



ENGL 1302.001 – English Composition II – T/TH

Course Syllabus: Fall 2025

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

Instructor: Julie Ratliff
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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. 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 be able to:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or ^[1]_{SEP} action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, ^[1]_{SEP} MLA, etc.)

Evaluation/Grading Policy:

Participation	300 pts.	900 and above	A
Five Papers (100 ea, including research paper)	500 pts.	800-899	B
Presentation (100 pts)	100 pts.	700-799	C
Research Journal	100 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, 4th edition (inclusive)

Publisher: Norton's

ISBN Number: ISBN 978-0-393-91201-2

Additional Readings online

Optional Instructional Materials:

A Flash Drive and WEPA card

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 a sixteen-week face-to-face ENGL 1302. The class is focused on hands-on writing activities and the process that it takes to achieve them. Formal hour-long lectures are rare; hour-long writing sessions and discussions are not. In class, students will learn to compose, research, draft, and revise five formal papers, including a formal research paper and presentation. In class meetings will be reserved for lecture, discussion, writing activities, and practice as well as presentations. In 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 (chapters, online readings, or handouts), finalize all papers, and complete all assignments by deadline.

Assignments**Participation:**

This part of the course is primarily done through discussion and completion of in-class activities. You are expected in class each time it meets to fulfill much of the participation grade.

Papers:

In class, we will be following the writing process from brainstorming to drafting to peer to reviewing to revision for five papers. Four of those papers will be turned in (with all drafts included) for 100 points each. The final paper will also include a "research" project and presentation. The paper and its drafts will be worth 100 points. The presentation and research project will also be worth 100 points each.

Please Note:

YOU CANNOT PASS THIS COURSE WITH OUT COMPLETING THE RESEARCH PAPER!

Presentation:

As a result of the 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.

Journal:

You will be required to keep a research journal for the duration of the class. A journal is a place for you to explore ideas and experiment with concepts. In addition to in-class activities that we will place in the journal, you will be expected to write entries on your own leading to the research paper. The journal will be worth 100 points total.

Communications:

EMAIL (preferred contact): Check your NTCC email EVERYDAY. Email is the official form of communication used here 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 (903-220-3658): I do not usually give my private phone number to students. I respect your privacy. Please respect mine. If you must text me, please identify yourself in the text and try to stay **within normal business hours**.

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 Policy:

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. You should also have read the assignment BEFORE class; have your assignments finished and the textbook, blank paper for notes or activities, and a WORKING writing utensil available.

Think of them—the textbook, the paper, the pen—as the tools of your trade while you are in school.

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.

Late Assignments:

I do not accept late assignments. Important Due dates are announced clearly in the syllabus and all due dates are repeated in class regularly and written on the board.

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: the instructor reserves the right to make adjustments to this timeline 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. Dates between () are the first day of that week, not necessarily the date an assignment is due.

Week 1 (August 25): A) Introductions / B) Writing Sample

Week 2 (Sept 1): A) Labor Day Break / B) Writing Sample Discussion & “Review” Ch. 1-5 & 6-9

Week 3 (Sept 8): A) Fiction Introduction, “The Story of an Hour” (Bb)

B) Research Paper Project Brainstorm and Planning, Chapter 21-22 & “Popular Mechanics” (Bb)

Week 4 (Sept 15): A) “The Lottery” (Bb) / B) “A Rose for Emily” (Bb) & Paper #1 W.S. Revision Due

Week 5 (Sept 22): A) Organizing the Fiction Paper / B) Research Plan & Annotated Bib, Ch.23-25

Research Paper Topic Confirmation by Noon on Friday

Week 6 (Sept 29): A) Peer Review for Fiction Paper / B) Poetry Introduction

Research Plan by Noon on Friday

Week 7 (Oct 6): A) Selected Poems (Bb) / B) Selected Poems (Bb) & Paper #2 Fiction Due

Annotated Bibliography #1

Week 8 (Oct 13): A) Organizing the Poetry Paper / B) Peer Review for Poetry Paper

Annotated Bibliography #2

Week 9 (Oct 20): A) Drama Intro & *Hamlet* (Bb) Act I / B) Act II & III & Paper #3: Poetry Due

Week 10 (Oct 27): A) *Hamlet* IV & V / B) Research Project work

Annotated Bibliography #3

Week 11 (Nov 3): Film

Annotated Bibliography #4

Week 12 (Nov 10): A) Drama Paper Organization / B) Peer Review for Drama Paper

Annotated Bibliography #5

Week 13 (Nov 17): A) Documentation Review & Paper #4: Drama Due

Week 14 (Nov 24): A) Research Paper Work / Thanksgiving Break

Week 15 (Dec 1): A) Presentations

Week 16 (Dec 8): (Finals) In-Class Writing/Last Chance to turn in anything for a grade

Fiction Paper Assignment

Choose one of the stories we read for class about which to write a cohesive essay.

Choose one or more literary terms to discuss within the work(s).

Create an analytical thesis on the significance of the literary term to the work under consideration. Write an essay in which you use the work(s) as supporting evidence to explain your thesis. Be sure to use the appropriate literary terms and their definitions to relay your conclusions to the audience. The paper must be a minimum of 1000 words and use specific supporting evidence from at least one of the works from the short story unit.

You may NOT re-use the Alligator River Story.

Poetry Paper Assignment

Choose one of the poems available.

Decide which literary terms are necessary in order to understand the poem.

Write an essay in which you explain to an uninformed reader what the poem means and which literary/poetic techniques were used to relay that meaning to you. Be sure to define terms and use specific supporting evidence from the poem(s) in question. If you choose to compare the poem to the writer's life, make sure you have supporting evidence for how you know that poet's life. And, if you use such support, make sure you document it appropriately.

The paper must be a minimum of 1000 words and use specific supporting evidence.

Drama Paper Assignment

Choose one 'modern' adaptation of *Hamlet*.

Using *Hamlet* and at least one adaptation of the play, write an essay in which you explain to an uninformed reader what the drama was about and why it is relevant to a modern audience. Be sure to use the appropriate literary/poetic terms when discussing the drama.

If you choose to compare the drama to something outside class materials, please provide proper documentation and explanations of that work.

The paper must be a minimum of 1000 words and use specific supporting evidence.

Research Paper Assignment

To fulfill the Texas State Requirements for 1302, you must complete a fully documented research paper. For our purposes, you will write an essay that is 2500-5000 words (approx. 7-10 pages) with at least FIVE independent sources used and documented appropriately in MLA handbook styles.

For your topic: Examine and explain how a "text" changed the world.

The full Research Paper Assignment will be given out in Week 3.