

Report of The Curriculum and Articulation Committee

Presented to GBC Faculty Senate on March 18, 2015

The Curriculum and Articulation Committee met on March 7 and requests action on the following items:

Course	Description
DT 101	Revision of Variable Credit Number
ENG 310	Addition to the GBC Catalog
ENG 402B	Addition to the GBC Catalog
ENG 498B	Addition to the GBC Catalog

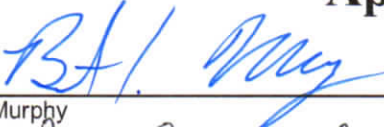

Additionally, the committee approved the reactivation of CIT 480.



Course Articulation Form

Submitter Name:	Bret Murphy	Phone:	753-2217
Form Purpose:	Revise DT 101		
Course:	DT 101	Hours:	6 Credits lecture / 6 Credits lab
Departments Notified:	Common Course Number notification to all NSHE Community Colleges		
Credits:	1-6	Grading Basis:	A-F
Repeatable:	3 additional time[s] for a maximum of 18 credits Blm		
Transferable:	Not transferable (B course)		
Title:	Basic Diesel Engines		
Catalog Description:	A review of basic engine operation with an emphasis on operating principle, nomenclature, components, design, and terminology. Prerequisite: Must have completed DT 100.		
Prerequisites:	DT 100		
Corequisites:			
Program Integration:	Is a requirement of the following program[s]: <ul style="list-style-type: none"> • DT-AAS: Associate of Applied Science in Diesel Technology • DT-CT: Certificate of Achievement in Diesel Technology 		
Comments:			

Approval Signatures and Dates

	3-2-16
Bret Murphy	Date
	3-2-2016
Department Chair	Date
_____ PeopleSoft/Catalog Administrator	Date
_____ Faculty Senate Committee Chair	Date
_____ Articulation Officer	Date
_____ Vice President For Academic Affairs	Date
_____ President	Date

INSTRUCTIONS:

- A. This form must be completed for additions of all undergraduate courses, as well as changes to existing course prefixes, numbers, titles, and/or credits. In addition, this form is to be used for transfer status reviews.
- B. The form requires sign-off by the institutional curriculum committee chair.
- C. The course syllabus or course outline and the course description for a new or revised course must be attached.
- D. **Course Deletions:** As of July 1, 2014, a separate form is provided for course deletions. This form is no longer applicable. Course deletions do not require review by other NSHE institutions.
- E. Additions or changes submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the form has been accepted.

SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course approval)			
Institution: <u>Great Basin College</u>	Date: <u>2/29/2106</u>		
Curriculum Committee Chair: Signature indicates approval:			
<u>Josh Webster</u> Signature of Curriculum Committee Chair	Date: _____		
Contact Person: <u>Bret Murphy</u> (Name of individual submitting this form)	Phone #: <u>775 753-2217</u>		
<u>Bret Murphy</u> Signature (type name if e-mailing)	E-mail address: <u>bret.murphy@gbcnv.edu</u>		

1) In the boxes below, enter the new or changed course information for the course under review:

Prefix	Course #	Course Title	Credits
DT	101	Basic Diesel Engines	1-6

If this review proposes a change to an existing course, enter the information from the existing course:

Prefix	Course #	Course Title	Credits
DT	101	Basic Diesel Engines	1-4

2) Does your institution want this course to be transferrable?

Yes [] No [X] N/A []

3) Check the appropriate box below for the addition of a new course or change to existing course prefix, number and/or title:

- Discipline or prefix is found in the CCN master file, however **both** course # and title are not (if you check this box, skip to question 4)
- Discipline or prefix is NOT found in the CCN master file
This discipline is unique to your institution or it has not been common course numbered previously.
(if you check this box, skip to question 4)
- Discipline or prefix is found in the CCN master file; either course # or course title is also found in the CCN master file.
Another institution already offers this course; course # and title must be identical with existing course.
(if you check this box, skip to question 5)

4) **Is this a new course proposed by a community college that requires a transfer status review by the universities and state college?**

(Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a baccalaureate degree. [Title 4, Chapter 14, Section 16].)

Yes [] No [X] If Yes, this section must be completed by university and state college registrars:

Course Transfer Status

Board of Regents Policy, Title 4, Ch. 14, Section 16 provides that the "B" designator may be used for courses designated non-transferable from a community college to a university or state college. The universities or state college, as applicable, must provide written justification for all courses determined to be non-transferable.

A course approved for transfer at one university will automatically count as elective at the other university.

UNLV Evaluation	UNR Evaluation	NSC Evaluation
<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number
Approval (Print Name & Title)	Approval (Print Name & Title)	Approval (Print Name & Title)
Signature (type name if e-mailing)	Signature (type name if e-mailing)	Signature (type name if e-mailing)
Date	Date	Date

5) In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. **Every institution must be contacted.**

In the space provided below, record the contact name at each institution, date of contact and review status in the spaces provided. The point of contact noted below **must be the academic administrator over the discipline at each institution or the registrar or institutional designee if there is no academic administrator for the discipline.** Under the Agree column, a "yes" indicates that the respective contact person reviewed the course content and agrees that it is at least 80 percent common and may receive a common course number. A "No" indicates that at least 80 percent of the course content is not common at the reviewing institution. An "NA" indicates the discipline is not offered at the institution. Any form submitted with one or more "No's" will be referred to the System-wide Discipline Committee for review.

Institutional Contact List (tracking responses via e-mail is recommended)

<u>Institution</u>	<u>Campus Contact Name & Phone Number</u>	<u>E-Mail Address</u>	<u>Date</u>	<u>Agree</u>
UNLV	_____	_____	_____	Yes/ No / NA
UNR	_____	_____	_____	Yes / No / NA
NSC	_____	_____	_____	Yes / No / NA
CSN	_Dennis Soukup 702 651-4792_____	_dennis.soukup@csn.edu	_____	Yes / No / NA
GBC	Bret Murphy___775 753-2217_____	bret.murphy@gbcnv.edu_	_____	Yes / No / NA
TMCC	_Andy Hughes 775 637-7240_____	_ahughes@tmcc.edu_____	_____	Yes / No / NA
WNC	___Georgia White 775 445-3348_____	Georgia.white@wnc.edu_	_____	Yes / No / NA

Note: If a response is not received from an institutional contact within 10 business days of submitting a request, please circle the name of the institution and response will be assumed to be "yes." **[Not applicable May 15 – Aug. 15, Dec. 15 -Jan. 20]**

Common Course Numbering Additions and Changes Form
Nevada System of Higher Education
Department of Academic and Student Affairs (Effective July 1, 2014)

If you have any questions regarding common course numbering procedures or the completion of this form, contact Janet Stake (janet_stake@nshe.nevada.edu) at System Administration (Phone: 775-784-3445; Fax: 775-784-1127).

