



ENGL 1301 Composition I
Course Syllabus: Fall 2020

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

Jennifer Tolson

Office: MPHS Campus Main Bld. Rm 118

Phone: 903-575-2020 (text using Remind)

Email: jtolson@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	TBA	TBA	TBA	TBA	TBA	Daily

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 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.

PREREQUISITE(S):

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.

COURSE GOAL:

The goal of this class 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.

TEXTBOOK:

Mauk, J., & Metz, J. (2014). *The composition of everyday life: A guide to writing* (4th ed.). Boston, M.A: Wadsworth/Cengage Learning.

Textbook material will provide the essential information for the successful completion of this course.

Excerpts will be provided, but if you wish you may purchase your textbook at the NTCC College Store.

PUBLISHER: Boston: M.A. Wadsworth/Cengage Learning, 2014 ISBN (13) NUMBER: 978-1-133-31119-5

REQUIRED READING(S): Excerpts from the following texts may be used

The Hounds of the Baskervilles by Sir Arthur Conan Doyle (A free copy can be found online.)

The Hobbit by J.R.R. Tolkien (A free copy can be found online.)

The Secret Life of Walter Mitty by James Thurber (Text will be provided in class.)

Pride and Prejudice by Jane Austen (A free copy can be found online.)

A Modest Proposal by Jonathan Swift (A free copy can be found online.)

Excerpts from various works of Shakespeare (A free copy can be found online.)

**Other excerpts and texts will be provided in class.

COURSE OBJECTIVES:

Working in a spirit of inquiry and dialogue, upon successful completion of this course, you will:

1. Apply a variety of invention strategies that generate topics and ideas suitable for writing at an analytical level.
2. Apply a variety of organizational strategies that use critical thinking skills to develop a logical progression of ideas and supporting evidence.
3. Apply a variety of revision strategies that clarify and enhance the writer's approach to the topic.

LECTURES & DISCUSSIONS:

Lectures are supplemented by the reading assignments and videos watched in class (and online) and in-class/online writing assignments. You are required to read assignments and participate in classroom discussions and writing. This includes online classroom discussions.

Lectures & Discussions to be posted on Schoology

Schoology Tutorials - Schoology tutorials are provided on the Schoology home page. Once logged in, you can address the class or the professor. Knowing how to navigate through the course will aid in your success this semester. **You will need to log in to Schoology at least once a day for class instructions and/or changes.**

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. Due date reminders will also be sent to the e-mail provided by the student.

Assignments and Essays are graded and returned within two weeks. The final exam is graded more promptly in order to accommodate the Registrar's guidelines and the campus policies. All papers must be typed in the format assigned (MLA or APA), saved as a .doc (Word document) and submitted as attachments. See Schoology modules for reading assignments, videos, and course material. Specific instructions for each essay are posted in Schoology. **All due dates are posted on the course calendar and in Schoology.**

Late Work Policy a/k/a NO LATE WORK - All assignments are due at the assigned time on the due date. Please submit assignments on time to receive credit. "Assignments" refers 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. **NO LATE WORK WILL BE ACCEPTED.** Students may request an appeal and appear before a faculty council. Please note that being disorganized, not planning ahead, 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.

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Daily Grades	40%
Test Grades	60%
<u>Total</u>	<u>100%</u>

Grades will be posted in Schoology.

Tests/Exams: All tests requirements along with directions and rubrics will be posted on Schoology and posted on the class calendar.

Assignments: All assignment requirements along with directions will be posted on Schoology and posted on the class calendar.

ATTENDANCE AND 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.

***Online students must contact the instructor via Remind or Schoology in order to be counted as present for the class.*

You should plan to log on to Schoology 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 Remind account daily, which will be the official form of communication for this course.**

Your NTCC email address is your first initial + your last name + the last three digits of your SSN. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). You have the option to change your password once you have logged in. If you are a VCT student, you will use the email you provided when you registered for the course.

Required Computer Literacy Skills & Computer Requirements

You must have access to a computer and WiFi/internet in order to take this course.
Typed assignments must be in the form of a *Word* document and submitted to Schoology.

***If Schoology is down, you may use Remind or email the assignment to me via email.*

Communications:

Turnaround time for email responses is within 24 hours. You may email me at jtolson@ntcc.edu. You may also text me via Remind.

INSTITUTIONAL/COURSE POLICY:

Please try to make it to class on time. Many times, we begin writing and reading assignments at the start of class. You **MUST** bring your class materials, 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're 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 and place them in your purse or backpack and place all unrelated class materials in the back of the classroom 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.

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 Schoology or 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, Schoology or 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 Schoology or Blackboard course site.

WITHDRAWAL POLICY/DATE:

IT IS YOUR RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE. FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF "F."

NTCC ACADEMIC HONESTY 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.

ACADEMIC ETHICS:

The college expects all students to engage in their academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic course work. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

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.

***The tentative course timeline can be found on the course calendar in Schoology.*