English 1301 – Composition I (8 WK Hybrid)
Course Syllabus: SPRING 2024

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

Instructor: Jennifer Sparks
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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00-11:00 a.m. 1:30-3:00 p.m.	1:30-3:00 p.m.	9:00-11:00 a.m. 1:30-3:00 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: 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	15%
Rough Drafts and Peer Reviews	20%
Smart Book (SM) Reading Assignments and Adaptive Learning	10%
Final Drafts of Essays 1, 2, & 3	30%
Final Draft of Research Essay 4	20%
Syllabus Acknowledgment, Course Evaluation, Topic Approval	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   **ISBN Number:** N/A

Optional Instructional Materials: None

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 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 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:

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.

Assignments are graded and returned within 72 hours. Essays are graded within one week following the due date with the exception of the final exam which is graded more promptly in order to accommodate the Registrar's guidelines and the campus policies. All papers must be typed in MLA format, saved as .doc, .docx, or .rtf (rich text format) and submitted as attachments. See learning modules for reading assignments, adaptive learning assignments, discussions, and writing assignments. Specific instructions for each essay are posted in the learning modules. **All due dates are posted on the course calendar.**

You are required to check your NTCC no less than every other day. This is the formal communication method for this course. Messages sent via Blackboard or personal email addresses will not be answered. You are required to download and use TEAMS for class communication and announcements. I highly suggest you maintain NTCC email and TEAMS on a mobile device or phone you regularly use.

Institutional/Course Policy:

Late Work Policy

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. All request for extensions due to extenuating circumstances must be sent via NTCC email to the instructor BEFORE the assignment due date. No course credit is allowed after the three-day period. **. If an assignment is found to contain AI by Turnitin, it will be subject to the following grade penalty: 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.**

Discussion assignments will not be accepted late.

Please note that the SB and homework assignments have a window that closes once the due date has passed and this window can only be reopened by the instructor.

Attendance and Participation Policy

A hybrid writing class requires consistent engagement. You should plan to attend class when we meet weekly and log on to the online course every day.

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)**

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.

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 I – ENGL. 1301 8 WK Hybrid course
Assignment Calendar Spring 2024

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

Introduction
Module 1 Narration
Week 1
1/16-1/19

1/16-Tuesday
- Review of course expectations, syllabus, and assignment calendar
- Read Chapter 1
- Open and review the contents of the Start Here Folder. Make sure you can access the eBook text.

1/17-Wednesday
- Complete Chapter 1 SB Assignment: Critical Thinking and the Art of Questioning. Due by 11:59 p.m.

1/18-Thursday
- Make initial Module 1 discussion post. If <u>**initial post**</u> is not made by this date, 30 points will be deducted from final assignment grade once three peer posts are made.
- Lecture and notes on Narrative writing
- Read Chapter 2

1/19-Friday
- Complete Chapter 2 SB Assignment: Reading Critically and the Art of Questioning
- Submit Syllabus Acknowledgement in Blackboard. Due by 11:59 p.m. This is a participation grade.

Week 2
1/22-1/26

1/22-Monday
- Read Chapter 3

1/23-Tuesday
- Complete Module 1 peer response posts (a total of three are required) Due by 11:59 p.m.
- Read and annotate sample narrative writings. Read "Driving Away" pg. 57

1/24-Wednesday

- Complete Chapter 3 SB Assignment: Writing and the Art of Questioning. Due by 11:59 p.m.
- Complete SB Assignment: Writing Fully Developed Paragraphs. Due by 11:59 p.m.
- Read Chapter 4

1/25-Thursday

- Read and annotate sample narrative writings
- Complete Chapter 4 SB Assignment: Narrating Experiences. Due by 11:59 p.m.
- Complete Module 2 Narrative initial 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.

1/26-Friday

- Complete SB Assignment: Writing Strong Introductory and Concluding Paragraphs. Due by 11:59 p.m.