Completed forms may be mailed, emailed, or faxed to Janet Stake at:
Academic and Student Affairs
2601 Enterprise Road
Reno, Nevada 89512

System Use Only:

Date Received: _____

All Criteria Met? Yes [] No [] Date Referred to System-wide Discipline Committee: _____

Date Campus Contacts Notified: _____

Date Master File Updated: _____

Reviewed by Vice Chancellor for Academic Affairs or Assistant Vice Chancellor for Academic Affairs:

Signature

Date

Notes: _____



DT 101

Basic Diesel Engines Syllabus

Fall 2016

Instructor: Mike Whitehead
Office: GTA 109
Phone: 775-753-2294
Cell 847-791-4140
email: michael.whitehead@gbcnv.edu
Office Hours: 3:30-5:00 PM,
Monday – Thursday

Course Information

Course Title:	Basic Diesel Engines
Course Number:	DT 101B
Course Discipline:	Diesel Technology
Course Description:	A review of basic engine operation with an emphasis on operating principles, nomenclature, components, and design, and terminology.
Course Prerequisites	Shop Practices
Course Location:	GTA 114
Course Times:	5:00pm – 10:00pm Monday - Thursday
Course Credits:	4
Withdraw By Date:	1/14/15

Textbooks

Required Textbooks:	Today's Technician Medium/Heavy Duty Truck Diesel Engines 4 th edition By: John Kershaw and Sean Bennett
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Course Goals

Upon the completion of this course, the student will:

- Maintain a safe, clean and organized work environment.
- Identify safety concerns of diesel engines.
- Identify diesel engine components.
- Identify types of diesel engines.
- Explain the operation and function of diesel engine components.
- Identify intake and exhaust flow paths in an internal combustion engine.

- Have a working knowledge of diesel engine operating fundamentals.

Learner Outcomes

Upon completion of this course students will be able perform the following tasks safely on an engine system.

- Know and demonstrate the safety precautions to be applied when working on engine systems and components. (1),(2),(3)
- Know and demonstrate basic engine principles. (1),(2),(3)
- Know and demonstrate ability to locate sources of information related to operation and specifications for engine components. (1),(2),(3)
- Know and demonstrate the ability to run engine overhead adjustments. (1),(2),(3)
- Know and demonstrate the ability to install cylinder liners. (1),(2),(3)
- Know and demonstrate the ability to accurately measure engine components and compare to manufacture specifications. (1),(2),(3)

Measurement of Learner Outcomes

- (1) Written Examination
- (2) Practical Evaluation – Students will be asked to show competence by kinesthetic demonstration.
- (3) Verbal – Students demonstrate competence by presenting oral demonstrations in groups and individually.

Method of Instruction

A combination of lecture, discussion, demonstrations and film/video presentations will be used in the classroom training. Hands-on-training will be covered in the shop area on different types of diesel engines, and using diesel engines for disassembly and testing.

Course Assessment

Students will be tested for knowledge and skill attainment through written tests comprised of questions taken from handouts, reading assignments, homework and lectures. Laboratory assessments will consist of practical, verbal and written examinations. Quizzes may be unannounced, but tests will be announced at least one class period before they are given.

Course Requirements

- Safety principles will be covered as pertaining to the subject matter.
 - Students are required to supply safety glasses and wear them. **Failure to do so could result in being dismissed from class for the day and count as an absence.**
 - Students cannot wear open toed shoes.
 - Students will complete training on all needed shop equipment.
 - Students will be required to hand in homework assignments by **due date**.
 - Students will be required to hand in shop exercise assignments by **due date**.
- A letter grade will be dropped each day the assignment is late. No credit after 3 days.

Attendance Policy: You are expected to attend all class meetings. Final Grade will be weighted (Lowered) based on the number of Absentees. **One full letter grade per occurrence.**

In the event of an Emergency, Call 753-2294 and leave a message and call Chris Marshall at 753-2175, then upon returning to the class discussion with Instructor, will be necessary.

All course work is due on the assigned dates whether or not you are present.

The instructor assumes no responsibility for making sure you receive any course material for which you were absent. **After being tardy three times it will count as one absence. Multiple attendances checks may be taken on any given day.**

AFTER THREE ABSENCES PER SEMESTER YOU WILL HAVE TO MEET WITH BRET MURPHY OR IF YOU ARE ON A MTC SCHOLARSHIP YOU WILL HAVE TO MEET WITH THE APPROPRIATE REPRESENTATIVE

- **NO CELL PHONES, MP3 PLAYERS, CD PLAYERS, ETC. WILL BE**

ALLOWED IN THE CLASSROOM OR THE LAB EXCEPT AS PERMITTED BY THE INSTRUCTOR

Violation of this policy will result in the student being dismissed from class that day and will count as an absence.

Students with Disabilities:

GBC supports providing equal access for students with disabilities. An advisor is available to discuss appropriate accommodations with students. Please contact the ADA Officer (Julie Byrnes) in Elko at 775.753.2271 at your earliest convenience to request timely and appropriate accommodations.

Policy of Academic Integrity:

GBC subscribes to the traditional policy of academic integrity: students are expected to be honest. Students are expected to do their own work. Students who plagiarize or commit academic dishonesty are violating the standards of academic integrity and are subject to consequences ranging from failing the assignment or course to dismissal from the institution.

Plagiarism is presenting someone else's word, ideas or data as one's own. When a student submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references; and if verbatim statements are included, through quotation marks as well. In academically honest writing or speaking, the students will acknowledge the source whenever:

- Another person's actual words are quoted
- Another person's idea, opinion or theory is used, even if it is completely paraphrased in the student's own words
- Facts, statistics, or other illustrative materials are borrowed, unless the information is common

knowledge.

Grading Policy and Grading Scale

Grades will be weighted according to the following scale:

Class Participation, Assignments, Tests and Quizzes – 33%
Lab Assignments, Attendance and Lab Quizzes – 33%
Final Exam -33%

Grade Scale:

A 90% – 100%
B 80% – 89%
C 70% – 79%
D 60% – 69%
F Below 60%

Required Book: Med./Heavy Duty Truck and Engines, Fuel & Computerized Management systems.

