I. INTRODUCTION

This NCBO Grammar/Writing 1 course is designed to help students accelerate through grammar and Writing 1 in one term. This is accomplished through interventions that use innovative learning approaches that more effectively and efficiently prepare students to advance. This course remediates grammar application through the writing process. This course will assist students in acquiring the English language skills needed for either ESOL Writing 2 or movement into Developmental Writing 0301 or 0302 or English 1301.

This course is available for students who scored between 70 to 79 in the grammar section on the CELT test.

II. LEARNING OUTCOMES

Upon successful completion of this course, the student will have advanced through the initial ESOL writing course sequence within one semester in conjunction with a thorough grammar review.

III. INSTRUCTIONAL MATERIALS/RESOURCES

Text:

The instructional materials identified for this course are viewable through www.ctcd.edu/books
IV. COURSE REQUIREMENTS

A. Students are required to complete an individualized diagnostic test to determine the concepts that he/she is required to master to move to the next level of the writing sequence.

B. Students are required to work on their individualized study plan and stay in contact with the Instructor of Record (IR) and to notify the IR when they have mastered those concepts and are ready to move to another grammar concept or writing assignment.

V. EXAMINATIONS AND ASSIGNMENTS

A. All assignments are detailed in the student’s individual study plan. Frequent quizzes will measure student understanding of the content, the midterm and the final will be given when the student has mastered concepts, and eight essays will be written and revised. The student is responsible for notifying the IR when he/she is ready for a quiz, test, or a writing conference.

B. If a student is absent from class or does not accumulate the required computer lab hours as stated in the individualized study plan, it is his or her responsibility to contact the IR or other classmates to determine missed instruction. Each student must make appropriate arrangements to acquire assignments, announcements, notes, handouts, or other pertinent information missed.

C. Quizzes, exams, and essays will be returned to students within three class periods from the due dates. The portfolio will include all prewriting activities, writing, and copy revisions.

D. Evaluation of Sources – When writing, background information may originate from a book, magazine, an electronic database, television channels, or off the Internet; however, these sources must be documented. Failure to give credit to an author is considered plagiarism which may result in a zero for the assignment or disciplinary action. Therefore, it is mandatory that students follow fair use policies and copyright laws. The OWL online writing lab located at http://owl.english.purdue.edu is a valuable source for using published information.
VI. SEMESTER GRADE COMPUTATIONS

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Midterm</td>
<td>25%</td>
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<tr>
<td>Final (essay and objective)</td>
<td>45%</td>
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<tr>
<td>Quizzes/essays</td>
<td>10%</td>
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<tr>
<td>Completion of lab hours</td>
<td>10%</td>
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<tr>
<td>Portfolio</td>
<td>10%</td>
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The following grades will be assigned for the course:

- 90-100 A Superior
- 80-89 B Above Average
- 70-79 C Average
- below 70 N Needs to raise performance to acceptable level
- X or X (N) Unacceptable performance due to poor attendance
- W Withdrawal from course (by student)

A. To pass this course, the student must have a 70% or above in the coursework and have completed all of the requirements as detailed in the individual study plan.

B. Students that are not successful in this non-course-based-option will be required to enroll in the traditional DSLA grammar or writing course the following term.

VII. NOTES AND ADDITIONAL INSTRUCTIONS

A. **Course Withdrawal:** It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who must or desires to officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form.
CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is

- 10-week session  Friday of the 7th week
- 8-week session  Friday of the 6th week
- 6-week session  Friday of the 4th week
- 5-week session  Friday of the 3rd week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “N” or “XN” for nonattendance.

If you have been placed in a DSLA course due to ACCUPLACER, TOEFL, or other college placement tests and you are taking other college-level courses, you will not be allowed to withdraw from the developmental course. Also, even though you may pass the ACCUPLACER during the semester, you must remain in the developmental course for the remaining semester. If you withdraw under these conditions, the college may totally withdraw you from your program.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “an incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course. Prior approval from the instructor is required before the grade of “XN” for Incomplete is recorded.
D. **Cellular Phones, Beepers, and Children:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Children are not allowed to sit in class or the lab due to the liability issue.

E. **Americans With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. ** Civility:** Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and other students in the labs or rooms. Failure to act with civility may result in disciplinary action up to and including expulsion from CTC.

H. **Office Hours:** The IR will post his/her office hours outside the office door. If students have difficulties or questions about this course, they may visit the IR. In addition, the IR will also schedule times to meet with students in the computer lab for any instruction, conferences, and assistance.

**VIII. COURSE OUTLINE**

A. Each student will have his/her own individual study plan. The study plan will be generated using the course management system derived from the initial diagnostic test to determine the areas in which the student needs remediation in order to be successful in the ESOL writing course.

B. Concepts covered in this NCBO are based on the individual student’s needs. It is possible for a student to cover all concepts and master the requirements early within the semester.