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## COURSE INFORMATION

This course is the study and practice of the communication process emphasizing written material, including writing as a process, writing for problem solving and self-awareness, research writing and information gathering. The course includes reading and interpreting themes associated with Native American writing as well as writers representing cultural diversity. The course is based on the principle that good writing is at the core of academic and professional life. Prerequisite: ASC 085 or placement test

Credits: 3

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## CLASS INFORMATION

Section Number: ENG 110 (A)

Term: Spring Year: 2020 Start Date: 1/13/2020 End Date: 5/8/2020

Meeting Times: Mon, Wed, Fri 9-9:50 AM

Meeting Location: SCITC 120

Delivery Mode: Face to Face

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## INSTRUCTOR

Kathryn Dunlap

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Office Phone: (701) 255-1382

Mobile Phone: (701) 739-5246

Office Location: SCITC 103C

Office Hours: Mon 10-12, Tue 2:30-5, Wed 10-1:00, Thur 2:30-5, Fri 10-12

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## TEXTBOOKS

Brandon, L., & Brandon, K. (2017). *Paragraphs and essays with integrated readings*. Boston, MA: Wadsworth.

Hacker, D., & Sommers, N. I. (2016). *A pocket style manual*. Boston, MA: Bedford/St. Martins, Macmillan Learning.

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## COURSE OBJECTIVES

1. Apply the writing process, pre-writing, writing, revising, editing, and printing, to generate effective and expressive paragraphs and essays.
2. Apply the writing process to generate unified, coherent, detailed, effective and expressive paragraphs and essays in a variety of modes that are grammatically, syntactically, and mechanically correct.
3. Use technology to write, revise, proofread, and print effective and professional quality writings.
4. Interpret, analyze, and evaluate written texts and articles representing a variety of cultural perspectives.

5. Write paragraphs and essays representing a variety of modes.

## A. GRADING SCALE

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

## B. COMMUNICATION

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All students are required to regularly check their MyUTTC account to obtain information on course assignments, detailed instructions, and announcements. Students are expected to check their student account regularly for any updates or coursework changes. It is important to provide the instructor and/or academic advisor with your current email address, phone numbers and alternate contact information. Class cancellations, emergency information, or other announcements can be conveyed in a timely manner if we have your current contact information.

## C. ATTENDANCE POLICY

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Class attendance is very important for academic success of all students enrolled at UTTC. Instructors are required to report student attendance into UTTC's Jenzabar data management system on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and throughout the academic semester. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at [my.uttc.edu](http://my.uttc.edu).

UTTC recognizes particular circumstances may arise that affect the student's ability to attend class; therefore, it is important students communicate with their instructors regarding any emergencies that cause them to miss class (i.e. medical, family emergency). Regardless of the circumstances, the student is responsible for obtaining any information, such as assignments, handouts, and any course changes or announcements that he or she may have missed because of the absence. The student may refer to the course assignments in [my.uttc.edu](http://my.uttc.edu), contact another student enrolled in the course, or set up a meeting with the course instructor to get the missing information.

Attendance, completion of assigned readings and assignments, and engagement is the equivalent of participation since the student's engagement with classmates contribute to everyone's understanding and achievement. Student grades will be impacted by the frequency and quality of participation in class.

Faculty members are required to report student non-attendance during the Census period at the start of each academic term in compliance with federal regulations pertaining to financial aid.

Instructors will initiate an academic attendance “Early Alert” using the Jenzabar retention tool using the Attendance Policy & Withdrawal guidelines found in the Academic Affairs section of the College Catalog.

## D. POLICY FOR LATE ASSIGNMENT SUBMISSION

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UTTC supports and fosters the student’s responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted. The amount of points deducted for late work is at the discretion of the instructor.

Each student is responsible for obtaining the necessary information required in the event of an absence. It is the student’s responsibility to contact one of his or her peers to obtain information concerning assignments, handouts, and any changes or announcements. The assignments and course requirements (homework) must be completed by the due date and are collected at the beginning of the class period. If an assignment is not handed in at the beginning of the class period, it is considered late. Late work will not receive full credit if it is accepted at all. All late work (if prior arrangements have been approved by the instructor) must be personally handed to the instructor. The amount of points deducted for late work is at the discretion of the instructor. Except in extremely rare, emergency circumstances, assignments will not be accepted over email. The instructor may, in certain circumstances, ask for a digital copy of your paper, but this should not be seen as a substitution for physically handing in an assignment. Late work will be accepted for reduced points for up to five business days from the due date. For each day the assignment is late, that assignment will lose an additional 10% of the points it would have otherwise earned (rounded down).