Reading chapters:

Week 1: chapters 4,5,6 Due 2/20/14

Week2: chapters 7,8,9 Due 2/27/14

Week3: chapters10,11, Due3/6/14

Basic Engine Task Sheet #1 Name _____

Completed		Competency
student	instructor	
		Wears Protective Clothing
		Keeps work area clean
		Identify Engine Components
		Use outside micrometer "Metric & English"
		Use Inside Micrometer "Metric & English"
		Use Depth Micrometer "Metric & English"
		Use Dial Indicator
		Use Dial Bore Gauge
		Use Plastigauge to measure clearances
		Use Manometer to Measure Pressures
		Use Digital Tachometer
		Use Pullers and Shop Press
		Identify & Measure Fasteners
		Demonstrate the Ability to Torque Head Bolts
		Demonstrate the Ability to Torque Rod & Main Bolts

		Check Injection Timing
		Test Coolants
		Test a Thermostat
		R & R Engine Front and Rear Crankshaft Seals

Basic Engine Task Sheet #2 **Name** _____

Completed		Competency
student	instructor	
		Disassemble-measure Engine Wear Limits & Compare to Specs-assemble
		R & R a cylinder head
w		Check the surface of a head for wear or distortion
w		Check the surface the block for wear or distortion
w		R & R Pistons and liners and make the necessary measurements
w		Use Dial Bore Gauge to measure cylinders for wear
w		Use Depth Micrometer to measure counterbores
w		Measure bores in the block
w		Use Depth Micrometer to measure Liner Protrusion
w		Check and measure pistons and rings
w		Check Ring End Gap
		Identify and Install Piston Rings
		R&R engine bearings
		Use dial Indicator to check crankshaft endplay

w		Use Micrometer to Measure Crankshaft Journals for out of round
w		Use Micrometer to Measure Crankshaft Journals for taper
		R & R Camshaft
w		Check camshaft lobes for wear
w		Check camshaft bearing journals for wear
		Check Camshaft Timing
		Recondition Cylinder Head



Course Articulation Form

Submitter Name:	Kevin Hodur	Phone:	775.753.2236
Form Purpose:	Add a course		
Course:	ENG310	Hours:	45 lecture / 0 lab
Departments Notified:	None		
Credits:	3	Grading Basis:	A-F
Repeatable:	0 additional time[s]		
Transferable:	Transferable for an NSHE baccalaureate degree		
Title:	The Rhetorics of Everday Texts		
Catalog Description:	The examination and production of everyday texts such as digital communication, visual media, music, architecture, style, and landscape in terms of their theoretical, historical, cultural, and technological contexts. Students should expect to compose everyday texts of their own as well as write about texts examined in the course.		
Prerequisites:	ENG102		
Corequisites:			
Program Integration:	Not a program requirement.		
Comments:	This course will replace ENG418A in the secondary ed grid and will be an elective for the BA in English.		

Approval Signatures and Dates

7.March.16

Kevin Hodur

Date

Department Chair

Date

PeopleSoft/Catalog Administrator

Date

Faculty Senate Committee Chair

Date

Articulation Officer

Date

Vice President For Academic Affairs

Date

President

Date

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INSTRUCTIONS:

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- B. The form requires sign-off by the institutional curriculum committee chair.
- C. The course syllabus or course outline and the course description for a new or revised course must be attached.
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- E. Additions or changes submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the form has been accepted.

SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course approval)

Institution: Great Basin College Date: 2 March 2016

Curriculum Committee Chair: Signature indicates approval:
 _____ Date: _____
 Signature of Curriculum Committee Chair

Contact Person: Kevin Hodur Phone #: 775.753.2366
 (Name of individual submitting this form)

KEVIN W HODUR E-mail address: _kevin.hodur@gbcnv.edu
 Signature (type name if e-mailing)

- 1) In the boxes below, enter the new or changed course information for the course under review:

Prefix	Course #	Course Title	Credits
ENG	310	The Rhetorics of Evervdav Texts	3

If this review proposes a change to an existing course, enter the information from the existing course:

Prefix	Course #	Course Title	Credits

- 2) Does your institution want this course to be transferrable?

Yes [X] No [] N/A []

- 3) Check the appropriate box below for the addition of a new course or change to existing course prefix, number and/or title:

- Discipline or prefix is found in the CCN master file, however **both** course # and title are not
 (if you check this box, skip to question 4)
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 Another institution already offers this course; course # and title must be identical with existing course.
 (if you check this box, skip to question 5)

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4) **Is this a new course proposed by a community college that requires a transfer status review by the universities and state college?**

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Yes [X] No [] If Yes, this section must be completed by university and state college registrars:

Course Transfer Status

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UNLV Evaluation <input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	UNR Evaluation <input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	NSC Evaluation <input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number
Approval (Print Name & Title)	Approval (Print Name & Title)	Approval (Print Name & Title)
Signature (type name if e-mailing)	Signature (type name if e-mailing)	Signature (type name if e-mailing)
Date	Date	Date

5) In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. **Every institution must be contacted.**

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Institutional Contact List (tracking responses via e-mail is recommended)

<u>Institution</u>	<u>Campus Contact Name & Phone Number</u>	<u>E-Mail Address</u>	<u>Date</u>	<u>Agree</u>
UNLV	_____	_____	_____	Yes/ No / NA
UNR	_____	_____	_____	Yes / No / NA
NSC	_____	_____	_____	Yes / No / NA
CSN	_____	_____	_____	Yes / No / NA
GBC	_____	_____	_____	Yes / No / NA
TMCC	_____	_____	_____	Yes / No / NA
WNC	_____	_____	_____	Yes / No / NA

Note: If a response is not received from an institutional contact within 10 business days of submitting a request, please circle the name of the institution and response will be assumed to be "yes." [Not applicable May 15 – Aug. 15, Dec. 15 -Jan. 20]

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Academic and Student Affairs
2601 Enterprise Road
Reno, Nevada 89512

System Use Only:

Date Received: _____

All Criteria Met? Yes No Date Referred to System-wide Discipline Committee: _____

Date Campus Contacts Notified: _____

Date Master File Updated: _____

Reviewed by Vice Chancellor for Academic Affairs or Assistant Vice Chancellor for Academic Affairs:

_____	_____
Signature	Date

Notes: _____

Great Basin College

1500 College Parkway
Elko, NV 89801
www.gbcnv.edu

English 310

The Rhetoric of Everyday Texts–3 credits

Instructor–Kevin Hodur, PhD

Office Location–MCML 133

Contact–email (strongly preferred): kevin.hodur@gbcnv.edu; phone: 775.753.2236

Office Hours–

Note: I am available via Skype during these times; my username is kwhodur. If you need to chat online at another time, please let me know at least one day in advance.

Class Sessions–Online

Location–webcampus.gbcnv.edu

Catalog Description– The examination and production of everyday texts such as digital communication, visual media, music, architecture, style, and landscape in terms of their theoretical, historical, cultural, and technological contexts. Student should expect to compose these everyday texts of their own as well as write about texts examined in the course.

Required Texts:

Rhetoric: A Very Short Introduction, Toye, Richard, Oxford University Press, 2013.

Coming to Terms: The Rhetoric of Narrative in Fiction and Film, Chatman, Seymour, Cornell University Press, 1990.

The Rhetoric of Music: Harmony, Counterpoint, Musical Form, Wilson, Mortimer, Leopold Classic Library, 2015.

The Story of Buildings: From the Pyramids to the Sydney Opera House and Beyond, Dillon, Patrick and Stephen Biesty, Candlewick, 2014.

Walls: Elements of Garden and Landscape Architecture, Mader, Gunter and Elke Zimmerman, Norton, 2011.

A Rhetoric of Style, Brummett, Barry, Southern Illinois University Press, 2011.

