



## ENGL 1301.001 - Composition I (F2F)

Course Syllabus: Spring 2024

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

### Mandy Smith

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30-4:30	1:30-4:30	1:30-3:30	1:30-3:30		NA

*This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.*

### COURSE DESCRIPTION:

3 credit hours.

Lecture/Lab/Clinical: Three hours of class each week.

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

*Note: English Composition I is a prerequisite for all 2000-level literature courses.*

### STUDENT LEARNING OUTCOMES:

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.

### REQUIRED TEXTBOOK:

*Everyone's An Author With Readings (Third Edition)* by Andrea Lunsford, et al.

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

You will have the online version on Blackboard of the textbook through Inclusive Access, however, you can also purchase a hard copy of the book at the NTCC College Store.

**PUBLISHER:** New York: W. W. Norton and Company Inc., 2021      **ISBN(13) NUMBER:** 978-0393885699

### RECOMMENDED READING(S):

N/A

## **COURSE ASSIGNMENTS and GRADING POLICY:**

Your assignments will be evaluated using the following point values:

Three essay assignments	30%
Four peer review assignments	10%
Four Turnitin rough draft assignments	15%
One research argument essay with work cited page	20%
Reading and writing journal	20%
Attendance	5%
<b><u>Total</u></b>	<b><u>100</u></b>

Assignments will be graded within two weeks of receipt or before your next assignment is due. Your essays will be graded holistically based on the scoring rubric. (See the evaluation criteria (rubric) for writing assignments in Appendix A at the end of the syllabus.)

### **Required Instructional Materials:**

*Everyone's An Author With Readings (Third Edition)*

**Publisher:** New York: W. W. Norton and Company Inc., 2021 **ISBN Number: 978-0393885699**

The textbook is required and provides essential information for successful completion of this course. You can purchase your textbook at the NTCC College Store.

### **Optional Instructional Materials:**

None

### **Minimum Technology Requirements:**

You will need access to a computer to complete the writing assignments for this class. You will be typing your essays and submitting the final draft assignments through Blackboard.

### **Required Computer Literacy Skills:**

Blackboard Learning Management System, Microsoft Word processing, average email usage

### **Course Structure and Overview:**

This English composition course is designed to help students develop their critical thinking, research and writing skills. The class will also include reading assignments that challenge students to think and effectively respond both in writing and orally to a variety of reading and visual material. Overall, 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 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.

### Writing Assignments:

Please follow these instructions when writing your papers:

- Writing assignments, including a work cited page, must be typed in MLA format (see chapter 13)
- Use Times New Roman 12 pt. font
- Double-space
- Essay writing assignments are usually two to three pages in length with the exception of the research paper, which is 6 to 10 pages in length.
- Pay close attention to spelling, grammar, and punctuation.
- Due dates for all reading and writing assignment will be assigned during class and will also be noted in the class calendar.
- Essay rough drafts should be printed and brought to class for a peer review session on the due date. WEPA printing cards can be purchased in the NTCC bookstore. WEPA printers are located in the SUB and in the Learning Commons (library).
- Final drafts will be submitted through a Blackboard Turninit assignment on the due date.
- **Late papers are only accepted at the instructor's discretion. Emergency situations will be handled on an individual basis.**

### In-class Writing Assignments:

Students will be expected to write on a variety of topics during class time. The work will be generated throughout the semester and submitted through the student's writing journal.

### Reading Assignments:

Students are expected to read all assigned material before coming to class. You will be required to respond in writing to readings in your writing journal and orally during class discussions. Failure to read and respond effectively to the reading assignments will affect your grade in the course.

**Communications:** Office hours are listed at the top of the front page of this syllabus. I have also listed my cell phone. I do accept calls and text messages on my cell. Emails will be answered within 24 hours. TEAMS messages will also be used as a type of communication for this course. Please note that NTCC email and TEAMS are the official form of communication used by the college.

### Institutional/Course Policy:

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

- Read all of the textbook assignments
- Participate actively and meaningfully in all group discussions
- Prepare and submit all writing assignments on time
- Attend class regularly

Always remember to bring your textbook, paper and writing utensil to each class. You will be reading material from the textbook and writing in both class and in a writing/reading journal. You will not be successful in this class without the appropriate materials. Please don't engage in casual conversations during our lecture, discussion and group times or while we are working on other assignments. I reserve the right to act as necessary to maintain a productive class environment, including asking disruptive students to leave, and in extreme circumstances, dropping chronic disruptors from my course. I will not tolerate uncivil behavior toward other class members during class discussions. **Please do not use cell**

**phones, tablets or computers during class unless the device is being used as a part of the classwork.** See the evaluation criteria (rubric) for writing assignments at the end of the syllabus.

