



**Cincinnati Christian University**  
**Foster School of Biblical Studies, Arts & Sciences**

**ENGL 011 02 Basic English Lab – Section 2**

Semester Non-Credit Hours: 2      Meeting Times: T 12:30 - 1:20 p.m.  
Location: PH 252      Semester: Fall 2018  
Instructor: Karin Admiraal      Phone: 244-8637  
Office: PH 274      Email: Karin.Admiraal@ccuniversity.edu

**Course Rationale**

Written communication is extremely important in the college experience. Written tasks comprise a large number of the assignments (and a large part of the grade) in many classes. Therefore, competence in this area is important for each college student. In addition, nearly every profession requires the ability to use written communication of some kind. Most importantly, Christians have the greatest message to communicate, and strength in written communication can facilitate spreading that message. This piece connects directly with the mission statement of CCU.

**Catalog Course Description**

A course required of those who test below the acceptable level for ENGL 110. Class sessions involve discussion of grammar principles and completion of printed and computerized exercises.

**Additional Course Description**

This year, Basic English has been separated into two aspects. The first is an intensive, one-week session, which will be followed by lab requirements throughout the semester. The Basic English Lab will provide guided practice and additional support for English 110. In the lab, students will participate in one-to-one conferences, peer groups sessions, individual work, and at home assignments. This course is focused on meeting students' individual needs with emphasis on essay assignments from ENG 110.

**Arts & Sciences Departmental Outcomes**

CCU's Arts & Sciences program is designed to prepare students to

1. communicate effectively in both oral and written forms in a variety of rhetorical contexts, including Standard English,
2. adeptly utilize modern research and writing tools,
3. identify decisive events and ideas in the human experience and assess their influences on modern culture and thought,
4. employ critical and creative thinking and mathematic and scientific principles for problem solving, literary and socio-cultural analysis, intercultural understanding, and research in the sciences and humanities,
5. demonstrate the integration of academic insights and experiences by constructing and employing a personal framework in which ethical decisions can be made in light of societal values and a Christian worldview.

## Course Objectives

In Basic English Lab, the objectives are:

1. to build writers' habits through regular writing (A&S Outcome #1)
2. to support the brainstorming and invention processes for major assignments (A&S Outcome #4)
3. to improve reading comprehension by analyzing course documents (A&S Outcome #4 & 5)
4. to become better revisers of their own work (A&S Outcome #2)
5. to encourage the drafting and revision process through group workshops (A&S Outcome #4 & 5)
6. address student-specific challenges through individualized reading and writing assignments. (A&S Outcome #1)

## Required Course Texts and Materials

These materials from (most) English 110 courses:

*Patterns for College Writing: A Rhetorical Reader and Guide* (13<sup>th</sup> Ed.) (Kirszner/Mandell)

*A Writer's Reference with Writing about Literature* (8<sup>th</sup> Ed.) (Hacker/Sommers)

\*A two pocket folder with your name on it

\*A notebook for this class only

For the lab:

*Bedford Basics: A Workbook for Writers* (3<sup>rd</sup> Ed.) (Hacker/Van Goor)

## Grading Breakdown

This course is pass/fail.

## COURSE POLICIES

### Accommodations:

Students who require academic accommodations due to a documented physical, psychological, or learning disability should request assistance from the Student Services Department within the first two weeks of the semester. The Student Services Department is located on the upper level of Presidents Hall. You may also contact the office by phone (244-8150). I do not mind at all if you have accommodations and I'm happy to work with you.

### Attendance:

Each absence will result in a lowered class preparation grade unless an exception is granted by the instructor. Seven hours of absence will result in dismissal from class. If students are late, they must check with the instructor after class to indicate their attendance. Being late three times equals an absence. If a student is present for less than half of a class, it is considered an absence. In addition, a student who comes to class unprepared (without papers, book, etc.) they may be counted absent for the class. If you have to go print or retrieve something, you will be marked as late. If you are absent from class, you must submit your work by email before class begins to avoid late penalties. Hard copies must be submitted in the next class meeting.

If you participate in school-sponsored events such as athletics, you will need to provide a printed schedule to me. The schedule should have your name clearly written at the top. Highlight any relevant games/events that will cause you to not be in attendance of this specific class. I will verify your schedule with the athletic department. If you are going to miss due to any other school related event, please provide documentation and a contact person for verification. In these cases, I will provide alternate work for you.

If you have to miss a lab for any reason, you do have the option to make it up during one of the other lab times offered. You must notify your instructor before you do this and get the okay.