Learning Outcomes–Critical analysis and application of rhetorical principles to texts beyond the written word. Emphasizes close reading and multimodal composition in a variety of media. Expected learning outcomes of this course will result in students being able to:

- Apply rhetorical principles to a broad variety of media
- Make conscious composition decisions across media
- Familiarize themselves with the composition tools available within unique media
- Produce deliberate pieces regardless of chosen media

Methods of Measurement–The learning outcomes for this course will be measured via:

- Written essays, including multiple drafts and peer evaluations
- Participation in online discussions
- Thoroughness and effectiveness of completing short assignments, reflection responses, and reading responses

- A final project integrating a multimodal approach with a corresponding presentation

Method of Instruction—This is an online class, though it is my goal throughout the term to keep us focused and on track. In addition to notes and guides posted to WebCampus, I will be recording and posting lectures recorded in one of GBC's classroom. I also expect you to participate in online discussions, both with me and with each other. We will maintain electronic communication in order to measure success, assess areas needing improvement, and otherwise meet all of the outcomes expected in the physical classroom. I am available for video or text chat during my office hours as well as at other times via prior arrangement; emails will receive a response within one business day. It is my intention to stay connected, keep all of us organized, and maintain accessibility throughout the term.

Course Requirements—While not an exhaustive list, this course will require the final components:

- Five Response Essays
- Informal Reflection Responses
- Short Assignments Based on Media
- Reading Responses
- Final Project and Presentation
- Participation in Online Discussion

Grading Criteria—The components of student grads are the following:

- Online Participation—20%
- Short Assignments, Reading Responses, and Informal Reflection Responses—20%
- Five Response Essays—30%
- Final Project and Presentation—30%

Scale:

90–100 = A

80–90 = B

70–80 = C

60–70 = D

0–59 = F

Additional Notes on Grading—Please note that grading writing and presentations is inherently qualitative: it's really not possible to grade without using my best judgment. While grades in this class are in points toward an end-of-semester total, those points are based on a qualitative judgment of your performance.

ADA Statement—Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Disability Services Office, located in Leonard Student Life Center, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

Academic Integrity—As a student, the worst thing you can do is misrepresent another's work as your own. I have no interest in your ability to copy someone else's work, as that makes it impossible to judge your progress. You lose out, GBC loses out, and your peers face having their work compared to that of a cheater.

It's as simple as this: if you plagiarize, you fail. All incidents of plagiarism, intentional or unintentional, will be reported to ensure such activity is not occurring in other classes as well. If I feel it was an accident, I will note that on the report; you'll know better next time and everything goes on just fine. If it appears intentional, the institution will note that and keep that in mind for future incidents of discipline issues.

And I've caught plenty of people plagiarizing. It's remarkably easy to find, especially when the style of writing is a complete mismatch for your own.

Additional Notes on Conduct—Just as I will never assign you a topic, I also don't expect my students to hold certain opinions. We all have our own beliefs, myself included, and I strongly believe that the one person who can change what you think is you. This means that all opinions are to be respected and discussed calmly in our academic setting.

As far as language is concerned, you can represent yourself in class in any way you choose. Language that's generally used for emphasis (think the kind of stuff the FCC censors) is your call. What I will not accept, however, is language that consists of slurs or in any way demeans your fellow students and/or community members. Your future participation, at my discretion, may be curtailed if this becomes an issue.

Resources—Seeking academic help when you need it is a sign of intelligence to me, not one of weakness. Here are some of the resources available to assist you:

GBC's Academic Success Centers (ASC) on the Elko campus and at GBC's rural centers offer the following services to GBC students, all at no cost. GBC is committed to your success!

- Live tutoring—free to all GBC students
- Free placement testing
- Proctored testing
- Open computer labs
- Free student success workshops

The Elko ASC is located in EIT 114, and is open Monday–Thursday from 9am to 8pm and Friday from 9am to 4pm during the semester.

For general assistance on everything from time management to course completion, contact Julie Byrnes, director of disability support and related resources, at Julie.byrnes@gbcnv.edu or 775.753.2271.

Changes to this Document—Please note that I reserve the right to change and/or update this syllabus at any time, and such updates will be posted on WebCampus. You will receive a notification online when such a change occurs.



Course Articulation Form

Submitter Name:	Dr. Joshua Webster	Phone:	753-2209
Form Purpose:	Add a course		
Course:	ENG 402B	Hours:	45 lecture / 0 lab
Departments Notified:	Arts and Letters		
Credits:	3	Grading Basis:	A-F
Repeatable:	2 additional time[s]		
Transferable:	Transferable for an NSHE baccalaureate degree		
Title:	Creative Writing Workshop		
Catalog Description:	A workshop-based creative writing course in which students pursue independent projects in fiction and poetry. Prerequisites: ENG 221 or ENG 261		
Prerequisites:	ENG 221 or ENG 261		
Corequisites:			
Program Integration:	Not a program requirement.		
Comments:	This course is an elective for the B.A. in English.		

Approval Signatures and Dates

Dr. Joshua Webster Date

Department Chair Date

PeopleSoft/Catalog Administrator Date

Faculty Senate Committee Chair Date

Articulation Officer Date

Vice President For Academic Affairs Date

President Date

INSTRUCTIONS:

- A. This form must be completed for additions of all undergraduate courses, as well as changes to existing course prefixes, numbers, titles, and/or credits. In addition, this form is to be used for transfer status reviews.
- B. The form requires sign-off by the institutional curriculum committee chair.
- C. The course syllabus or course outline and the course description for a new or revised course must be attached.
- D. **Course Deletions:** As of July 1, 2014, a separate form is provided for course deletions. This form is no longer applicable. Course deletions do not require review by other NSHE institutions.
- E. Additions or changes submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the form has been accepted.

SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course approval)	
Institution: <u>Great Basin College</u>	Date: <u>2/6/2016</u>
Curriculum Committee Chair: Signature indicates approval:	
_____ Signature of Curriculum Committee Chair	Date: <u>2/6/2016</u>
Contact Person: <u>Dr. Josh Webster</u> (Name of individual submitting this form)	Phone #: <u>(775) 753-2209</u>
<u>Josh Webster</u> Signature (type name if e-mailing)	E-mail address: <u>joshua.webster@gbcnv.edu</u>

1) In the boxes below, enter the new or changed course information for the course under review:

Prefix	Course #	Course Title	Credits
ENG	402B	Creative Writing Workshop	3

If this review proposes a change to an existing course, enter the information from the existing course:

Prefix	Course #	Course Title	Credits

2) Does your institution want this course to be transferrable?

Yes [X] No [] N/A []

3) Check the appropriate box below for the addition of a new course or change to existing course prefix, number and/or title:

- Discipline or prefix is found in the CCN master file, however **both** course # and title are not (if you check this box, skip to question 4)
- Discipline or prefix is NOT found in the CCN master file
This discipline is unique to your institution or it has not been common course numbered previously.
(if you check this box, skip to question 4)
- Discipline or prefix is found in the CCN master file; either course # or course title is also found in the CCN master file.
Another institution already offers this course; course # and title must be identical with existing course.
(if you check this box, skip to question 5)

4) **Is this a new course proposed by a community college that requires a transfer status review by the universities and state college?**

(Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a baccalaureate degree. [Title 4, Chapter 14, Section 16].)

