr>
<td>Final Exam -Commentary (2 -3 pages)</td>
<td>100 points</td>
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<tr>
<td>TOTAL POINTS AVAILABLE</td>
<td>1000 points</td>
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Percentage Breakdown of Work:
Discussions, readings, other 30%
Major essays 70%

NCK Tech Mission Statement
North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement
North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Core Values
Achieving EXCELLENCE with INTEGRITY through
DEDICATION
INNOVATION
COLLABORATION
COMMUNICATION

NCK Tech Non-Discrimination Policy
Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with NCK Tech are hereby notified that this college is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees.

Any person having inquiries concerning the college’s compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to contact the person identified below who has been designated to coordinate the Institution's efforts to comply with the regulations implementing these laws.

- The Section 504/ADA Compliance Officer can be reached at section504@ncktc.edu, (785) 738-2276, or by mail at Attn: Section 504 Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420.(785) 738-9055 or by mail at NCK Tech, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

- The Title IX Compliance Officer can be reached at titleix@ncktc.edu, (785) 738-2276, or by mail at Attn: Title IX Officer, PO BOX 507, 3033 US Hwy 24, Beloit, KS 67420.(785) 738-9055 or by mail at NCK Tech, Attn: Dean of Instructional Services, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

US Department of Education, Region VII
Office for Civil Rights
10220 N Executive Hills Blvd
Kansas City, MO 64153

Where discrimination is found to have occurred, NCK Tech will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to hold accountable the responsible individual(s). Additional details regarding the investigation process can be found in the Faculty/Staff Handbook and the Student Handbook as approved by the NCK Tech Board of Trustees.

For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit https://www2.ed.gov/about/offices/list/ocr/index.html.
NCK Tech Tobacco Use Policy

The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building owned, leased, or rented by the College.

NCK Tech Weapons Policy

Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with state and federal laws and NCK Tech weapons policy. Individuals must be 21 years of age to carry concealed handguns.

Safety measures outlined in the NCK Tech weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier.
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier’s custody and control and within immediate reach of the individual.
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
- Must have the safety on, and have no round in the chamber.

Lockers, toolboxes, and/or tool bags are not approved storage devices in accordance with NCK Tech Policy.

Overview for Students with Disabilities

NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

NCK Tech acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student’s disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

Services are provided through Student Accessibility Services (SAS) staff located in the Student Success Center, on the Beloit Campus, and in Student Services, on the Hays Campus.

- Director of Learning Services, may be reached at 1-785-738-9020; or by mail at NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420.

Student Responsibilities

Students requesting support services will need to register (“self-disclose” and complete Student Accessibility Services Intake and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the interactive process to create an Educational Accommodation Plan that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

Accommodations, Academic Support Services, or Auxiliary Aids

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, Educational Accommodation Plan team, and assessment of individual needs and course requirements.

Reasonable testing accommodations may include, but are not limited to:

- Extended testing time
- Reduced distraction testing environment
- Test reader and/or scribe
- Use of calculator
Academic support services/auxiliary aids may include, but are not limited to:

- Note-taking assistance (second set of notes, power point slides, or other visual aids provided)
- Sign Language Interpreter
- Preferential seating in the classroom
- Large print exams, handouts, signs, etc.
- Telecommunications devices
- Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or pose a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. NCK Tech is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

**Grievance Procedure**

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the Vice President of Student and Instructional Services at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420, where grievance procedures are filed for all students, including students with disabilities.

If the complaint is not resolved at the College level, a student may choose to file a complaint with the Office for Civil Rights at 1-816-268-0550 or U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106.

**Confidentiality**

All information regarding a student’s disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to NCK Tech without the student’s written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to NCK Tech faculty and/or staff.

**Placement Testing Accommodations**

Students are required to provide placement test scores to gain acceptance into their chosen full-time program. NCK Tech administers the ACCUPLACER Test for appropriate placement in Math and English classes. Testing takes place in a quiet testing environment and is computerized and untimed so you can work at a pace that is comfortable for you. If you have a learning or physical disability that would prevent you from taking the ACCUPLACER under standard conditions, you may request accommodations by contacting the Director of Learning Services at 1-785-738-9020. Accommodations that can be arranged include (but are not limited to) enlarged text/screen magnification, modifiable screen colors, alternative test format including Braille, and untimed test breaks.

Students wanting to request a testing accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student’s academic performance and suggested accommodations.

**Reasonable Suspicion**

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by NCK Tech’s contract vendor at the expense of the college.
A. A college administrator (or their designee) shall drive the employee or student to the vendor’s site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.

B. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.

C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student’s expense. The request must be submitted within 24 hours.

D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.

E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.

F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.

G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor’s release.

