ENGL 1302– English Composition II 16 Week Course
Course Syllabus: Spring 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."
Instructor: Jennifer Sparks
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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online.	Online.	Online	Online.	By Appointment	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
Lecture/Lab/Clinical: Three hours of class each week.
Intensive study of 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.
Note: 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.

Required Instructional Materials: *Engaging Questions: Guide to Writing* English 1302

Publisher: McGraw Hill

The textbook is required and provides essential information for successful completion of this course. This text is provided via inclusive access with your paid tuition. A hardcopy can be purchased separately at the NTCC College Store.

Optional Instructional Materials: None

Minimum Technology Requirements: You will need access to a computer to complete the writing assignments for this class. You will be typing your essays and submitting the final draft assignments through Blackboard.

Required Computer Literacy Skills: Blackboard Learning Management System, Microsoft Word

processing, average email usage, and access to and knowledge of TEAMS application. The Microsoft Office suite of products is available for free as long as you are an active NTCC student.

Course Structure and Overview: This English composition course is designed to help students develop their critical thinking, research and writing skills. The class will also include reading assignments that challenges students to think and effectively respond both in writing and orally to a variety of reading and visual material. Overall, the goal of this course 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 reflects deeper meanings of print and visual media. Students who utilize 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.

Writing Assignments:
Please follow these instructions when writing your papers:
- Writing assignments include a works cited page, must be typed in MLA format
- Use Times New Roman 12 pt. font
- Double-space
- Pay close attention to spelling, grammar, and punctuation. Grading rubrics will be provided.
- Due dates for all reading and writing assignments will be assigned during class and will also be noted in the class calendar.
- Writing assignments will be submitted through a Blackboard Turnitin assignment link before the due date. Assignments sent via email will not be accepted.
- Late assignment will only be accepted at the instructor's discretion and in emergency situations. Regardless of the reason for being late, papers will not be accepted after three days from the due date and a late penalty of -10 each day will be accessed. After three days, papers will not be accepted for grading.
- Students are expected to submit work that has not been previously used in this or any other course. All work must be your original words and not those of another or an artificial intelligence (AI) source. Writing submitted from AI sources will not be considered for grading. Avoid using Grammarly, Scriber or any type of AI checker or editing platform that might create an AI flag.
- If an assignment is flagged as being generated by AI, the following grading policy will apply:
    0-20%- No deduction. Instructor will leave appropriate feedback and require content to be changed.
    21-39%- Half a point for each percentage (i.e. 30% = 15 points deducted)
    40% and over- A grade of 0 and a new essay on a different topic will be required for the final draft.

Discussion Assignments:
Students are expected to read all assigned materials before coming to class. You will be required to respond in writing to an assigned discussion topic for each module. You are expected to meet the minimum of 300 word count requirement and 150 word count requirement for three peer responses. Discussion responses should demonstrate your understanding of the related chapters and apply the concepts of such chapters to the topic discussion. All submissions should be your own, original writing. Correct grammar and punctuation should be used. Late submissions are not accepted for discussion post. Submissions that are incomplete as of the due date will receive partial credit.
- Initial response only -50 points
- Peer responses -15 for each

Communications:
Emails will be returned with 24 hours. Please note that NTCC email is the official form of student communication used by the college. **Emails sent from other accounts will not be answered.**

Institutional/Course Policy:
To complete this course successfully, you should:
- Read all of the textbook assignments
- Participate actively and meaningfully in all group discussions
- Prepare and submit all assignments on time
- Attend class regularly

Always remember it is your responsibility to make sure you have adequate internet access and an electronic device to meet the requirements of the course.

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Final draft essay assignments (Module 1 and 2)	30%
Peer review and essay rough draft assignments	20%
Discussions	15%
Smartbook assignments, Annotated Bibliography, Thesis & Outline	10%
Syllabus acknowledgement and course evaluation	5%
Final research essay	20%

Assignments will be graded within two week of receipt or before your next assignment is due. Your essays will be graded holistically based on a scoring rubric.

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 maybe 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.

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.