Yes [X] No [] If Yes, this section must be completed by university and state college registrars:

Course Transfer Status

Board of Regents Policy, Title 4, Ch. 14, Section 16 provides that the “B” designator may be used for courses designated non-transferable from a community college to a university or state college. The universities or state college, as applicable, must provide written justification for all courses determined to be non-transferable.

A course approved for transfer at one university will automatically count as elective at the other university.

UNLV Evaluation	UNR Evaluation	NSC Evaluation
<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number
Approval (Print Name & Title)	Approval (Print Name & Title)	Approval (Print Name & Title)
Signature (type name if e-mailing)	Signature (type name if e-mailing)	Signature (type name if e-mailing)
Date	Date	Date

5) In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. **Every institution must be contacted.**

In the space provided below, record the contact name at each institution, date of contact and review status in the spaces provided. The point of contact noted below **must be the academic administrator over the discipline at each institution or the registrar or institutional designee if there is no academic administrator for the discipline.** Under the Agree column, a “yes” indicates that the respective contact person reviewed the course content and agrees that it is at least 80 percent common and may receive a common course number. A “No” indicates that at least 80 percent of the course content is not common at the reviewing institution. An “NA” indicates the discipline is not offered at the institution. Any form submitted with one or more “No’s” will be referred to the System-wide Discipline Committee for review.

Institutional Contact List (tracking responses via e-mail is recommended)

<u>Institution</u>	<u>Campus Contact Name & Phone Number</u>	<u>E-Mail Address</u>	<u>Date</u>	<u>Agree</u>
UNLV	_Alejandro Chacon_____	_alejandro.chacon@unlv.edu_	_____	Yes/ No / NA
UNR	_Melisa Choroszy_____	_choroszy@unr.edu_	_____	Yes / No / NA
NSC	_Adelfa Sullivan_____	_Adelfa.Sullivan@nsc.edu_	_____	Yes / No / NA
CSN	_Pat Zozaya_____	pat.zozaya@csn.edu	_____	Yes / No / NA
GBC	_Janice King_____	_janice.king@gbcnv.edu_	_____	Yes / No / NA
TMCC	_Andy Hughes_____	_ahughes@tmcc.edu_	_____	Yes / No / NA
WNC	_Dianne Hilliard_____	_dianne.hilliard@wnc.edu_	_____	Yes / No / NA

Note: If a response is not received from an institutional contact within 10 business days of submitting a request, please circle the name of the institution and response will be assumed to be “yes.” **[Not applicable May 15 – Aug. 15, Dec. 15-Jan. 20]**

Common Course Numbering Additions and Changes Form
Nevada System of Higher Education
Department of Academic and Student Affairs (Effective July 1, 2014)

If you have any questions regarding common course numbering procedures or the completion of this form, contact Janet Stake (janet_stake@nshe.nevada.edu) at System Administration (Phone: 775-784-3445; Fax: 775-784-1127).

Completed forms may be mailed, emailed, or faxed to Janet Stake at:
Academic and Student Affairs
2601 Enterprise Road
Reno, Nevada 89512

System Use Only:

Date Received: _____

All Criteria Met? Yes [] No [] Date Referred to System-wide Discipline Committee: _____

Date Campus Contacts Notified: _____

Date Master File Updated: _____

Reviewed by Vice Chancellor for Academic Affairs or Assistant Vice Chancellor for Academic Affairs:

Signature

Date

Notes: _____

Creative Writing Workshop

ENG 402B, Section 1001, Web-Based

3 Credits

Fall 2016

Great Basin College

1500 College Parkway

Elko, NV 89801

(775) 748-8953

<http://www.gbcnv.edu>

Instructor: Dr. Josh Webster
Office Hours: Monday and Wednesday 12 to 2, Tuesday 3 to 5
and by appointment.
Office Location: McMullen Hall 132, Elko Campus
Phone: 753-2209 (I am best contacted via e-mail)
E-mail: joshua.webster@gbcnv.edu or via Web Campus
e-mail. Please note that I check and respond to
e-mail on weekends and weekday evenings
sporadically, if at all.
Skype Name: drjoshwebster

“Creativity is for people with glasses who like to lie.”

--Ron Swanson (Nick Offerman), Parks and Recreation

Required Texts and Materials:

- Regular access to WebCampus via the Internet.

Course Description:

As stated in the *2016-2017 General Catalog*, this course focuses on:

“A workshop-based creative writing course in which students pursue independent projects in fiction and poetry.”

As a workshop course, the bulk of course readings and materials will be generated by students working on their own fiction and poetry projects. Students will submit their work at assigned times, and the work will be reviewed and critiqued by classmates as well as the instructor. Other activities/exercises may be assigned as deemed necessary by the needs of individual students.

Goals and Objectives:

Learning Objective	Measured By
--------------------	-------------

Students will produce fictive and poetic works of various lengths and genres.	Course projects, end of semester portfolio.
Students will demonstrate an understanding of and refine their own creative writing process.	Course projects, end of semester portfolio, participation in writing workshops.
Students will read fiction and poetry from the perspective of craft and provide useful criticism/feedback on the work of other writers.	Participation in writing workshops, participation in-class discussions.
Students will participate in the creative writing workshop.	Participation in writing workshops.

Method of Instruction:

As this is an online course, WebCampus will serve as our classroom this semester. Each week on Tuesday at 12:00 a.m., I will open up a module for the current week that will provide you with information on all the assignments, readings, lectures and tasks you are expected to address prior to the following Monday at 11:59 p.m. Each week, students can expect to watch the week’s lectures (lectures for this course will be taken from the face-to-face version of the class I will be teaching in conjunction with the online course and will post on Tuesday and Thursday, respectively), complete freewriting/writing exercises, complete course projects, complete assigned readings, and complete writing workshop tasks.

Course Assignments:

To demonstrate achievement of goals and objectives, students will complete a variety of course assignments including:

- **Writing Projects:** At assigned times, each student will submit new, original work for review by the workshop.
- **Writing Workshop Responses:** Each student will be asked to write short responses to the work of other students as well as contribute to classroom writing workshops.
- **Final Portfolio:** In lieu of a final, each student will submit at least three significantly revised course projects (at least one fiction piece and two poems) that demonstrates their development as a writer/their best work in the course.

Grades:

I grade on a point system in which each formal assignment is worth a set number of points. The point breakdown is as follows:

Writing Projects: 400 Points
 Writing Workshops: 400 Points

Final Portfolio: 200 Points

Your final grade for the course is the sum total of your points translated to a letter grade by the following scale:

- A 1000-900
- B 899-800
- C 799-700
- D 699-600
- F 599 or Below

If you ever have any questions or concerns about a grade you've received in my course, feel free to express your concern via e-mail or by setting-up an appointment with me to discuss it. I do ask that you wait 48 hours after receiving a grade before approaching me about a grade concern; take some time to cool off, consider my comments, and consider your thoughts on those comments so that we can discuss the matter in a productive mindset.