Right to Modify the Syllabus

The instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

Scholastic Dishonesty

Membership in the NCK Tech learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

- Plagiarism: i.e. taking someone else's intellectual work and presenting it as one's own. Each department set standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
- Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or intentional observation of another student's test on paper or a computer screen; accessing another student's answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
- Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
- Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

1. verbal or written warning
2. lowering of grade for an assignment
3. lowering of term grade

Administrative sanctions may include but are not limited to either of the following

1. suspension from the College
2. dismissal from the College

NCKTC Gen Ed Core Outcome statement
The learning outcomes detailed in this syllabus meet, or exceed, the learning outcomes specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

NCKTC Policy Regarding Academic Dishonesty
Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignment or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (c) failure of class assignment or exam.

NCKTC Services for Students with Disabilities
Students, with either a permanent or temporary disability, who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services (785) 738-2276 to make requests for accommodations.

NCKTC Inclement Weather Policy
School dismissals and cancelations will be announced using the NCKTC RAVE Alert system. Local media will also be notified.

Method of Instruction and Evaluation
Method of Instruction and Evaluation:

1. All assignments will be contained in Moodle. Power points, readings and discussion board will be part of this course.
2. Instruction will include a check on the completion and accuracy of assigned exercises. Scores earned are part of the final grade.
3. This course will utilize the following grading components:
   - Essays: Five essays will be written during the semester. All essays totaled will equal approximately 5,000 words.
   - Readings and analysis with discussion board and written assignments, peer reviews and other activities.
   - Class participation: discussion boards

Make-up Work
Make-up work may be accepted for excused absences. Excused absences will be discussed (ahead of time) with the instructor on an individual basis. If you miss class (with an excused absence), all work must be made up and turned in within one week or no credit will be given. Obtaining make-up work assignments is the student's responsibility.
Other writing assignments. Make-up of these in-class projects is not permissible. However, if the activity is an out of class assignment, late assignments will be subject to a 50% reduction in points turned in after the due date. Only a one-week grace period is allowed for late work. No points will be given for any assignment turned in after this time limit.

**Major Essays:** NO LATE WORK IS ACCEPTED. Deadlines must be strictly followed. E-mailing of either rough draft or final essay is not an acceptable means of turning in work if the student does not participate in workshop. An automatic 50% reduction of points will incur if an essay is e-mailed and the student has an unexcused absence from class.

In-class participation and attendance is imperative for this course.

**Attendance Policy and Class Preparation**

All students are required to log-in to Moodle weekly. All assignments must be delivered via the drop box unless other arrangements are made with the instructor.

Class Preparation: It is imperative that students be prepared to learn. In order to do so, you must read through the assigned material and meet online deadlines.

Online courses require you, the student, to take initiative to review material prior to due dates.

**NCK Tech Non-Discrimination**

Discrimination against any individual on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, ancestry, disability, age, , military status, veteran status or religion in the admission or access to, or treatment or employment in the college’s programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

The Dean of Student Services, P.O. Box 507, Beloit, KS 67420 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 and Title I X of the Education Amendments of 1972.

The Dean of Instructional Services, P.O. Box 507, Beloit, KS 67420 has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

**NCK Tech EPA Standards**

The college will comply with all Federal and State Standards in regard to OSHA and EPA Regulations. In most of the shops and labs, students either handle or produce hazardous waste materials. All faculty have received training on these standards.

**NCK Tech Weapons Statement**

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**NCK Tech Tobacco Use Policy**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building, owned, leased or rented by the college.

**Online Integrity and Student Course Responsibility**

All students and instructor will demonstrate a code of personal honor that is based upon courtesy, integrity, and respect for others in the online environment. Discussion boards, peer reviews and other online interaction will take place. At all times you must treat each other with respect.

**NCK Tech Modify the Syllabus**

The Instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

**NCK Tech Weapons Policy**

- **Tests/Quizzes**
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- Must have the safety on, and have no round in the chamber.

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Instructors are allowed, by NCK Tech policy, to require backpacks, purses, and other bags be placed in a separate location or away from the student during exams and quizzes, and as such those items will not be under the constant control of the individual. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The College does not provide appropriate secured storage for concealed handguns.

Individuals who violate the NCK Tech weapons policy may be asked to leave campus with the weapon and may face disciplinary action.

Class Schedule

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<tr>
<th>Date/Session</th>
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<tbody>
<tr>
<td>Week 1 - Discussion</td>
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<tr>
<td>Week 2 - Discussion</td>
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<tr>
<td>Week 3 - Analysis</td>
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<td>Week 4 - Definition</td>
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<td>Week 5 - Definition</td>
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<tr>
<td>Week 6 - Evaluation</td>
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<td>Week 7 - Evaluation</td>
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<td>Week 8 - Position</td>
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<td>Week 9 - Position</td>
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<td>Date/Session</td>
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<tr>
<td>Week 10 - Position</td>
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<td>Week 11 - Problem/Solution</td>
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<td>Week 14 - Problem/Solution</td>
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<tr>
<td>Week 15 - Problem/Solution</td>
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<tr>
<td>Week 16 - Prep for finals</td>
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