English Composition II – ENGL 1302
Assignment Calendar Spring Semester McGraw Hill Textbook

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

The below represents all assignments in the course. Assignments noted with ** indicates that is for a grade.
Day 1 Monday, Day 2 Tuesday, Day 3 Wednesday Day 4 Thursday, and Day 5 Frida.y

Week 1	1/19-1/23	
**	College Holiday	Day 1
	Read Chapters15	Day 2
**	Introduction Discussion- Initial Response and 3 Peer Responses	Day 5
**	Syllabus Acknowledgment Quiz	Day 5
Week 2	**1/26-1/30**	
**	Chapter 15 Assignment	Day 3
	Read Chapter 16	Day 5
Week 3	**2/2-2/6**	
**	Chapter 16 Finding Sources	Day 2
	Read Chapter 17	Day 3
**	Phrases and Clauses	Day 4
**	Module 1 Discussion- Initial Response and 3 Peer Responses	Day 5
Week 4	**2/9 -2/13**	
	Read Chapter 28	Day 1
**	Chapter 17 Evaluating Sources	Day 3
**	Chapter 28 Writing a Research Proposal	Day 3
**	Abbreviations and Symbols	Day 4
**	Module 1 Writing Assignment	Day 5
Week 5	**2/16-2/20**	
	Read Chapter 18	Day 1
**	Chapter 18 Incorporating Source Material	Day 3
**	Incorporating an Effective Thesis or Claim & Using Evidence	Day 5
**	Module 2 Discussion	Day 5
Week 6	**2/23 -2/27**	
	Read Chapter 19	Day 1
**	Chapter 19 Using Sources Responsibly	Day 3
**	Using APA Documentation Style	
**	Using MLA Documentation Style	Day 5
Week 7	**3/2 -3/6**	
	Read Chapter 20	Day 1
**	Module 2 Rough Draft Writing Assignment	Day 2
**	Chapter 20: Documenting Your Sources: MLA	Day 4
**	Module 2 Peer Review Assignment	Day 5
Week 8	**3/9 -3/13**	
	Read Chapter 26	Day 1
**	Module 2 Final Draft Assignment	Day 2
**	Chapter 26: Writing an Editorial or Opinion Column	Day 4
**	Ethos, Pathos, Logos	Day 5
	3/16 -3/20 SPRING BREAK	

Week 9	3/23 -3/27	
	Read Chapter 29	Day 1
**	Chapter 29: Writing an Annotated Bibliography	Day 2
**	Module 3 Discussion-Initial Response and 3 Peer Responses	Day 4
**	Cliches, Slang, and Jargon	Day 5
Week 10	**3/30 -4/3**	
	Read Chapter 41	Day 1
**	Module 3 Rough Draft Writing Assignment	Day 2
**	Chapter 41: Writing an Abstract	Day 3
**	Module 3 Peer Review Assignment	Day 5
Week 11	**4/6 -4/10**	
**	Module 3 Final Draft Writing Assignment	Day 2
**	Verbs and Verbals	Day 3
**	Fused (Run-on) Sentences and Comma Splices	Day 4
Week 12	**4/13 -4/17**	
	Read Chapter 32: Designing Documents and Using Graphics	Day 1
**	Chapter 32 Designing Documents and Using Graphics	Day 2
**	End Punctuation	Day 3
**	Module 4 Discussion-Initial Post and 3 Peer Responses	Day 5
Week 13	**4/20 -4/24**	
	Read Chapter 35: Mastery of Essay Exams	Day 1
**	Module 4 Writing Assignment	Day 2
**	Chapter 35: Mastery of Essay Exams	Day 4
**	Achieving Paragraph Unity	Day 5
Week 14	**4/27 -5/1**	
**	Research Process	Day 2
**	Annotated Bibliography	Day 5
Week 15	**5/4 -5/8**	
**	Module 5 Rough Draft Writing Assignment	Day 2
**	Module 5 Peer Review Assignment	Day 5
Week 16	**5/11 -5/14**	
**	Module 5 Final Draft Writing Assignment	Day 3