Other Policies and Concerns:

The Rule of Three:

In event you have any questions about the course, I am happy to answer them, but I do ask that, before asking a question, you make certain it isn't a question I have already answered elsewhere. For this reason, before you e-mail me a question, please make sure the information isn't:

1. On the syllabus.
2. On the assignment sheet for a given project.
3. Discussed in detail in lecture.

It's your responsibility to pay attention to course documents and materials, so make sure you have consulted them for things like due dates before contacting me.

Late Work and Extensions:

As a matter of professionalism and responsible behavior in general, you are expected to submit assignments on time and in the method described on the assignment sheet. If an assignment will be late, you should try to arrange for an extension in advance or let me know as soon as possible when I can expect the assignment. I make no promise to grade late assignments (any assignment submitted after its due date will, at least, receive fewer points) and I especially make no promise to grade them in a timely manner; by default, late assignments go to the bottom of my (often large) grading pile. Any assignment submitted more than a week after the due date will receive an automatic zero, unless arrangements have been made with the instructor to submit the assignment for credit.

Academic Honesty:

As this course is designed to prepare students to write independently in their future courses as well as in their careers, it is of the utmost importance that the work you submit for this course is your own, and that you adhere to the academic policies set out in the GBC Student Conduct Policy found at http://www.gbcnv.edu/rights_responsibilities/conduct.html. Cheating, plagiarism and passing off another's work/writing as your own will be treated as a violation of academic honesty standards, and the consequences may include loss of credit on an assignment, and, in cases of repeated offenses, loss of credit for the course. Cases of academic dishonesty will be handled with respect to the circumstances surrounding them, the degree of infraction, etc. etc. In general, keep in mind that this course is focused on your writing and your development, and I need to see your work to help you improve and learn.

Accommodations for Students with Disabilities:

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Disability Services Office, located in Leonard Student Life Center, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

Academic Success Centers:

GBC's Academic Success Center is a wonderful resource for any and all students in this course. The ASC offers live tutoring, as well as tutoring via E-mail and Skype free of charge for all students attending GBC. They can help you with specific writing concerns, generating ideas, organizing your writing, documentation and developing effective strategies for editing your writing. That said, *they will not proofread your essays for you*: view your work with a tutor as a chance to get an informed viewpoint on your writing and to develop your own skill as a critical reader of your work. Also, whenever you work with a tutor, make sure you provide them with any needed supporting documents such as the assignment sheet for the project, as these will help them better understand your writing task. I urge all of you to utilize the ASC, as even the most seasoned writers rely on effective readers to improve their work. Learn more about the ASC at <http://www.gbcnv.edu/asc/>.

Campus Security:

GBC is committed to the safety of our students and has a duty to promote awareness and prevention programs for violence on campus under the Jeanne Clery Act as well as the Campus SaVE (Sexual Violence Elimination Act) and VAWA (Violence Against

Women Act), which are amendments to Clery. Acts of violence include, but are not limited to, sexual assault, domestic violence, dating violence, and stalking. Acts of violence can occur on the physical campus or centers of GBC in addition to field placement sites, clinical practice settings, and other places where college or class activities occur. As well, the online environment at GBC is considered a GBC site. If you experience any incidence where your safety has been threatened or violated, or if you feel threatened or harassed, immediately report this to me, any center director, faculty, or staff member, or directly to the Director of Environmental Health, Safety & Security(775.753.2115) or the Vice President for Student Services(775.753.2282).

Inclusivity Statement:

I'm of the mind that everyone deserves a learning environment that is welcoming and comfortable, and, for this reason, I strive to create educational communities in which everyone feels that they are a valued and respected contributor. In keeping with this policy, it is my responsibility to ensure that you are receiving the instruction and assistance you need, so, if you find yourself struggling with a particular assignment or the course in general, please let me know. I will do everything in my power to assist you and help you participate fully in the course. In addition, it is the responsibility of students in this course to behave respectfully toward one another in your interactions. Behaviors that disrupt the learning of, offends, or causes discomfort to other students will not be tolerated in this course. Respect is the foundation of any community, and this one is no different. This is especially true in this course. Sharing one's writing can be difficult for a writer, and any cruel or disparaging comments will not be tolerated.



Course Articulation Form

Submitter Name:	Dr. Joshua Webster	Phone:	753-2209
Form Purpose:	Add a course		
Course:	ENG 498 B	Hours:	45 lecture / 0 lab
Departments Notified:	Arts and Letters		
Credits:	3	Grading Basis:	A-F
Repeatable:	0 additional time[s]		
Transferable:	Transferable for an NSHE baccalaureate degree		
Title:	English Capstone		
Catalog Description:	Students will design and produce an independent project in the field of English under the supervision of a member of the English Faculty. Serves as the capstone course for The Bachelor of Arts in English. Prerequisites: Admission to B.A. in English program and Senior Status.		
Prerequisites:	Admission to B.A. in English program and Senior Status.		
Corequisites:			
Program Integration:	Is a requirement of the following program[s]: <ul style="list-style-type: none"> • ENG-BA: Bachelor of Arts in English 		
Comments:	Capstone for English B.A.		

Approval Signatures and Dates

Dr. Joshua Webster Date

Department Chair Date

PeopleSoft/Catalog Administrator Date

Faculty Senate Committee Chair Date

Articulation Officer Date

Vice President For Academic Affairs Date

President Date

INSTRUCTIONS:

- A. This form must be completed for additions of all undergraduate courses, as well as changes to existing course prefixes, numbers, titles, and/or credits. In addition, this form is to be used for transfer status reviews.
- B. The form requires sign-off by the institutional curriculum committee chair.
- C. The course syllabus or course outline and the course description for a new or revised course must be attached.
- D. **Course Deletions:** As of July 1, 2014, a separate form is provided for course deletions. This form is no longer applicable. Course deletions do not require review by other NSHE institutions.
- E. Additions or changes submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the form has been accepted.

SUBMITTING (ORIGINATING) INSTITUTION CONTACT INFORMATION (for institution requesting course approval)

Institution: Great Basin College Date: 2/6/2016

Curriculum Committee Chair: Signature indicates approval:
 _____ Date: 2/6/2016
 Signature of Curriculum Committee Chair

Contact Person: Dr. Josh Webster Phone #: (775) 753-2209
 (Name of individual submitting this form)

Josh Webster E-mail address: joshua.webster@gbcnv.edu
 Signature (type name if e-mailing)

1) In the boxes below, enter the new or changed course information for the course under review:

Prefix	Course #	Course Title	Credits
ENG	498B	English Capstone	3

If this review proposes a change to an existing course, enter the information from the existing course:

Prefix	Course #	Course Title	Credits

2) Does your institution want this course to be transferrable?

