



English 1302 Composition II-8 WK Hybrid Course Syllabus: Spring 2024

“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	9:00-12:30 p.m. 1:30-3:00 p.m.	1:30-3:00 p.m.	9:00-12:30 p.m. 1:30-3:00 p.m.	11:30-12:30 p.m. 1:30-4:00 p.m.	By Appointment	By Appointment

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: 3 credit hours

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

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite(s): ENGL 1301 or its equivalent.

Student Learning Outcomes:

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic discipline

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Rough Drafts and Peer Review Assignment	20%
Final Drafts for Essays and Presentation	25%
Final Draft (Course Final)	25%
Discussion Assignments	15%
Attendance, SB Homework Assignments and Outline Assignment	10%
Syllabus Acknowledgement, and End of Course Evaluation	5%
Total	100%

Required Instructional Materials:

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

ISBN Number: N/A

Optional Instructional Materials: None

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 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 every day and argumentative writing.

Course Expectations

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

- Read all of the textbook assignments.
- Complete the assignments for each of the lessons.
- Participate actively and meaningfully in all discussions.
- Prepare and submit all writing assignments.

Assignment Information

Conscientious and timely completion of assignments is essential for success in this writing course.

The assignments are under the Assignment Calendar that is posted on the Home Page and in the Start Here folder. See the Course Calendar to determine when assignments are due. Due dates are also posted at the end of this syllabus.

Assignments are due no later than midnight of the due date.

Essays are graded and returned within one week following the due date with the exception of the final exam which will be graded more promptly in order to follow the guidelines of the Registrar's office and campus procedures. All papers must be typed in MLA format and submitted as attachments when due. See modules for assignments. Specific instructions for each essay are posted in the essay assignment folder in the module. **All due dates are posted on the course assignment calendar.** 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. The use of artificial intelligence of any kind is not allowed in this course (see grading policy).

Writing Assignments

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

- Writing assignments must be typed in MLA format (see textbook), use Times 12 pt. font, and be double spaced.
- 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 assignments will be returned before the next associated assignment is due. Essays will be graded holistically on the essay-scoring rubric within the TurnItIn essay assignment and will be graded within one week following the due date.
- 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.

Evaluation Criteria for Essays and Discussion Assignments:

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.

The use of artificial intelligence (AI) is strictly prohibited and is considered plagiarism. Should your work be flagged by Turnitin as having content from AI the following grading policy will apply:

A deduction of ½ of the percentage up to 40%. Anything over 40% will be considered a zero. In other words, 20% AI equals a 10 point deduction; 30 equals 15 and 40 equals 20.

Grading policy for discussion assignments- Blackboard only allows for one due date per assignment. For discussion post, the due date will be the date the INITIAL DISCUSSION POST is to be made per the assignment calendar. **If this date is missed, or an initial discussion post is not made, the maximum grade for the assignment will be a 70 when peer responses are made.** All content submitted for the discussion assignment should be the original work of the student and not previously used or obtained by artificial intelligence sources. Work that is found to be from any source other than the student will not be eligible for grading.

SmartBook/Connect Assignments- Please note that the automated homework assignments have a window that closes once the due date has passed and this window will not reopen. The objective is to show mastery of these concepts. Questions should be answered completely until they are no longer provided.

Institutional/Course Policy:

Attendance and Participation

An online writing class requires consistent engagement. All of your activity, including the links that you access and the amount of time spent on each activity, is tracked through Blackboard. You should plan to log on every day and participate fully in the course. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade or cause you to lose credit completely. Your attendance in the face-to face portion of the class will count towards 10% of your final grade.

Communications:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus, in the printable assignment calendar and on the Blackboard Course Calendar link. You can also view assignment reminders under the Bulletins and Announcements button. All communication via email should be sent via NTCC email accounts only or via the course TEAMS groups. **Microsoft TEAMS is an approved official communication platform for NTCC. All students are encouraged to download the mobile app. The log in credentials are the same as your NTCC portal. Course information and announcements will be sent out using TEAMS..**

Institutional/Course Policy:

Late Work

This course carries a no late policy. All assignments are due at midnight on the due date. Please submit assignments on time to receive full credit. "Assignments" refer to *all* work that is submitted to the instructor. Students are to submit assignments on or before the stated due date/time.

Students must also retain a copy of all pieces of their assignments, which must be produced if requested. **Writing assignments (rough drafts and final drafts) submitted after the due date/time will only be accepted at the instructor's discretion and will incur a 10% deduction (per day) of the original grade for the first three days** unless the student has been granted an extension due to extenuating circumstances (see explanation below). **No course credit is allowed after the three-day period.**

An extension for assignments is strictly given at the instructor's discretion. **In order to receive an extension, students must submit a written request to the instructor BEFORE the original due date of the assignment.** The request for the extension should include an acceptable reason that necessitates an extension. Standard acceptable reasons include severe illness or hospitalization, family tragedy, natural disasters, or extreme circumstances beyond the student's control. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, out of town ballgames, UIL events, or extracurricular activities, not having the correct textbook or computer software, or procrastination are examples of *non*acceptable excuses. 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.

Withdrawal Policy

Once you log in to the course, you are considered in attendance, and the instructor will certify that you are part of the class. If you decide that you cannot complete the course, it is your responsibility to drop or withdraw with the registrar's office. Failure to do so will result in receiving a poor performance grade, usually a grade of "F."

You may **drop** the class prior to the official reporting day (twelfth day - regular semester; fourth day - summer term). In this case, the class will not appear anywhere on your transcript. You can **withdraw** from the class after the official reporting date and before the last posted date of withdrawal, and a "W" will be recorded on your transcript. The instructor will not drop or withdraw you from this course, even if you are not actively participating or logging in regularly. It is your responsibility to drop a course or withdraw from the college.

