

Dakota College at Bottineau Course Syllabus—Bridges Program

Course Title: ASC 88 - Composition Lab

Course Description:

The emphasis on this course is to build the skills required to successfully complete ENGL 110.

Course Objectives:

Students will be able to

- Learn the required MLA Format
- Develop reading & vocabulary skills
- Analyze and evaluate a variety of written essays
- Demonstrate knowledge and understanding of essays
- Respond to instructor and classmates during class

Instructor: Joy Smith

Office: Allen Memorial Library 215/VCSU Campus

Office Hours:

Monday-Thursday: 8am-4pm.

Friday: 8a-12p / Afternoons: By appointment only

Phone: 701-845-7490

Email: joy.smith@vcsu.edu

Textbook: * Please bring your ENGL 110 book to all classes

Course Requirements:

Attendance and Grades: Class participation is required you will earn 25 points for each class period and 25 additional points for each assignment that will be given in class. If you miss 2 classes, you will lose 1 letter grade; miss 3 classes, lose 2 letter grades; miss 4 or more classes, you will fail the class. You **cannot** make up missed assignments, unless the absence was excused by the instructor. Late assignments are not accepted.

Grade breakdown: 90-100%-A, 80-89%-B, 70-79%-C, 60-69%-D, Below 60%-F

Tentative Course Outline—This course will mirror ENGL 110.

Relationship to Campus Theme:

Technology will aid in learning effective composition skills.

Classroom Policies:

Please refrain from doing anything that might be disruptive and disturb other students or the instructor. This academic environment is an open and harassment free zone. Participation within the classroom is highly encouraged and is an integral part of the higher education experience. Ask questions-comment on discussions, etc. Offensive language is **NOT** tolerated. You will be asked to leave the classroom and receive zeros for that day. If it happens too often, you may be asked to withdraw from the class.

Academic Integrity:

The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Plagiarism](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact Jan Drake, jan.drake@vcsu.edu

SAFETY NOTICE:

In case of a fire, students will gather their material, exit the building using the south stairs and will meet in front of the President's house stairs.

In case of tornado, students will follow the stairs down to the basement of the library and remain there until the weather improves. Students will not be allowed to leave until an "all clear" notice has been given.

In case of lock down, the instructor will guide students to her office to be protected by locked door. Students will **NOT** leave the office until there has been an "all clear" notice. If lockdown occurs, students are expected to work as a team, silence cell phones, and remain calm.