Yes [X] No [] N/A []

3) Check the appropriate box below for the addition of a new course or change to existing course prefix, number and/or title:

- Discipline or prefix is found in the CCN master file, however **both** course # and title are not (if you check this box, skip to question 4)
- Discipline or prefix is NOT found in the CCN master file
 This discipline is unique to your institution or it has not been common course numbered previously.
 (if you check this box, skip to question 4)
- Discipline or prefix is found in the CCN master file; either course # or course title is also found in the CCN master file.
 Another institution already offers this course; course # and title must be identical with existing course.
 (if you check this box, skip to question 5)

4) **Is this a new course proposed by a community college that requires a transfer status review by the universities and state college?**

(Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a baccalaureate degree. [Title 4, Chapter 14, Section 16].)

Yes [X] No [] If Yes, this section must be completed by university and state college registrars:

Course Transfer Status

Board of Regents Policy, Title 4, Ch. 14, Section 16 provides that the “B” designator may be used for courses designated non-transferable from a community college to a university or state college. The universities or state college, as applicable, must provide written justification for all courses determined to be non-transferable.

A course approved for transfer at one university will automatically count as elective at the other university.

UNLV Evaluation	UNR Evaluation	NSC Evaluation
<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number	<input type="checkbox"/> Non-transferable <input type="checkbox"/> Elective <input type="checkbox"/> Equivalent _____ Course prefix & number
Approval (Print Name & Title)	Approval (Print Name & Title)	Approval (Print Name & Title)
Signature (type name if e-mailing)	Signature (type name if e-mailing)	Signature (type name if e-mailing)
Date	Date	Date

5) In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. **Every institution must be contacted.**

In the space provided below, record the contact name at each institution, date of contact and review status in the spaces provided. The point of contact noted below **must be the academic administrator over the discipline at each institution or the registrar or institutional designee if there is no academic administrator for the discipline.** Under the Agree column, a “yes” indicates that the respective contact person reviewed the course content and agrees that it is at least 80 percent common and may receive a common course number. A “No” indicates that at least 80 percent of the course content is not common at the reviewing institution. An “NA” indicates the discipline is not offered at the institution. Any form submitted with one or more “No’s” will be referred to the System-wide Discipline Committee for review.

Institutional Contact List (tracking responses via e-mail is recommended)

<u>Institution</u>	<u>Campus Contact Name & Phone Number</u>	<u>E-Mail Address</u>	<u>Date</u>	<u>Agree</u>
UNLV	_Alejandro Chacon_____	_alejandro.chacon@unlv.edu_	_____	Yes/ No / NA
UNR	_Melisa Choroszy_____	_choroszy@unr.edu_	_____	Yes / No / NA
NSC	_Adelfa Sullivan_____	_Adelfa.Sullivan@nsc.edu_	_____	Yes / No / NA
CSN	_Pat Zozaya_____	pat.zozaya@csn.edu	_____	Yes / No / NA
GBC	_Janice King_____	_janice.king@gbcnv.edu_	_____	Yes / No / NA
TMCC	_Andy Hughes_____	_ahughes@tmcc.edu_	_____	Yes / No / NA
WNC	_Dianne Hilliard_____	_dianne.hilliard@wnc.edu_	_____	Yes / No / NA

Note: If a response is not received from an institutional contact within 10 business days of submitting a request, please circle the name of the institution and response will be assumed to be “yes.” **[Not applicable May 15 – Aug. 15, Dec. 15-Jan. 20]**

Common Course Numbering Additions and Changes Form
Nevada System of Higher Education
Department of Academic and Student Affairs (Effective July 1, 2014)

If you have any questions regarding common course numbering procedures or the completion of this form, contact Janet Stake (janet_stake@nshe.nevada.edu) at System Administration (Phone: 775-784-3445; Fax: 775-784-1127).

Completed forms may be mailed, emailed, or faxed to Janet Stake at:
Academic and Student Affairs
2601 Enterprise Road
Reno, Nevada 89512

System Use Only:

Date Received: _____

All Criteria Met? Yes [] No [] Date Referred to System-wide Discipline Committee: _____

Date Campus Contacts Notified: _____

Date Master File Updated: _____

Reviewed by Vice Chancellor for Academic Affairs or Assistant Vice Chancellor for Academic Affairs:

Signature

Date

Notes: _____

English Capstone

ENG 498B, Section 1001, Web-Based
3 Credits
Spring 2017
Great Basin College
1500 College Parkway
Elko, NV 89801
(775) 748-8953
<http://www.gbcnv.edu>

Instructor: Dr. Josh Webster
Office Hours: Monday and Wednesday 12 to 2, Tuesday 3 to 5
and by appointment.
Office Location: McMullen Hall 132, Elko Campus
Phone: 753-2209 (I am best contacted via e-mail)
E-mail: joshua.webster@gbcnv.edu or via Web Campus
e-mail. Please note that I check and respond to
e-mail on weekends and weekday evenings
sporadically, if at all.
Skype Name: drjoshwebster

Required Texts and Materials:

- *MLA Handbook*, Eighth Edition
- Regular access to WebCampus via the Internet.

Course Description:

As stated in the *2016-2017 General Catalog*, in this course:

“Students will design and produce an independent project in the field of English under the supervision of a member of the English Faculty. Serves as the capstone course for The Bachelor of Arts in English.”

In this course, the culmination of the degree, students will be expected to design and produce an original project that relates to the field of English. Students will be expected to research, write and think critically over the course of the semester as they not only produce their particular project, but also produce ancillary documents such as a formal proposal, progress updates and an annotated bibliography. Each student will also be assigned a faculty mentor for their project who will serve as a source of guidance, feedback and, ultimately, assessment of the project at the time of its completion.

Goals and Objectives:

Learning Objective	Measured By
Students will design and produce an independent, research-based project relevant to the field of English.	Final Thesis, Project Documents
Students will demonstrate skills in research and research-based synthesis.	Final Thesis, Project Documents
Students will learn to incorporate feedback and criticism into project designs and revisions.	Final Thesis, Project Documents
Students will present their own original work in a public forum.	Final Presentation

Method of Instruction:

As this is an online course, WebCampus will serve as our classroom this semester. Each week on Tuesday at 12:00 a.m., I will open up a module for the current week that will provide you with information on all the assignments, readings, lectures and tasks you are expected to address prior to the following Monday at 11:59 p.m. Each week students will be expected to research, write, communicate with their faculty mentor and keep up with any course assignments and required readings.

Course Assignments:

To demonstrate achievement of goals and objectives, students will complete a variety of course assignments including:

- **Thesis:** A self-designed and produced research-based project related to the field of English, completed under the supervision of an appropriate faculty member.
- **Project Documents:** including a formal proposal, progress updates and an annotated bibliography will be submitted during the course.
- **Final Presentation:** Students will present their thesis at the end of the semester via online conferencing.