**Attendance policy:**

Attendance will be taken either orally or by a sign-in sheet. If you come to class late, it is your responsibility to make sure that the instructor counts you in attendance for that day. **Students who miss more than five class periods will be subject to failure in this course.**

**Course Evaluations:**

Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an online evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.

**Withdrawal policy:**

**Please note that if you decide to stop attending class, it is your responsibility to drop or withdraw from a course.** Failure to do so could result in receiving a failing grade for the course.

**WRITING ASSIGNMENTS:**

Conscientious and timely completion of reading and writing assignments is essential for success in this English course. All rough and final drafts of your essays must be typed in MLA format, saved as a word document, and submitted through a Turnitin assignment in Blackboard on the due dates.

Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format.
- Use Times New Roman 12 pt. font.
- Double-space.
- Essay writing assignments are usually two-to-three pages in length (500-750 words) with the exception of the research paper, which is between four and five pages including a work cited page.
- Pay close attention to spelling, grammar and punctuation.
- Due dates for all reading and writing assignment will be assigned during class and will also be noted in the class calendar.
- Submit your papers through the Blackboard Turnitin assignments.
- Your assignments will be graded holistically based on the writing rubric in the syllabus.
- **Late papers are only accepted at the instructor's discretion and will not receive full credit.**  
**Emergency situations will be handled on an individual basis.**

**Reading Assignments:**

Students are expected to read all reading assignments before coming to class. Students may be asked to respond to readings in their writing journal or during class discussions. Failure to read and respond effectively to the reading assignments will affect your grade in the course.

**In-class Writing Assignments:**

Students will be expected to write on a variety of topics during class time. The work will be generated throughout the semester and submitted through your writing journal.

### **Course Evaluations:**

Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS:**

#### **Course Expectations:**

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

- Read all of the textbook assignments.
- Participate actively and meaningfully in all group discussions.
- Prepare and submit all writing assignments on time.
- Attend class regularly.

#### **Student Responsibilities:**

Please try to make it to class on time. Many times, we begin writing and reading assignments at the start of class. If you are late to class, you **may not** have an opportunity to make up those in-class assignments. You **MUST** bring your textbook, paper and writing utensil to class. This is an English composition course; therefore, we will be reading the text and writing in class. You will not be successful in this class without the appropriate materials.

Please don't engage in casual conversations during our lecture, discussion, and group times, or while we are working on other assignments. I reserve the right to act as necessary to maintain a productive class environment, including asking disruptive students to leave, and in extreme circumstances, dropping chronic disruptors from my course. I will not tolerate uncivil behavior toward other students during class discussions. **Please silence your cell phones when you enter the class. Please do not use cell phones, tablets or computers during class unless the device is being used as a part of the classwork.**

#### **ATTENDANCE/PARTICIPATION POLICY:**

Attendance will be taken daily either orally or by a sign-in sheet. If you come to class late, it is **YOUR** responsibility to make sure that the instructor counts you in attendance for that day. **Students who miss more than five class periods will be subject to failure in this course.**

#### **Withdrawal policy:**

It is your responsibility to drop or withdraw from a course. Failure to do so could result in receiving a failing grade for the course.

#### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely,

Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

**Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**Plagiarism:**

In any written paper, you are guilty of the academic offense known as plagiarism if you do not produce your own work by either fully copying or half-copying another person's words or sentences. You cannot mix another author's words with your own or "plug" your synonyms into another author's sentence structure. If you use words, phrases, or sentences from another source even if you are paraphrasing, you must cite the outside material within the text and on a work cited page. Written assignments created by ChatGPT or other forms of artificial intelligence (AI) are also considered a form of plagiarism because you are not producing your own work. Plagiarism usually results in an automatic grade of "F" for the assignment or the course, depending on the offense. Most written assignments for this course will be submitted to TurnItIn.com, which includes a plagiarism and AI checker. Both the similarity report and the AI report are used to determine plagiarism.

**Eagle Assist:**

At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. "Eagle Assist" is the place to start when looking for that type of assistance. Our

support system is here to help you succeed in both your academic and personal growth. [www.ntcc.edu/eagleassist](http://www.ntcc.edu/eagleassist)

**Services provided:**

- [Mental Health Counseling](#)
- [Classroom Accommodations](#)
- [NTCC Care Center Food Pantry](#)
- [NTCC Care Center Hygiene Closet](#)
- [NTCC Care Center Cook Nook](#)
- [Financial Literacy](#)
- [Child Care Assistance](#)
- [Emergency Aid](#)

Can't find what you are looking for? Send us a message at [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu)

[Mental Health Counseling Services](#) are available to all NTCC students.

