



ENGL 1301.322 – HYB—M/W

Course Syllabus: First Eight Weeks Fall 2025

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

Instructor: Julie Ratliff

Office: Humanities 114 (L)

Phone: 903.434.8230

Email: jratliff@ntcc.edu (best contact)

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	8:00-9:30	8:00-9:30 1:30-3:00	8:00-9:30	8:00-9:30	9:00-11:30
	And 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) This course is designed to improve academic writing skills. Students will read and write expository prose with an emphasis on the writing process and mastery of good writing skills. Course assignments may incorporate summary, analysis, and criticism of texts; exercises in effective argument and analysis; and the study and application of rhetorical approaches. Students will write essays throughout the semester and may also keep a journal or participate in group writing projects.

Prerequisite(s): TSI compliance

Student Learning Outcomes:

Upon successful completion of this course, students will be able to

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:

Participation (includes attendance & Peer Review)	250 pts.	900 and above	A
Three Turnitin Papers (100 pts each)	300 pts.	800-899	B
Presentation (100 pts)	100 pts.	700-799	C
Blackboard Activities	350 pts.	600-699	D
Total	1000 pts	Below	F

Grades will be returned to the student as follows:

- Blackboard assignments within twenty-four hours of the due date.
- Papers and Presentations within one week of due date.
- Quizzes and Participation grades will usually be updated within one week, but the final total with any extra credit will be entered by finals period.

Required Instructional Materials: *Everyone's An Author (inclusive)*

Publisher: Norton **ISBN Number:** 978-0-393-61746-7

Additional Readings (power points, etc. . .) online

Optional Instructional Materials: A Flash Drive (USB) and WEPA Card are recommended.

Minimum Technology Requirements:

This course requires you to access a computer that can run Blackboard and Word.

There are basically four options:

- 1) If you have your own computer and solid internet access at home, please use your own.
- 2) If you have your own computer, but less than optimal internet access, you can bring your laptop to campus and plan to access the campus' WiFi in one of the areas available on-campus.
- 3) If you do not have your own computer, all computers available in the LRC and other campus computer labs are sufficiently equipped to complete class assignments.
- 4) Additionally, there are computer kiosks available in the SUB and BT buildings from which you can check out one of a limited number of laptops for personal use for limited periods of time.

Required Computer Literacy Skills: Basic Word Processing and Email skills

Course Structure and Overview:

This is an eight-week hybrid ENGL 1301. The class meets twice a week for eight weeks with additional required instruction/assignments done online via the learning management system BLACKBOARD.

When in the class, students will learn to compose, draft, and revise three formal papers. Class meetings will be reserved for lecture, writing activities, and practice as well as presentations. Class participation is an essential element in this course. Each student will be expected to participate in all activities which occur in class. These activities are designed to sharpen skills and provide tools for use in this and other classes. Participation in these activities directly affects the student's grade at the end of the semester. Out of class, students are expected to complete all the readings of the required chapters, finalize all papers, and complete the online weekly activities by deadline.

YOU CANNOT PASS THIS COURSE WITH OUT COMPLETING THE ONLINE ASSIGNMENTS!

This course requires daily computer and internet access. You should expect to spend no less than 10 hours a week on this course. Pay close attention to deadlines for all assignments. Due dates are specified in the syllabus, repeated in each assignment folder, and posted in the classroom each class period.

Assignments:

Participation:

This part of the course is primarily done through attendance, discussion, and completion of in-class activities, but it will also include your conferences/tutoring sessions and peer review.

Blackboard:

The primary “weekly assignments” will be the assignments **required on Blackboard**, which **MUST BE SUBMITTED by the deadline stated in the assignment and syllabus**, but may be revised during the remainder of the course.

Papers:

In class, we will be following the writing process from brainstorming to drafting to peer to reviewing to revision for three papers. All papers will be turned in to Turnitin for 100 points each. The final paper will be a limited “research” project, which will also be created through the writing process, but in addition to the paper and its drafts, you will also be required to make a formal in-class presentation of results you discovered during the process. That paper, like the others, will be worth 100 points.

Paper #1: Informative (100 pts + Peer Review)

You need to write an informative essay in third person about a topic selected in class with documentation from at least one source from the **library databases**. You will need to compose a draft for peer review, and the final paper must be a minimum of 1000 words in proper MLA formatting.

Paper #2: Review (100 pts + Peer Review)

You need to write a review essay in third person over the film shown in class (or one you get approved in writing from the instructor) with proper documentation. You will need to compose a draft for peer review, and the final paper must be a minimum of 1000 words in proper MLA formatting.