### **Assignments**

Since this is a lab environment and parts are specific to each student, assignments will be given during class. Any work in the lab will be done to improve ENG 110 assignments, build individual skills, or participate in group activities to improve overall essays/papers.

### **Class Cancellations:**

In the event that class is cancelled due to something going on with me, I will send out a notice via Canvas. If school is cancelled due to weather, you'll receive notification through the school and I'll send instructions to you about how we will proceed. When Sneak Day happens, we will make some accommodations to the schedule as well. Feel free to participate in it and have fun!

### **Classroom Expectations**

All students in this class are expected to:

- complete assigned readings and participate in class activities and discussions.
- put effort and thought into assignments and hand them in on time.
- show respect to one another
- keep group conversations focused on class activities or discussions.

### **Diversity and Inclusion:**

It is very important that we respect and include all students. Diversity and Inclusion is extremely important to me. In my classes, we will not put down or disrespect any group or person. While you do not have to agree with everything you may hear or read in the class, you must behave in a respectful manner. Remember:

#### **1 Corinthians 1:10**

I appeal to you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree with one another in what you say and that there be no divisions among you, but that you be perfectly united in mind and thought.

If this is also important to you and you're looking to get involved on campus, consider joining Solidarity.

### **Drafting:**

We will utilize peer review in this class. During peer review, you must bring a hard copy to class with you. No screens can be used for this process.

### **Due Dates:**

Work due dates will be discussed in class. Work is due at the beginning of class. All work outside of class should be typed and printed. Please do not email me links. Give yourself enough time to get work printed before class starts.

### **Electronics:**

Phones should be on silent and put away, out of sight. If you have an emergency where you need to have access to your phone during class time, speak to me first. Laptops/tablets are welcome but should only be out during times when they are appropriate. If you are caught using a laptop/tablet/electronic device for anything aside from work in my class, you will be marked as absent and will lose the privilege of having those devices in class.

### **Email:**

If you are absent from class, you must submit your work by email before class begins to avoid late penalties. Hard copies must be submitted in the next class meeting.

### **Grades:**

This is a pass/fail grade. Poor attendance, not turning in assignments, and lack of participation will result in failure of the Lab component.

**Late Policies:**

No late work is accepted. We are working alongside existing to work to improve it. Doing work after it's due will not help you.

**Learning Center:**

Each week, you must attend lab with your instructor and learning coaches during your assigned day/time. Instead of attending lab both days, you are required to go to the Learning Center for 1 hour during the week. This will be tracked and monitored. It does count for attendance.

**Learning Coaches:**

Each lab is fortunate to have 1-2 learning coaches to assist the instructor. These coaches should be treated professionally and with respect. Learning Coaches can help with most aspects of your work. They cannot discuss your grade, give extensions on work, or discuss attendance with you. Those matters must be discussed with your professor only.

**Plagiarism:**

Plagiarism is the action of using without due acknowledgement the thoughts, writing, scholarship, or ideas of another. I do not tolerate plagiarism or cheating of any kind. Instances of academic dishonesty will be handled in accordance to the school handbook.

**Syllabus:**

This syllabus lays out expectations for you and for me. Keep this and refer back to it.

The professor reserves the right to change or amend any part of this course plan as deemed necessary. This includes adjustments that may need to be made following Sneak Day. However, if a class is cancelled, students should be ready with the assigned work the next time the class meets.

**RESOURCES****Computers:**

There are a couple of computer labs on campus available to students. Computers are available in the Learning Center, the library, and in WM 138.

**Counseling Center:**

We have all had times where everything feels like it's too much. Consulting with an unbiased person can help. We are very fortunate to have a counseling center on campus. The CCU Counseling Center is located in the Lower Level of Presidents Hall. Office hours: Monday 9-6PM, Tuesday 9-9 PM, and Wednesday 9-6 PM. By appointment only. 513-244-8193

**Evan Bolejack Learning Center/Tutors:**

The Learning Center provides free assistance for students who desire to improve their academic performance. Through services such as academic tutoring, academic coaching, developing study skills, or reviewing a research paper, students will experience an outstanding peer-to-peer tutoring experience in the Learning Center. Our Learning Center is AMAZING---use it!

**ME! How Can I Help You Learn?:**

I am here to help you be successful. I have a really nice office you can visit. I am around most days from 9 a.m. – 5 p.m. If you have questions, you're not getting something, or you just want to say hi, stop in.