



NORTHEAST TEXAS
COMMUNITY COLLEGE

English 1302 Composition II

Syllabus: Spring 2026

“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
	By Appt.	By Appt.	By Appt.	By Appt.	By Appt.	M-F

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 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:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines

(e.g., APA, CMS, MLA, etc.)

Evaluation/Grading Policy:

Assignments will be evaluated using the following point values:

Syllabus Acknowledgment (Required)	2%
Course Evaluation	2%
Daily Assignments	16%
Participation in Class	5%
Annotated Bibliographies	10%
Rough Drafts	10%
Peer Reviews	10%
Final Drafts (M1-20%; M2-25%)	45%
Total	100%

Required Instructional Materials:

A textbook is not required for this class. Open Educational Resources (OER) will be used. You will need a college-ruled spiral notebook with a 100-page minimum one day two for in-class writing assignments.

Publisher: N/A

Optional Instructional Materials: None

Minimum Technology Requirements:

You must have access to a computer to take this course. Your computer needs to have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher, and you will need broadband Internet access. You can check your operating system by right clicking on the My Computer icon on the home screen. You can check your word processing program by going to “Start” and clicking on “All Programs.” You will find your Office program there. It is recommended that you use Google Chrome or Firefox as a browser as it seems to work the best with the Blackboard LMS (learning management system).

Assignment Information

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments are under the Calendar tab on the left side of the Home Page. See the Course Calendar to determine when assignments are due. Online assignments are due no later than midnight of the due date. In-class assignments will be due at the end of class on the due date. Assignments are graded within 48 hours following the due date.

Essays are graded and returned within three days following the due date. All formal papers must be typed in MLA format and submitted as attachments when due. Each essay will have specific instructions found in the essay assignment folder. Due dates are posted on the course assignment calendar. All work submitted in this course is expected to be original work without the use of any artificial intelligence except what the instructor has deemed allowable (see AI Acceptable Use Policy). No previously written work, by the student or otherwise, will be considered eligible for course credit.

Writing Assignments

- Writing assignments must be typed in MLA format, use Times 12 pt. font, and be double spaced.
- Spelling, grammar, and punctuation are counted toward the grade on formal writing assignments.
- Due dates for all assignments are noted on the course calendar.
- All essays are submitted through TurnItIn.com, a plagiarism and AI checker.
- Essays will be graded holistically on the essay-scoring rubric within the TurnItIn essay assignment and will be graded within three days following the due date. It is strongly advised that students become familiar with the rubric criteria before embarking on the writing portion of the assignment.
- Late papers are accepted at the instructor's discretion and will not receive full credit. Emergency situations will be handled on an individual basis.

Course Assignments

To access all course material, instructions for all assignments, and the assignments, click on the module tabs on the menu of the home page of the course. The modules are meant to be accessed and viewed in order, so begin with Module 1. Once Module One is complete, Module Two will be available. The assignments are in the modules and the writing assignments are inside the module folders. The due dates are listed on the assignment calendar located in the menu bar or in the Start Here folder.

Attendance and Participation

A writing class requires consistent participation and engagement. All of your activity, including in-class assignments, the on-line links that you access, and the amount of time spent on each activity, is counted as participation and engagement (5% of your grade). You should plan to participate fully in the course. Failure to participate in course activities, complete assignments, use in-class time on assignments, and turn in work will lower your course grade or cause you to lose credit completely.

Communications

NTCC email and Blackboard course messages are the official forms of communication used in this class. These two forms of communication are to be utilized for communication between the instructor and student in this course. Email will be answered within 24 hours, but in most cases much sooner.

You should check your NTCC email, Blackboard course messages, and Blackboard course announcements daily to stay informed. 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). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Student Email icon. If you are off of your high school campus, you will need to use OneLogin two-factor authentication. Contact ithelp@ntcc.edu with your NTCC email account if you need help logging in.

Late Work Policy

Online assignments are due at midnight on the due date. In-class assignments will be due at the end of class 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 may incur a penalty.** An extension for assignments will only be given at the instructor’s discretion.

Withdrawal Policy

Once you log in to the course and submit the syllabus acknowledgement, 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 start of the semester or up to the second day of class. In this case, the class will not appear anywhere on your transcript. You can **withdraw** from the class after the second day of the semester 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

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 Honesty Statement and Policy

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.

Plagiarism and Artificial Intelligence (AI) Ethical Use Policy

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another source's words or sentences. Plagiarism usually results in an automatic grade of "F" for the assignment or the course, depending on the offense. You cannot mix another source or author's words with your own or "plug" your synonyms into another source or author's sentence structure. If you use another source or someone else's words, phrases, sentences, even if you are paraphrasing, you must cite the source. All essays for this course will be submitted to TurnItIn.com, which is a plagiarism and AI checker.

Unapproved AI use also constitutes academic dishonesty. The same policy above applies to the use of AI for assignments in this course. This course requires original thinking and ethical research. The following policies will be used for the ethical use of AI in this course.

Unethical Use of AI (Not Allowed)

- Submitting AI-generated writing as your own
- Using AI to rewrite assignments
- Using AI as a research source or using AI to paraphrase sources

Ethical Use of AI (Only with Instructor Approval)

- Brainstorming topics
- Clarifying instructions
- Grammar review after writing

Any use of AI must be cited like the example:

ChatGPT. Response to prompt... OpenAI, 20 Jan. 2026.

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.

Diversity:

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

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.