Paper #3: Argumentative (100 pts + Peer Review + Presentation)

You need to write an argumentative essay in third person over a topic of your choice with proper documentation of at least two sources from the **library databases**. You will need to compose a draft for peer review, and the final paper must be at least 1000 words in proper MLA formatting.

Peer Review: To get points for Peer Review, you need to bring access to your own paper and evaluate at least two other people’s papers. You may choose to print a copy of your paper or bring access to it via a laptop computer on Peer Review days. Scans or Snapshots of review sheets must be submitted to the proper Blackboard panel in order for points to be assessed by the paper’s submission date.

Presentation:

As a result of the mini-research project connected to the final paper of the semester, you will be expected to give the class a presentation of your findings. This is NOT reading the paper that you composed; it is highlighting the aspects of the research from which you believe your audience will learn the most. It is worth 100 points and the related In-Class Writing (during Finals) is also worth 50 points.

Communications:

EMAIL (preferred contact): Check your NTCC email EVERYDAY. Email is the official form of communication used at NTCC, and if you do not check it regularly, you will miss important deadline information. Most emailed questions to the instructor will be responded to within 24 hours.

TEXT MESSAGING (903-270-4528): I respect your privacy. Please respect mine. If you must text me, identify yourself in the text and try to stay within normal business hours (8 a.m.- 8 p.m.).

PHONE: The phone number at the top of the syllabus is to my campus office. I will only access and return messages to that number during my stated office hours.

Institutional/Course Policies:**Preparation:**

While you are in college, it is your job as a student to come to class ON TIME prepared for the work of the day. That means for your days in class, make sure you have read the assignment BEFORE class; have your assignments finished and IN HAND, and NEVER walk in a classroom without the textbook, blank paper for notes or activities, and a WORKING writing utensil. Think of them—the textbook, the paper, the pen—as the tools of your trade while you are in school.

You should also have read the assignment BEFORE class and answered the Blackboard questions about it.

Attendance:

I track attendance carefully. You are expected in class every day the class is scheduled to meet. I will occasionally use quizzes to keep track of attendance, and no attendance quiz can be made up.

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.

Video Recording of Course Activities

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

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 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). In particular, using

generative AI tools to substantially 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. 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, 31 August 2023)

For this class: if you use AI-generated material, the assignment will not be accepted as fulfilling the assignment requirements and will earn a failing grade in the grade book. If you do your own original work for every assignment, you will not have a problem with Academic Honesty issues.

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.

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

You should have read everything scheduled **before** class starts. Things in Bold are important “issues”— important assignment dates or class absences.

8-Week Schedule: You should have read everything scheduled **before** you get to class.

Week 1 (August 25): A) Introductions

Blackboard Activities: Syllabus Acknowledgment & Scavenger Hunt

Blackboard Activity: Reading Chapter Five

B) Essay Power Point Introduction

Blackboard Activity: Academic Writing

Blackboard Activity: Reading Chapter 16

Week 2 (September 1): Labor Day Holiday—No Class

Blackboard Activity: Reading Chapter 25 & 27

B) Chapter 16 Introduction / Library Session

Blackboard Activity: Responding to Facts

Blackboard Activity: Reading Chapters 28 & 29 (Skim 30)

Week 3 (September 8): A) Documentation / Drafting the Informative

Blackboard Activity: Reading Chapter 17

B) **Paper #1 Informative Due for Peer Review** / Chapter 17 The Review

Blackboard Activity: Quotation, Paraphrase, Summary

Week 4 (September 15): A) Chapter 17 / Film

B) Film & Drafting the Review / **Paper #1 Informative Due**

Blackboard Activity: Responding to Visuals

Week 5 (September 22): A) **Paper #2 Review Due for Peer Review** /Skillbuilding

Blackboard Activity: Reading Chapter 18 & 19

B) Chapter 18 & 19: The Argumentative

Week 6 (September 29): A) Library Work / **Paper #2 Review Due**

B) Drafting the Argumentative

Blackboard Activity: Evaluation

Week 7 (October 6): A) **Paper #3 Argumentative Due for Peer Review**

B) Presentations

Blackboard Activity: Plagiarism

Week 8 (October 13/Finals): **Presentations & Paper #3 Argumentative Due**

B) In-Class Writing (Presentation Quiz)

Note: On October 20th, NTCC begins the second eight-week classes.