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.

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.

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)**

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.

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.

**English Composition II – ENGL. 1302 8 WK Hybrid course
Assignment Calendar Spring 2024 (Second 8 Weeks)**

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

**Week 1
3/18-3/22**

3/19-Tuesday

- Review of course expectations, syllabus, and assignment calendar
- Read Chapter 15
- Open and review the contents of the Start Here Folder. Make sure you can access the eBook text.

3/20-Wednesday

- Complete Chapter 15 SB Assignment: Critical Thinking and the Art of Questioning. Due by 11:59 p.m.

3/21-Thursday

- Make initial Module 1 discussion post. **If initial post is not made by this date, 30 points will be deducted from final assignment grade once three peer posts are made.**
- Lecture notes and review thesis and Module 1 writing assignment
- Read Chapter 16

3/22-Friday

- Complete Chapter 16 SB Assignment: Reading Questions
- Submit Syllabus Acknowledgement in Blackboard. Due by 11:59 p.m. This is a participation grade.

**Week 2
3/25-3/29**

3/25-Monday

- Read Chapters 17
- Complete SB Research Process Assignment. Due by 11:59 pm.

3/26-Tuesday

- Complete Module 1 peer response posts (a total of three are required) Due by 11:59 p.m.
- Complete SB Phrases and Clauses Assignment. Due by 11:59 pm.

3/27-Wednesday

- Complete Chapter 17 SB Assignment. Due by 11:59 p.m.
- Read Chapter 28

3/28-Thursday

- Complete Chapter 28 SB Assignment. Due by 11:59 p.m.

3/29-Friday

- Complete SB Assignment: Abbreviations and Symbols

Week 3

4/1-4/5

4/1-Monday

- Module 1 Rough Draft due by 11:59 p.m.
- Read Chapter 18

4/2-Tuesday

- Complete Module 1 Essay Peer Review Assignment-in class
- Complete Chapter 18 SB Assignment. Due by 11:59 p.m.

4/3-Wednesday

- Read Chapter 19
- Complete SB Assignment: Developing an Effective Thesis or Claim Using Evidence. Due by 11:59 pm.

4/4-Thursday

- Complete SB Assignment: Chapter 19. Due by 11:59 pm.
- Begin Module 2
- In class lecture and notes on

4/5 Friday

- Module 1 Final Draft Essay due by 11:59 p.m.

Week 4

4/8-4/12

4/8-Monday

- Read Chapter 20
- Complete Module 2 initial discussion post. **If initial post is not made by this date, 30 points will be deducted from final assignment.**

4/9-Tuesday

- Read sample argumentative writings from textbook and discuss in small groups.
- Review Module 2 writing assignment instructions.
- Complete SB Assignment Chapter 20: Documenting Your Sources: MLA. Due by 11:59 p.m.

4/10-Wednesday

- Complete SB Assignment: Using the MLA Documentation Style. Due by 11:59 p.m.
- Read Chapter 31

4/11 Thursday

- Annotate sample essays.
- Review MLA requirements for outside sources
- Complete SB Chapter 31 Assignment: Writing and Giving Oral Presentations. Due by 11:59 p.m.

4/11- Friday

- Complete Module 2 three peer response posts. Due by 11:59 p.m.
- Read Chapter

Week 5
4/15-4/19

4/15-Monday

- Module 2 Essay Rough Draft due by 11:59 p.m.

4/16-Tuesday

- Complete Essay Peer Review Assignment-in class
- Complete SB Assignment: Abbreviations and Symbols. Due by 11:59 p.m.

4/17-Wednesday

- Begin Module 3 Argument Writing
- Complete SB Assignment: Subject Verb Agreement. Due by 11:59 p.m.

4/18-Thursday

- Begin Module 3 Argument Writing
- Lecture and notes on Argument Writing
- Review Argument Writing Assignment

4/19-Friday

- Read Chapter 29

Week 6
4/22-4/26

4/22-Monday

- Module 2 Analysis Essay Final Draft due by 11:59 p.m.
- Complete SB Assignment: Chapter 29 Writing an Annotated Bibliography. Due by 11:59 p.m.

4/23-Tuesday

- Review NTCC Database resources and discuss topic selections.
- Review sample Annotated Bibliographies

4/24-Wednesday

- Complete Module 3 Argument initial discussion post. **If initial post is not made by this date, 30 points will be deducted from final assignment.**

4/25-Thursday

- Read and evaluate sample argument essays.
- Review MLA format for Works Cited sources-MLA Handbook
- Annotated Bibliography Assignment Due by 11:59 p.m.

4/26-Friday

- Read Chapter 10: Making an Argument
- Complete SB Assignment: Chapter 10 Making an Argument. Due by 11:59 p.m.

Week 7

4/29-5/3

4/29-Monday

- Argument Essay Rough Draft Essay due by 11:59 p.m.

4/30-Tuesday

- Complete online peer reviews-together in the library.
- Complete SB Assignment: Reasoning and Argument. Due by 11:59 p.m.

5/1-Wednesday

- Post three peer responses to Module 3 Discussion. Due by 11:59 p.m.

5/2-Thursday

- Complete online peer reviews-together in the library. Due by 11:59 p.m.

5/3-Friday

- Complete SB Assignment: Using Ethos, Pathos, and Logos. Due by 11:59 p.m.

Week 8-Final Exams

5/6-5/10

5/6-Monday

- Continue working on essay edits and revisions from peer reviews and instructor comments.

5/7-Tuesday

- Course review/exit feedback meetings with instructor-must sign up and this counts as a participation grade.

5/8-Wednesday

- Continue making edits to final draft. Final essay due by 11:59 pm.