- Visit the following page to get your account activated:  
[www.thevirtualcaregroup.com/ntcc](http://www.thevirtualcaregroup.com/ntcc)

\*Dual credit students please email [cstansell@ntcc.edu](mailto:cstansell@ntcc.edu) if interested.

**ADA Statement:**

It is the policy of NTCC 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 request accommodations. An appointment can be made with our Academic Advisor/Coordinator of Special Populations located in Student Services. The coordinator can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

**Family Educational Rights and Privacy Act (FERPA):**

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.

**Tentative Course Timeline (\*note\* Instructor reserves the right to make adjustments to this timeline at any point in the term):**

ENGL. 1301

Assignment Calendar Spring 2024

- Week 1     Welcome to the class  
              Review of course and syllabus  
              Read chapter 1 “Thinking Rhetorically”  
              Complete in-class Writing Journal assignment  
              Begin reading pages 186-201 in Chapter 13 “Here’s What Happened: Writing a Narrative”
- Week 2.     Read and review the section on thesis writing (pages 85-86)  
              Read the essay “The Sanctuary of School” pages 853-857  
              Complete in-class Writing Journal assignments  
              **Begin writing narrative essay**
- Week 3     Choose an essay to read from the narrative essays listed in the back on the book  
              **In-class peer review of narrative essay rough draft**  
              Review MLA format for writing papers (chapter 28)  
              In-class discussion of narrative essays  
              Complete in-class Writing Journal assignments  
              **Submit rough draft of narrative essay to Turnitin assignment in Blackboard**
- Week 4     Begin reading Chapter 16 “Two Thumbs Up: Writing a Review”  
              Choose an essay to read from the review essays listed in the back on the book  
              Discuss writing reviews, observations and explaining relationships in class  
              Review MLA format for writing papers (chapter 28)  
              **Submit final draft of narrative essay to Turnitin assignment in Blackboard**
- Week 5     Continue discussion in class on writing reviews, observations and explaining relationships  
              **Choose review, observation, or relationship essay assignment, begin writing essay #2**  
              Begin reading Chapter 14 “Let’s Take a Closer Look: Writing Analytically”  
              Choose an essay to read from the analysis essays listed in the back on the book  
              Complete in-class Writing Journal assignments
- Week 6     Continue reading Chapter 14 “Let’s Take a Closer Look: Writing Analytically”  
              Watch advertisements in class and discuss analytical writing  
              In-class **peer review of essay #2 rough draft**  
              Review and discuss thesis writing for persuasive writing  
              **Submit rough draft of essay #2 to Turnitin assignment in Blackboard**  
              Complete in-class Writing Journal assignments
- Week 7     Continue in-class discussion on analytical writing



Complete in-class Writing Journal assignments  
**Choose an advertisement and begin writing analysis essay**  
**Submit final draft of essay #2 to Turnitin assignment in Blackboard**

Week 8 Begin reading Chapter 12 “This is Where I Stand: Arguing a Position”  
Begin in-class discussion on argument writing  
Read and discuss in class the essay “Work is a Blessing” page 162-163  
Choose an essay to read from the argument essays in the back of the book  
Complete in-class Writing Journal assignments

### Spring Break

Week 9 Continue reading Chapter 12 “This is Where I Stand: Arguing a Position”  
Research tools/databases review (in class)  
**In-class peer review of analysis essay rough draft**  
**Submit rough draft of analysis essay to Turnitin assignment in Blackboard**

Week 10 Continue discussing argument writing in class  
Choose topic and begin writing argument research essay  
Thesis writing workshop for argument essay  
**Submit final draft of analysis essay to Turnitin assignment in Blackboard**  
MLA Format in-class review and assignments

Week 11 Continue discussing argument writing in class  
Review MLA format for writing papers (chapter 28)  
Discuss avoiding plagiarism in academic writing  
Complete in-class Writing Journal assignments

Week 12 **In-class peer review of argument research essay rough draft**  
Complete in-class Writing Journal assignments

Week 13 Continue working on argument research essay  
Discuss paraphrasing, quoting, and summarizing  
Complete in-class Writing Journal assignments

Week 14 Continue working on argument research essay  
Complete in-class Writing Journal assignments

Week 15 **Submit final draft of argument essay to Turnitin assignment in Blackboard**  
Complete in-class Writing Journal assignments

Week 16 Submit Writing journal in class  
**Submit final draft of argument essay to Turnitin assignment in Blackboard**

**Finals Week Final in-class journal writing assignment**

## Appendix A

### EVALUATION CRITERIA (RUBRIC) FOR WRITING ASSIGNMENTS

Grade	Criteria
90-100	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.
80-89	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.
70-79	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.
60-69	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 <i>only</i> because of the narrow range of sentence and language variety. Fragments, fusions, and comma splices are common. Punctuation, and spelling errors occur often.
Below 50	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.