



English 1301 – Composition I

Course Syllabus: Fall 2023

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

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	9:30 – 10:50	9:30 – 10:50	9:30 – 10:50	9:30 – 10:50	9:30 – 10:50	Commons

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities. Information relative to the delivery of the content contained in this syllabus is subject to change.

Should that happen, the student will be notified.

Course Description: 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. 3 credit hours

Prerequisite(s): None.

Student 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

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Discussion Board Assignments	10%
Rough Drafts and Peer Reviews	20%
Smart Book (SM) Reading Assignments	10%
Adaptive Learning Assignments	10%
Final Drafts of Essays 1, 2, & 3	30%
Final Draft of Research Essay 4	15%
Syllabus Acknowledgment and Pre-info	2.5%
Course Evaluation	2.5%
Total	100%

Required Instructional Materials:

Access Code: *Engaging Questions: A Guide To Writing* English 1301 Connect Code Channell *Inclusive*

*You have inclusive access to the e-book and the assignments for this course. This fee was included in your tuition and fees. You will register inside the course once it begins. **There is no need to purchase any books for this course unless you would like a loose-leaf copy of the digital book. The loose-leaf version can be purchased at the NTCC bookstore.***

Publisher: McGraw Hill

Optional Instructional Materials: Google Classroom, Remind 101, Parent Square

Minimum Technology Requirements:

Students must have daily access to a computer and broadband internet service to take this course. The computer should have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher. The operating system can be checked by right clicking on the “My Computer” icon on the home screen. The Word processing system can be checked by going to “Start” and clicking on “All Programs.” You may not be able to complete your assignments on your smartphone, a tablet, or a Chromebook.

It is recommended that you use Safari, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system).

Required Computer Literacy Skills:

In order to be successful in this course, students should minimally possess the following technical skills:

- 1) The ability to properly use email, attach documents to email, and open, download, and save attachments
- 2) The ability to properly update personal computer settings
- 3) The ability to properly utilize online help when needed
- 4) The ability to properly use a word processing application
- 5) The ability to properly print an electronic file to a printer
- 6) The ability to properly submit files in the Blackboard assignment windows
- 7) The ability to properly save documents in a .docx or .rtf format and save in an electronic form in multiple places, e.g. computer hard drive, portable flash drive, cloud storage, etc.
- 8) The ability to properly connect to a broadband internet system
- 9) The ability to properly search for and locate information on the internet

Course Structure and Overview:

Course Assignments

- You must retrieve and register your Connect access code to read the text and do most of the assignments in this course. The instructions are in this folder.
- This course is set up in modules. Each module, except for the introduction, centers around the essay type. Assignments in the modules have due dates and are meant to be done in the order that they appear.
- The SmartBook (SB) reading assignments and questions are graded, and they count for part your average for this course. The questions are based on your knowledge of the text, so it is best to read before you try to answer the questions to avoid receiving additional questions.

- The adaptive learning assignments are also counted toward your average. Again, the number of questions you receive is based on how well you answer the questions.
- You will have one discussion in each module. You will submit an original post and three peer responses. The discussions are meant to help you find a topic for your essay.
- You will have four writing assignments and each assignment will include a rough draft, two peer reviews, and final draft. The last research essay final draft is weighted heavier than the first three essays, but all essays count for a large part of your grade, so it is important to complete each one.
- All essays are graded using a content rubric. The rubric is located within the instructions for the essay assignment. It is strongly advised that students become familiar with the rubric criteria before embarking on the writing portion of the assignment.

Communications: Turnaround time for email responses will be within 12 hours. *Reminder: NTCC email is the official form of communication used by the college. Students may reach the instructor through the provided Remind link with the understanding that the instructor will only reply swiftly between the hours of 6:00am and 6:00pm. Students may always seek help during office hours.

Institutional/Course Policy:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus and in the Blackboard course content areas. Assignments are graded per the HBISD Language Department Policies. All papers must be typed in MLA format and submitted through TurnItIn.com, a plagiarism checker. See learning modules for reading assignments, videos, and course material. Specific instructions for each essay are posted in the learning modules. **All due dates are posted on the course calendar and in modules.** All work submitted in this course is expected to be original work for this particular class. No previously written work, by the student or otherwise, will be considered eligible for course credit.

Submitting classwork - All classwork will be submitted online through Blackboard. Each Blackboard content area contains the links necessary for all submissions related to that area. **ONLY IF** a problem arises with Blackboard, I will coordinate an alternative method of submission. Students should NOT email submissions without speaking to me directly.

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

- Writing assignments must be typed in MLA format, using Times New Roman 12 pt. font, and be double spaced.
 - Module 1 Writing Assignment is 300-500 words.
 - Module 2 Writing Assignment is 600-900 words.
 - Module 3 Writing Assignment is 1000-1300 words.
 - Module 4 assignment is a class presentation.
 - Module 5 Writing Assignment is 1500-2100 words.

Discussion Board Assignments- Class participation is an important expectation of this course. Students are expected to actively participate in 5 discussions (one per module). Discussions and peer responses should be posted by the due dates listed on the calendar and in the syllabus. Please review the Netiquette Rules in the Start Here folder on the home page of the course before you begin. **Type your response in Google Docs so that you have access to word count, grammar and spelling check. Then copy and paste your response into the message window. Do not use attachments for the discussion.**

Late Work - Students are expected to turn in assignments by the due date given.

Work not turned in by the due date will be marked as MISSING (M) in the gradebook which automatically assigns a zero to the assignment and notifies parents through Parent Portal. Students with an “M” on their assignment have three school days to turn in the work for a maximum of 70 points. Assignments not turned in by the third day after the due date will have a ZERO put in the gradebook for that assignment. Once the zero goes in, it is permanent and will not be changed unless the student sends an email (example on back) to the teacher explaining the circumstances surrounding their inability to turn in their work on time and a proposed solution. It is at the teacher’s discretion to decide whether the work can be turned in or not.

- The email request for the extension or for a zero to be changed should include an acceptable reason that necessitates an extension; standard acceptable reasons include severe illness, family tragedy, and circumstances beyond the student’s control. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, not having the correct textbook or computer software, or procrastination is *not* an acceptable excuse. Be aware that online technology is a very unpredictable tool and can disappoint at the most crucial times; therefore, waiting to submit an assignment within the hour it is due is typically not a wise choice.

Student Responsibilities/Expectations - Students are expected to log into the course Blackboard section at least twice a week and should check their NTCC email daily. Any schedule changes or other modifications to the course will be posted to an announcement within Blackboard and sent as a class-wide email to students’ OFFICIAL NTCC EMAIL. Students are responsible for reading any such notices. Failure to log into the course or NTCC email does not excuse this responsibility. Students are also expected to keep track of their grades and contact me in a timely manner should they have grade-related questions. *I WILL NOT revisit grades that are more than 14 days old!*

Course Withdrawal - It is the student’s responsibility to drop a course or withdraw from the college. Failure to do so will result in the student receiving a performance grade, usually a grade of “F”. The final date to withdraw with a grade of “W” for Fall 2023 is November 21st. Dual Enrollment students should contact their academic advisor before withdrawing.

All assignments are due by midnight on the course end date. No assignments received after midnight on the course end date (December 8) will be eligible for course credit.

Alternate Operations During Campus Closure/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.

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

the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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. Please see Netiquette Rules in the Start Here folder.

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.

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 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 is a plagiarism checker. Any questionable results will be shared and discussed with the student before any action is taken.