Week 3
1/29-2/2

1/29-Monday

- Module 2 Narrative Essay Rough Draft due by 11:59 p.m.
- Read Chapter14

1/30-Tuesday

- Complete Narrative Essay Peer Review Assignment-in class
- Complete Chapter 14 SB Assignment: Editing Fundamentals. Due by 11:59 p.m.

1/31-Wednesday

- Complete Module 2 Narration peer response posts (three are required). Due by 11:59 p.m.

2/1-Thursday

- Complete SB Assignment: Sentence Types and Sentence Fragments. Due by 11:59 p.m.
- Begin Module 2 Analysis writing
- In class lecture and notes on Analysis writing

2/2 Friday

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

Module 2 Analysis
Week 4
2/5-2/9

2/5-Monday
- Read Chapter 22
- Complete Module 2 Analysis initial discussion post. If initial post is not made by this date, 30 points will be deducted from final assignment

2/6-Tuesday
- Read sample analysis writings from textbook and discuss in small groups
- Review Module 2 Analysis writing assignment
- Complete SB Assignment Chapter 22: Writing a Rhetorical Analysis. Due by 11:59 p.m.

2/7-Wednesday
- Complete SB Assignment: Critical Reading. Due by 11:59 p.m.
- Read Chapter 24

2/8 Thursday
- Annotate sample Analysis essays.
- Review MLA requirements for outside sources used for visuals or literary analysis.
- Complete SB Assignment: Commas. Due by 11:59 p.m.
- Complete SB Assignment Chapter 24: Writing a Rhetorical Analysis. Due by 11:59 p.m.

2/9- Friday
- Complete Module 2 Analysis three peer response posts. Due by 11:59 p.m.
- Read Chapter 25

Week 5
2/12-2/15

2/12-Monday
- Module 2 Analysis Essay Rough Draft due by 11:59 p.m.

2/13-Tuesday
- Complete Analysis Essay Peer Review Assignment-in class

- Complete SB Assignment: Writing a Literary Analysis. Due by 11:59 p.m.

2/14-Wednesday
- Complete SB Assignment: Coordination & Subordination. Due by 11:59 p.m.

2/15-Thursday
- Begin Module 3 Argument Writing
- Lecture and notes on Argument Writing
- Review Argument Writing Assignment

2/16-Friday
- Read Chapter 9: Critiquing an Argument

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Module 3 Argument

Week 6

2/19-2/23

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2/19-Monday
- Module 2 Analysis Essay Final Draft due by 11:59 p.m.
- Complete Module 3 Argument initial discussion post. If initial post is not made by this date, 30 points will be deducted from final assignment.

2/20-Tuesday
- Review NTCC Database resources and discuss topic selections

2/21-Wednesday
- Complete SB Assignment: Chapter 9 Critiquing an Argument. Due by 11:59 p.m.
- Topic Selection Assignment due by 11:59 p.m.

2/22-Thursday
- Read and evaluate sample argument essays
- Review MLA format for Works Cited sources-MLA Handbook

2/23-Friday
- Read Chapter 10: Making an Argument
- Complete SB Assignment: Chapter 10 Making an Argument. Due by 11:59 p.m.

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Week 7

2/26-3/1

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2/26-Monday
- Argument Essay Rough Draft Essay due by 11:59 p.m. .

2/27-Tuesday
- Complete online peer reviews-together in the library.
- Complete SB Assignment: Reasoning and Argument. Due by 11:59 p.m.

2/28-Wednesday
- Post three peer responses to Module 3 Discussion. Due by 11:59 p.m.

2/29-Thursday
- Complete online peer reviews-together in the library. Due by 11:59 p.m.

3/1-Friday
- Complete SB Assignment: Wordiness. Due by 11:59 p.m.

Week 8
3/4-3/8

3/4-Monday

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

3/5-Tuesday

- Review Works Cited criteria and sample sources for final essay.

3/6-Wednesday

- Continue making edits to final draft

3/7-Thursday

- Final Argument Essay due by 11:59 p.m.-Late assignments not accepted**. Individual student exit meetings**