English 1301 Composition I
Course Syllabus: Intersession

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Mandy Smith – Instructor of Record
Online Office Hours: Online daily
Cell Phone: 903-466-6377 (call or text)
Email: msmith@ntcc.edu (Emails will be answered on the same day received)

Course Description

Learning Outcomes
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays

Blackboard Tutorials

Blackboard tutorials are provided on the Blackboard home page or on the menu bar of the home page of the course. Once logged in, you can click on the Help button to find answers to your Blackboard questions. Knowing how to navigate through the course will aid in your success this semester.

Course Materials

The textbook is required and provides essential information for successful completion of this course:

Textbook:  The Composition of Everyday Life 5th edition Mauk/Metz  Printed LMS Access Codes

You can purchase your textbook or e-text at the NTCC College Store. YOU MUST HAVE A TEXTBOOK BEFORE THE CLASS BEGINS. You can purchase your access code at the NTCC bookstore, and you can request that the digital code be emailed to you so that you will have instant access to the digital book. The bookstore number is 903-434-8150. The bookstore will close for the holidays at noon on Friday, December 18.

Course Goal

The goal of this course is to help students grow as thinkers and writers. Higher order skills acquired in thinking and writing help students process information in a rapidly changing world and reflect on the deeper meanings of print and visual media.
Students who utilize the rhetorical tools and strategies achieve a level of sophistication in writing that invites audiences to join them in examining issues from multiple layers of meaning. In the process, students begin to take a more disciplined approach to writing and develop their voices through everyday and argumentative writing.

**Course Expectations**

To complete this course successfully, you should do the following:

- Participate in the course activities.
- Read all of the textbook assignments.
- Complete the assignments for each of the lessons.
- View all the thirty-minute video lessons.
- Participate actively and meaningfully in all discussions.
- Prepare and submit all writing assignments.
- Complete the self-reflection journal.

**Assignment Information**

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus and on the Blackboard Course Calendar link. You can also view assignment reminders under the Bulletins and Announcements button.

Assignments and essays are graded and returned within 72 hours or before. All essays papers must be typed in MLA format. See the lesson tabs in the menu for reading assignments, videos, and course material. Specific instructions for each essay are posted in the writing assignment folder. **All due dates are posted on the course calendar and in the syllabus.**

**Writing Assignments**

During the semester, you are required to complete three essay-writing assignments. Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format
- Use Times font and font size of 12 pt.
- Double-space.
- Essay writing assignments are 2-3 pages in length (500-750 words).
- The research essay is 5-7 pages in length (1500-2100 words)
- Discussion assignments are usually two paragraphs in length (300 words) and peer responses are usually a paragraph (100-150 words).
- Spelling, grammar, and punctuation are counted toward the grade in all assignments.
- Due dates for all assignments are noted in the syllabus and on the course calendar.
- All final essays are submitted through TurnItIn.com, a plagiarism checker.
- Graded papers will be returned within 48 hours of receipt. Your essays will be graded holistically on the essay-scoring rubric.
- Late papers are accepted at the instructor’s discretion and will not receive full credit. (See Late Work Policy)
  Emergency situations will be handled on an individual basis.

**Late Work Policy**

All assignments are due at midnight on the due date. Please submit assignments on time to receive credit. Late work will only be accepted at the instructor’s discretion and will not receive full credit.
### Course Assignments and Grading Policy

Your assignments will be evaluated using the following point values:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
<th>Grade Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Rough Drafts</td>
<td>15%</td>
<td>A = 90-100</td>
</tr>
<tr>
<td>Three Peer Reviews</td>
<td>15%</td>
<td>B = 80-89</td>
</tr>
<tr>
<td>Three Final Drafts</td>
<td>30%</td>
<td>C = 70-79</td>
</tr>
<tr>
<td>Discussion Blogs</td>
<td>20%</td>
<td>D = 60-69</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>20%</td>
<td>F = 59 and below</td>
</tr>
</tbody>
</table>

Total 100%

Your weighted average will appear in the Weighted Average column in the Blackboard Gradebook at all times.

