**ENGL 1301 - English Composition I - Hybrid**

**Course Syllabus: Fall 2020**



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

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| **Office**  **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| **8th period** | **8th period** | **8th period** | **8th period** | **8th period** | **6th Period** |

***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. Credit Hours: 3

**Prerequisite(s):** None

# Student Learning Outcomes: Demonstrate knowledge of individual and collaborative writing processes. Develop ideas with appropriate support and attribution. Write in a style appropriate to audience and purpose. Read, reflect, and respond critically to a variety of texts. Use Edited American English in academic essays.

# Evaluation/Grading Policy:

# Your assignments will be evaluated using the following point values:

# Syllabus Acknowledgement, Introductory Discussion, Topic Approval 3%

# Course Evaluation 2%

# Discussion Board Assignments 10%

# Rough Drafts and Peer Reviews 25%

# Homework Assignments 10%

# Final Drafts 50%

# Total 100%

# Your weighted average will appear in the Weighted Average column in the Blackboard Gradebook at all times. The percentage that appears in the Weighted Average column depicts your grade. For example: 87.43% = 87 (B).

# Required Instructional Materials: *The Composition of Everyday Life* 5th edition Mauk/Metz

# Publisher: Boston: Wadsworth Cengage Learning ISBN Number: 9781305496507

*\*\*You have exclusive 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 and you will not need an access code to register for the course material.***

# Optional Instructional Materials: Google Classroom and Remind 101

**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.”

It is recommended that you use Internet Explorer, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system). On some computers, the videos embedded in the course shell will only run properly using Internet Explorer.

A speaker system either within the computer or used externally is required to properly hear the video presentations.

This is a hybrid course; therefore, success in this course requires logging into the course on a daily basis. If a student does not have access to a personal computer with the minimum computer requirements, it is suggested that he/she research computer access options in the local community, college computer lab, etc. before enrolling in this course.

**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 with 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 format and save in multiple forms.

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: Students will be required to submit weekly discussion posts and responses to peers. Students will also be responsible for three major research projects throughout the duration of the course. Failure to complete a major assignment will result in a lower score.

# 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:

**Student Attendance** A hybrid writing class requires consistent engagement. You should plan to log on 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 are to check your NTCC email account daily, which will be the official form of communication for this course.** Your 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.

**Withdrawal:** 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.

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**Late Assignments** All assignments are due at midnight on the due date. Please submit assignments on time to receive full 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. **Assignments submitted after the due date/time will only be accepted at the instructor’s discretion and will incur a 10% deduction of the original grade for each day late** unless the student has been granted an extension (see below). **Please note that the automated homework assignments have a window that closes once the due date has passed and this window will not reopen.**

An extension for assignments *may* be given by the instructor. **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, 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.

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

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**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.

# 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[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# 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**

**The instructor reserves the right to make adjustments to this timeline at any point.**

**This document will be provided to students in both a physical and virtual form.**

**ENGL 1301– Fall 2020 Assignment Calendar**

**Assignments are due by midnight on the due date (Monday-Friday).**

**No assignments will be accepted for course credit after midnight on the course end date.**

**8/24-8/28** **Monday** – Read everything in the Start Here folder; Submit Syllabus Acknowledgement

**Wednesday** - Post the introductory discussion (found in the Start Here folder); Register and link MindTap following the instructions in the Start Here Folder; Do a MindTap system check following the instructions in the Start Here folder

**Friday** – Post three peer responses to the introductory discussion

**8/31-9/4** **Monday**-**Tuesday**- Do Lesson One – Read Chapter 1 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion One

**Thursday** - Read Writing Assignment #1 Instructions

**Friday** - Submit Homework Assignment; Post two peer responses to Lesson One Discussion

**9/7-9/11** **Monday**-**Tuesday**- Do Lesson Two – Read Chapter 2 and Review the Lesson Resources

**Wednesday** – Post Getting Started Discussion Two

**Friday** - Submit Homework Assignment; Post two peer responses to Lesson Two Discussion

**9/14-9/18** **Monday** - Post Essay #1 for Peer Response

**Monday**-**Tuesday**- Do Lesson Three – Read Chapter 3 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Three

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Three

**9/21-9/25** **Monday** - Post two peer responses to Writing Assignment #1

**Monday**-**Tuesday**- Do Lesson Four – Read Chapter 4 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Four

**Friday** – Submit Homework Assignment: Post two peer responses to Discussion Four

**9/28-10/2** **Monday** - Post Final Draft of Writing Assignment #1; Read Writing Assignment #2 Instructions

**Monday**-**Tuesday**- Do Lesson Five – Read Chapter 5 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Five

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Five

**10/5-10/9** **Monday** - Do Lesson Six – Read Chapter 7 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Six

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Six

**10/12-10/16** **Monday** - Post Rough Draft #2 for peer response

**Monday**-**Tuesday**- Do Lesson Seven – Read Chapter 14 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Seven

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Seven

**10/19-10/23** **Monday** - Post two peer responses to Rough Draft #2

**Monday** – **Tuesday**- Do Lesson Eight – Read Chapter 15 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Eight

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Eight

**10/26-10/30** **Monday** - Post Final Draft of Essay #2; Read instructions for Writing Assignment #3

**Monday**-**Tuesday**- Do Lesson Nine – Read Chapter 16 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Nine; Submit your topic (thesis) for Essay #3 for approval.

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Nine

**11/2-11/6** **Monday** – Begin Essay #3.

**Monday**-**Tuesday**- Do Lesson Ten – Read Chapter 11 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Ten

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Ten

**11/9-11/13** **Monday**-**Tuesday**- Do Lesson 11- Read Chapter 12 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion Eleven

**Friday** - Submit Homework Assignment; Post two peer responses to Discussion Eleven Post Rough Draft of Essay #3 with a Works Cited page for peer response

**11/16-11/20** **Monday**-**Tuesday**- Do Lesson 12- Read Chapter 13 and Review the Lesson Resources

**Wednesday** - Post Getting Started Discussion 12

**Friday** - Submit Homework Assignment; Post two Peer Responses to Discussion 12

**11/23-11/27 THANKSGIVING HOLIDAY**

**11/30-12/4** **Monday** - Post two peer responses to Rough Draft #3

**Tuesday**-- Submit Course Evaluation

**Friday** – Post Final Draft of Essay #3 Course end date

(all assignments must be submitted by midnight to be eligible for course credit)