



Navajo Technical University	http://navajotech.edu
P.O. Box 849, Chinle, AZ 86503	Telephone: (505) 786-4100 FAX: (505) 786-5644

Reading and Writing Skills
ENGL098 - face-to-face
Spring 2022

3 Credits

Instructor: V. William Barrett
E-mail: vbarrett@navajotech.edu
Office: NTU Chinle, Old Campus Building
Office Phone: (928) 882-3135
Office Hours: Monday through Friday Online
Class Location: New two-story building, classroom #117
Class Meeting Times: Monday, 1:00 - 3:40 pm

Required Materials:

Text: Fawcett, Susan, *Grassroots with Readings: The Writers Workbook*. 12th edition.
Wadsworth: Cengage Learning, 2019.

NTU Email and Blackboard Account

Black or dark ink pens, looseleaf paper, personal notebook for class notes.

Laptop/personal computer with internet access; or lab access

Lab Fee: No fee.

Mission Statement:

Navajo Technical University's mission is to provide college readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles:

Nitsáhákees, Nahátá, Íina, Sihasin.

Course Description: This course teaches vocabulary and grammar skills in addition to strengthening reading comprehension. Other strategies like skills-based exercises, reading silently and aloud, and writing exercises will be applied with the focus are on improving both written and oral communication skills. Using lecture, lab, and individual tutoring, students will learn to read and understand a variety of diverse texts and draft

short essays using differing rhetorical forms. Successful completion of this course involves participation in class lectures, occasional computer lab work as assigned, and individual tutoring if necessary. Offered: Fall, Spring, Summer.

Study Time Outside of Class for Face-to-Face Courses: For every credit hour spent in a class, a student is expected to spend two hours (2) outside of class studying the course materials.

COURSE OUTCOMES	COURSE MEASUREMENTS
Improved writing mechanics, proper grammar usage, and sentence construction, coherent paragraph and essay formation.	Weekly Grassroots writing and grammar exercises, and in-class discussions, reviews on such writing assignments
Vocabulary expansion, proper word usage, capitalization, punctuation, verb tenses, subject/verb agreement and sentence parallelism.	Weekly vocabulary assignments, and reading and writing reponses;
Improved writing skills and heightened vocabulary/diction.	Weekly reading exercises, discussion of completed exercises, oral and English 098 lab assignments.
Improved reading skills and comprehension, and critical thinking abilities.	Weekly assignments, strict adherence to syllabus assignments, paper structure instruction, and written introduction and conclusion assignments, and English 098 lab participation.

Grading:

- 90-100 =A
- 80-89 =B
- 70-79 =C
- 60-69 =D
- 0-59 =F

Midterm Exam	30
Final Exam	30
Writing Assignments & Exercises	30
Attendance & Participation	<u>10</u>

Total Possible Points = 100

Course Policies

Email Address

Students are required to use NTU's email address as a formal mode of communication.

Grading Policy

Each student must do his or her own work. Writing assignments will include reading, writing, writing sample, writing process, research, note-taking, drafts, and revisions. Forum (also known as Discussion) submission will include original posts and responses to classmates' posts. Final presentation will include creating a PowerPoint presentation to share with the class. In this online class, you are expected to log into Blackboard and check your NTU email daily to keep up with information from instructor and classmates and to submit assignments in a timely manner. Final grades will be based on total points of all submitted assignments and discussion participation points.

Plagiarism

Cheating and plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam. If you are caught plagiarizing in any fashion, any size, any content, you will be penalized; you might fail the assignment or fail the class entirely.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. Please note: Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.

Papers

Papers must be typed, double-spaced, size 12 font with 1" margins on all sides. Your name, course name and number, name of assignment, and the date should be typed on the upper left corner. Your last name and number should be typed on the right corner in the header. MLA format guidelines will be specified and applied accordingly.

Late Work

Submitting your assignments and meeting the deadlines will allow you to obtain the most possible points for your work. Although it is expected of you to submit work on time, I understand that on occasion you may need extra time to submit your work; therefore, I do accept late work with the understanding that you will lose points equivalent to one letter percentage grade for each assignment that is submitted after the deadline. For example, an A paper will result in an automatic B paper if it is late. You are encouraged to submit work on time; do not procrastinate, for it might result in loss of points that will affect your overall grade in the class. All work and assignments due prior to Midterm Exam cannot be submitted after Midterm Exam week.

Cell Phone and Headphone Use (for face-to-face class sessions)

Please turn cell phones off or place them on silence or vibrate mode before coming to class. Also, answer cell phones outside of class (not in the classroom). Exercising cell phone use courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of the students own academic integrity. Students who engage in academic dishonesty is a very serious matter that inhibits the learning process, discredits the student and dishonors the NTU's college community. Avoid cheating on exams and quizzes, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity will be subject to academic discipline.

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

The Navajo Technical University and the English Department are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need a special accommodation based on the impact of their disability, or needs should inform the instructor privately so that arrangements can be made to accommodate such needs. Students who need special accommodations should contact the Special Needs Counselor, Virginia Edgewater, at 505-786-4138.

Note: Some specifics in this syllabus may be subject to change during the semester. The professor will inform students when and if any such changes occur.

General Calendar and Schedule

Note: Specific dates per schedule and assignments are only approximate. Exact deadlines and future assignment dates will be given in class in advance. of the date they are due.

Week	Dates	Assignments and Exams
1		Introduction. Review of syllabus, class policies and expectations <i>*Note: You must have NTU email and Blackboard account.</i>
2		Unit 1: Writing Effective Paragraphs
3		Unit 2: Writing Complete Sentences

4		Unit 3: Using Verbs Effectively
5		Unit 4: Joining Ideas Together
6	Preposition	Unit 5: Choosing the Right Noun, Pronoun, Adjective, Adverb, or
7		MIDTERM Exam – First Final Essay due
8		Essay Writing Process – Thesis, Outline, Draft, Revision
9		Essay Writing Process Part 2 – FINAL draft
10		to be announced
11		to be announced
12		to be announced
13		to be announced
14		to be announced
15		to be announced
16		to be announced
17		FINAL EXAM - Final paper
18		END OF FINALS/ END OF TERM

Note: Some specifics in this syllabus may be subject to change during the semester. The professor will inform students when and if any such changes occur.