### Number of Days Late Percentage Lost Percentage Earned

1 Day Late	-10%	90%
2 Days Late	-20%	80%
3 Days Late	-30%	70%
4 Days Late	-40%	60%
5 Days Late	-50%	50%

It is vital that you communicate with your instructor about any issues that come up that prevent you from turning in work on time. If there is no communication, the assumption will be that you have chosen, with full knowledge of the consequences, not to do the assignment. If a legitimate emergency has occurred that has prevented you from completing your work, communicate with your instructor immediately. The instructor may use their discretion to establish a new deadline, but only if there is documentation provided by the student to justify the accommodation. This will be done only in extreme cases, and only if the student is in good standing with the class.

## **E. MISSED TESTS, EXAMS AND QUIZZES (FORMAL ASSESSMENTS)**

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Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment.

Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course. If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup and the assessment and will earn a 0% grade.

## **F. EARLY ALERT SYSTEM**

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UTTC's Early Alert System (EAS) is a proactive, communication driven support system that provides timely identification and interventions to work with individual students to assist in generating plans to overcome challenges to college success. The system assists UTTC students by linking them to faculty and staff who can provide and connect students to available resources and strategies. The early alert serves as an opportunity for students to take ownership of their success and empower them to accomplish academic and personal goals. The system helps faculty and academic advisors connect and communicate with students as issues arise. The additional cross-wide partnerships create a culture of collaboration focused upon the best interest of UTTC students.

Academic related concerns such as attendance, missing assignments, or classroom behavior will result in an early alert being issued by faculty. When an early alert is issued, the student will receive an email requesting them to make arrangement to follow up with the instructor and/or their academic advisor. Students receiving an early alert should make the necessary arrangements to set up and meet with faculty as soon as possible to generate a plan of success.

## **G. CELL PHONE**

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Out of respect for the other students and the instructor, it is advised that cell phones are turned off during class times. If the student is expecting an important phone call (e.g. case worker, Housing, clinic), the instructor must be informed ahead of time and the cell phone set to a silent ring. If such a phone call is received during class time, the student will answer the call by quietly removing him or herself from the classroom. This also includes texting during class; it is not acceptable. Students may not use class time to check social media accounts, voicemail, and/or personal emails.

## **H. STUDENT BEHAVIOR**

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UTTC students will conduct themselves in a responsible and respectful manner at all times in the classroom, in the hallways, in the Library, the Cafeteria, and any other location on campus. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics.

Faculty are expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic

department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

## **I. PLAGIARISM AND ACADEMIC INTEGRITY**

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Plagiarism is the term for taking credit for work that is not your own. This means you cannot take material from articles, books or websites you find in the library and present it as your own work; you cannot let your friends prepare your assignments for you; and you cannot copy an assignment from a student who took the same course in another semester. Plagiarism is taken seriously because this is a place for learning and new ideas; your assignments are evidence of your learning, your original ideas.

Providing work that is not your own, or that is not unique to the assignment, is inappropriate as a form of dishonesty. The consequences of plagiarism are serious: you will be given an F on the specific assignment, or the entire course, at the instructor's discretion. If you need advice on how to appropriately cite the work of others, please ask. As long as you acknowledge an idea is not your own, and provide the original source, it is generally not plagiarism.

Examples of violations of academic integrity are lying about the reason for an absence, or signing someone else's name to a sign-in sheet when they were not present. Please keep in mind that students generally ask their instructors for recommendations, whether for jobs or for scholarships.

## **J. STUDENTS WITH DISABILITIES**

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United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Disabilities Services Office coordinates reasonable accommodations, support services, and appropriate referrals for the purpose of removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services (DS) office at (701) 255-3285, ext. 1516.

## **K. TITLE IX STATEMENT**

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Title IX is a federal civil rights law that prohibits discrimination on the basis of sex, including sexual harassment, rape and sexual assault. United Tribes Technical College is committed to upholding the law and standards that promote respect and human dignity in a safe environment. Sexual misconduct and relationship violence in any form violates UTTC's mission, cultural values, Student Code of Conduct, and may also violate federal and state law. Faculty members are considered "mandatory reporters" and are required to report incidents of sexual misconduct and relationship violence to the Title IX office on campus. If you or someone you know has been impacted by sexual assault, dating and domestic violence, stalking or sexual exploitation, you can find the appropriate resources on the UTTC campus and in the community. These resources include:

- UTTC Title IX Office: (701) 221.1591
- UTTC Campus Safety & Security: (701) 221.1700
- UTTC Academic & Personal Counseling: (701) 221. 1764
- UTTC Domestic Violence Advocate: (701) 221. 1764
- Abused Adult Resource Center Crisis Line: (866) 341.7009
- ND Helpline: 211