### Evaluation Criteria for Essay Assignments (Specific rubrics are attached to each writing assignment)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>The essay provides a well-organized response to the topic and maintains a central focus. The ideas are expressed in appropriate language. A sense of pattern of development is present from beginning to end. The writer supports assertions with explanation or illustration, and the vocabulary is well suited to an academic paper. Sentences and phrasings within sentences reflect a command of standard written English, including what constitutes a complete sentence. Grammar, punctuation, and spelling are almost always correct. The essay follows MLA format and meets the minimum word count requirement.</td>
</tr>
<tr>
<td>80-89</td>
<td>The essay provides an organized response to the topic. The ideas are expressed in clear language most of the time. The writer develops ideas and generally signals relationships within and between the paragraphs. The writer uses vocabulary that is appropriate for the essay topic and avoids oversimplifications or distortions. Sentences generally are complete and also grammatically correct, although some grammatical errors may be present when sentence structure is particularly complex. With few exceptions, punctuation, and spelling are correct. The essay follows MLA format, although a few minor errors may be present, and the essay meets the minimum word count.</td>
</tr>
<tr>
<td>70-79</td>
<td>The essay shows a basic understanding of the demands of essay organization, although there might be occasional digressions. The development of ideas is sometimes incomplete or superficial, but basic logical structure can be discerned. Vocabulary generally is appropriate for the essay topic but at times is oversimplified. Sentences reflect a sufficient command of standard written English to ensure reasonable clarity of expression. Sentence fragments, fusions, and comma splices may be present. Grammar is usually, although not always, correct. Common words are spelled correctly but more difficult words may be misspelled. The essay follows MLA format but errors are present, and the essay may be a little short of the minimum word count.</td>
</tr>
<tr>
<td>60-69</td>
<td>The essay provides a response to the topic but generally has no overall pattern of organization OR begins with a response to the topic but does not develop the response. Some paragraphs have adequate structure, but ideas are often undeveloped or are repeated and/or seem to be presented randomly. The writer generally does not signal relationships within and between paragraphs. The writer uses informal language frequently and writes in a conversational style when appropriate academic prose is needed. Vocabulary seems limited and words may be misused. Sentences are often simplistic and lacking in variety. Sentence phrasing obscures rather than enhances clarity of expression. The essay has recurrent grammatical problems or has occasional problems only because of the narrow range of sentence and language variety. Fragments, fusions, and comma splices are common. Punctuation, and spelling errors occur often. The essay either does not follow MLA format or has numerous distracting errors. The essay does not meet the minimum word count.</td>
</tr>
<tr>
<td>Below 50</td>
<td>The essay suffers from general incoherence and has no discernible pattern of organization. It displays a high frequency of error in the regular features of standard written English. Lapses in punctuation, spelling, and grammar often frustrate the reader. Or, the essay is so brief that any reasonably accurate judgment of the writer’s competence is impossible. The essay does not follow MLA format or meet the minimum word count.</td>
</tr>
</tbody>
</table>

### Attendance and Participation Policy

An online writing class requires consistent engagement. You should plan to log on every day. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade. If you do not log in regularly and meet deadlines, you may not receive credit for this course. **You should also check your NTCC email account daily, which will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your Social Security number (SSN). If you do not have a SSN, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). You can access your NTCC email account by clicking on the webmail icon in the MyEagle portal. A good suggestion is to set to your phone to receive NTCC emails during the Intersession semester so that you do not miss important messages about the class.
Computer Requirements

You must have access to a computer to take this course. Your computer needs to have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher, and you will need broadband internet access. You can check your operating system by right clicking on the My Computer icon on the home screen. You can check your word processing program by going to Start and clicking on All Programs. You will find your Office program there. If you do not have access to a computer with the minimum computer requirements, I strongly suggest that you reconsider taking this online course.

Withdrawal Policy

It is your responsibility to drop a course or withdraw from the college. Once you have submitted the syllabus acknowledgment, you are considered in attendance. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Diversity

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

Disabilities

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a college advisor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

Blackboard has a built-in screen reader, and the course videos have written transcripts available for students if needed. If additional accommodations are needed, please contact the instructor.

Academic Honesty

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of Northeast Texas Community College. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. The NTCC college catalog, accessed through the MyEagle portal, contains the entire Student Code of Conduct.
**Plagiarism**

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another person’s words or sentences. Plagiarism usually results in an automatic grade of “F” for the assignment or the course, depending on the offense. You cannot mix another author’s words with your own or “plug” your synonyms into another author’s sentence structure. If you use someone else’s words, phrases, sentences, even if you are paraphrasing, you must cite the source. All essays for this course will be submitted to TurnItIn.com, which a plagiarism checkers. Any questionable results will be shared and discussed with the student before any action is taken.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Course Assignments**

To access all course material, instructions for all assignments, and the assignments, click on the lesson tabs on the menu of the home page of the course. All course assignments and due dates can be found on the course calendar on the menu bar.