Grades:

I grade on a point system in which each formal assignment is worth a set number of points. The point breakdown is as follows:

Thesis: 500 Points
 Project Documents: 350 Points
 Final Presentation: 150 Points

Your final grade for the course is the sum total of your points translated to a letter grade by the following scale:

- A 1000-900
- B 899-800
- C 799-700
- D 699-600
- F 599 or Below

If you ever have any questions or concerns about a grade you've received in my course, feel free to express your concern via e-mail or by setting-up an appointment with me to discuss it. I do ask that you wait 48 hours after receiving a grade before approaching me about a grade concern; take some time to cool off, consider my comments, and consider your thoughts on those comments so that we can discuss the matter in a productive mindset.

Other Policies and Concerns:

The Rule of Three:

In event you have any questions about the course, I am happy to answer them, but I do ask that, before asking a question, you make certain it isn't a question I have already answered elsewhere. For this reason, before you e-mail me a question, please make sure the information isn't:

1. On the syllabus.
2. On the assignment sheet for a given project.
3. Discussed in detail in lecture.

It's your responsibility to pay attention to course documents and materials, so make sure you have consulted them for things like due dates before contacting me.

Late Work and Extensions:

As a matter of professionalism and responsible behavior in general, you are expected to submit assignments on time and in the method described on the assignment sheet. If an assignment will be late, you should try to arrange for an extension in advance or let me know as soon as possible when I can expect the assignment. I make no promise to grade late assignments (any assignment submitted after its due date will, at least, receive fewer points) and I especially make no promise to grade them in a timely manner; by default, late assignments go to the bottom of my (often large) grading pile. Any assignment submitted more than a week after the due date will receive an automatic zero, unless arrangements have been made with the instructor to submit the assignment for credit.

Academic Honesty:

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Accommodations for Students with Disabilities:

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Academic Success Centers:

GBC's Academic Success Center is a wonderful resource for any and all students in this course. The ASC offers live tutoring, as well as tutoring via E-mail and Skype free of charge for all students attending GBC. They can help you with specific writing concerns, generating ideas, organizing your writing, documentation and developing effective strategies for editing your writing. That said, *they will not proofread your essays for you*: view your work with a tutor as a chance to get an informed viewpoint on your writing and to develop your own skill as a critical reader of your work. Also, whenever you work with a tutor, make sure you provide them with any needed supporting documents such as the assignment sheet for the project, as these will help them better understand your writing task. I urge all of you to utilize the ASC, as even the most seasoned writers rely on effective readers to improve their work. Learn more about the ASC at <http://www.gbcnv.edu/asc/>.

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site. If you experience any incidence where your safety has been threatened or violated, or if you feel threatened or harassed, immediately report this to me, any center director, faculty, or staff member, or directly to the Director of Environmental Health, Safety & Security(775.753.2115) or the Vice President for Student Services(775.753.2282).

Inclusivity Statement:

I'm of the mind that everyone deserves a learning environment that is welcoming and comfortable, and, for this reason, I strive to create educational communities in which everyone feels that they are a valued and respected contributor. In keeping with this policy, it is my responsibility to ensure that you are receiving the instruction and assistance you need, so, if you find yourself struggling with a particular assignment or the course in general, please let me know. I will do everything in my power to assist you and help you participate fully in the course. In addition, it is the responsibility of students in this course to behave respectfully toward one another in your interactions. Behaviors that disrupt the learning of, offends, or causes discomfort to other students will not be tolerated in this course. Respect is the foundation of any community, and this one is no different.

English Capstone

ENG 498B, Section 1001, Web-Based
3 Credits
Spring 2017
Great Basin College
1500 College Parkway
Elko, NV 89801
(775) 748-8953
<http://www.gbcnv.edu>

Instructor: Dr. Josh Webster
Office Hours: Monday and Wednesday 12 to 2, Tuesday 3 to 5
and by appointment.
Office Location: McMullen Hall 132, Elko Campus
Phone: 753-2209 (I am best contacted via e-mail)
E-mail: joshua.webster@gbcnv.edu or via Web Campus
e-mail. Please note that I check and respond to
e-mail on weekends and weekday evenings
sporadically, if at all.
Skype Name: drjoshwebster

Required Texts and Materials:

- *MLA Handbook*, Eighth Edition
- Regular access to WebCampus via the Internet.

Course Description:

As stated in the *2016-2017 General Catalog*, in this course:

“Students will design and produce an independent project in the field of English under the supervision of a member of the English Faculty. Serves as the capstone course for The Bachelor of Arts in English.”

In this course, the culmination of the degree, students will be expected to design and produce an original project that relates to the field of English. Students will be expected to research, write and think critically over the course of the semester as they not only produce their particular project, but also produce ancillary documents such as a formal proposal, progress updates and an annotated bibliography. Each student will also be assigned a faculty mentor for their project who will serve as a source of guidance, feedback and, ultimately, assessment of the project at the time of its completion.

Goals and Objectives:

Learning Objective	Measured By
Students will design and produce an independent, research-based project relevant to the field of English.	Final Thesis, Project Documents
Students will demonstrate skills in research and research-based synthesis.	Final Thesis, Project Documents
Students will learn to incorporate feedback and criticism into project designs and revisions.	Final Thesis, Project Documents
Students will present their own original work in a public forum.	Final Presentation

Method of Instruction:

As this is an online course, WebCampus will serve as our classroom this semester. Each week on Tuesday at 12:00 a.m., I will open up a module for the current week that will provide you with information on all the assignments, readings, lectures and tasks you are expected to address prior to the following Monday at 11:59 p.m. Each week students will be expected to research, write, communicate with their faculty mentor and keep up with any course assignments and required readings.

Course Assignments:

To demonstrate achievement of goals and objectives, students will complete a variety of course assignments including:

- **Thesis:** A self-designed and produced research-based project related to the field of English, completed under the supervision of an appropriate faculty member.
- **Project Documents:** including a formal proposal, progress updates and an annotated bibliography will be submitted during the course.
- **Final Presentation:** Students will present their thesis at the end of the semester via online conferencing.

Grades:

I grade on a point system in which each formal assignment is worth a set number of points. The point breakdown is as follows:

Thesis: 500 Points
 Project Documents: 350 Points
 Final Presentation: 150 Points

Your final grade for the course is the sum total of your points translated to a letter grade by the following scale:

- A 1000-900
- B 899-800
- C 799-700
- D 699-600
- F 599 or Below

If you ever have any questions or concerns about a grade you've received in my course, feel free to express your concern via e-mail or by setting-up an appointment with me to discuss it. I do ask that you wait 48 hours after receiving a grade before approaching me about a grade concern; take some time to cool off, consider my comments, and consider your thoughts on those comments so that we can discuss the matter in a productive mindset.

Other Policies and Concerns:

The Rule of Three:

In event you have any questions about the course, I am happy to answer them, but I do ask that, before asking a question, you make certain it isn't a question I have already answered elsewhere. For this reason, before you e-mail me a question, please make sure the information isn't:

1. On the syllabus.
2. On the assignment sheet for a given project.
3. Discussed in detail in lecture.

It's your responsibility to pay attention to course documents and materials, so make sure you have consulted them for things like due dates before contacting me.

Late Work and Extensions:

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