



## English 1302 Composition II (8 week format)

Course Syllabus: Spring 2021

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

**Instructor: Carolyn May**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online daily	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)	1%
Course Evaluation	1%
Module 2 Rough Draft and Peer Reviews	10%
Module 1 and 2 Final Drafts Essay Assignments	20%

Module 3 Essay Assignment (required to pass the course)	40%
Topic Approval; Annotated Bibliography; Thesis Statement and Outline	10%
Rough Draft and Peer Reviews	10%
Final Draft	20%
Discussion Assignments	10%
Homework Assignments	10%
Smart Book Assignments	10%
<u>Total</u>	<u>102%</u>

### Required Instructional Materials:

Access Code: *Engaging Questions: A Guide To Writing* English 1301 Connect Code Channell Inclusive

*You have inclusive 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 unless you would like a loose-leaf copy of the digital book. The loose-leaf version can be purchased at the NTCC bookstore.***

**Publisher:** McGraw Hill

**ISBN Number:** 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). If you do not have access to a computer with the minimum computer requirements, it is strongly suggested that you reconsider taking this online 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, attach documents to email, and open, download, and save 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 or .rtf format and save in an electronic form in multiple places, e.g. computer hard drive, portable flash drive, cloud storage,

etc.

- 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:

### Course Goal

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 reflect on the deeper meanings of print and visual media.

Students who utilize the 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.

### Course Expectations

To complete this course successfully, you should do the following:

- Read all of the textbook assignments.
- Complete the assignments for each of the lessons.
- Participate actively and meaningfully in all discussions.
- Prepare and submit all writing assignments.

### 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. Due dates are also posted at the end of this syllabus. Assignments are due no later than midnight of the due date. Assignments are graded within 72 hours following the due date.

Essays are graded and returned within one week following the due date with the exception of the final exam which will be graded more promptly in order to follow the guidelines of the Registrar's office and campus procedures. All papers must be typed in MLA format and submitted as attachments when due. See modules for assignments. Specific instructions for each essay are posted in the essay assignment folder in the module. **All due dates are posted on the course assignment calendar.** All work submitted in this course is expected to be original work for this particular class. No previously written work, by the student or otherwise, will be considered eligible for course credit.

### Writing Assignments

During the semester, you are required to complete three essay-writing assignments. Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format (see textbook), use Times 12 pt. font, and be double spaced.
- Module 1 Writing Assignment is 600-900 and Module 2 Writing Assignment is 1000-1300 words. Module 3 Writing Assignment is 5-7 pages in length (1500-2100 words)
- Spelling, grammar, and punctuation are counted toward the grade in all assignments.

- Due dates for all assignments are noted in the syllabus and on the course calendar.
- All final essays are submitted through TurnItIn.com, a plagiarism checker.
- Graded assignments will be returned within 72 hours of receipt. Essays will be graded holistically on the essay-scoring rubric within the TurnItIn essay assignment and will be graded within one week following the due date.
- Late papers are accepted at the instructor's discretion and will not receive full credit. (See Late Work Policy) 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. The assignments are in the modules and the writing assignments are inside the module folders. The due dates for all course material and assignments are listed in the assignment calendar located in the menu bar and in the Start Here folder.

## Evaluation Criteria for Essays

**All essays are graded using a content rubric.** The rubric is located within the instructions for the essay assignment. It is strongly advised that students become familiar with the rubric criteria before embarking on the writing portion of the assignment.

## Institutional/Course Policy:

### Attendance and Participation

An online writing class requires consistent engagement. All of your activity, including the links that you access and the amount of time spent on each activity, is tracked through Blackboard. You should plan to log on every day and participate fully in the course. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade or cause you to lose credit completely.

### Communications:

NTCC email is the official form of communication used by the college. This account is what is 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 also 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). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Student Email icon. If you are a VCT student, you will use the email you provided when you registered.

### Late Work Policy

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; therefore, these late assignments are not eligible for course credit.**

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.**

## **Withdrawal Policy**

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.

## **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.

**Plagiarism:**

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another person'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 author's words with your own or "plug" your synonyms into another author's sentence structure. If you use 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 checker. Any questionable results will be shared and discussed with the student before any action is taken.

**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. Please see Netiquette Rules in the Start Here folder.

**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.