



ENGL 2389 -Academic Cooperative (F2F)

Course Syllabus: Spring 2026

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

Instructor: Mandy Smith

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	3:00-5:00	1:30-4:30	3:00-5:00	1:30-4:30		Email anytime

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.

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of English language and literature.

Prerequisite(s): None

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Produce written rough and final drafts of fiction and/or non-fiction writing
2. Demonstrate knowledge of the revision process in fiction and/or non-fiction writing
3. Apply editing techniques used in fiction and non-fiction writing
4. Design and create pages for a literary magazine

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Reading/writing assignments	15%
Art review assignments	25%
Peer review assignments	10%
Editing assignments	25%
Literary magazine project	25%

Total

100%

Assignments will be graded within two weeks of receipt or before your next assignment is due.

Required Instructional Materials:

No book required for this course.

Optional Instructional Materials:

A variety of online and print media articles will also be assigned for this course.

Minimum Technology Requirements:

You will need access to a computer to complete the writing assignments for this class. You will also have access to the computers in the journalism lab.

Required Computer Literacy Skills:

Blackboard Learning Management System, Microsoft Word processing, average email usage

Course Structure and Overview:

The goal of this course is to help students develop a variety of writing and editing skills needed in the field of English and creative writing. Students will work on editing their own work and the work of others. Students will also have the opportunity to work on an award-winning student publication.

ASSIGNMENTS:

Conscientious and timely completion of assignments is essential for success in this writing course.

Writing Assignments:

During the semester, you are required to complete a variety of creative writing assignments that will be graded for the class and could receive publication in Lagniappe magazine and/or on the Eagle News Media website. Your work will be submitted through rough draft and final draft assignments.

Please follow these instructions when writing your articles:

- Writing assignments must be typed in 12 pt. Times font.
- Double-space and no indent.
- News writing assignments vary in length according to the type of article assigned. Length of stories will be discussed with the instructor when the assignment is given.
- Pay attention to spelling, grammar and punctuation. Articles will be written using AP style.
- Deadlines for all writing assignment will be assigned during class or lab time.
- Submit your papers to your instructor in class or through email.

Reading Assignments:

Students are expected to read all reading assignments before coming to class. Students may be asked to respond to readings by writing in class or during class discussions. Failure to read and respond effectively to the reading assignments will affect your grade in the course.

Communications:

Office hours are listed on the top of the front page of this syllabus. I have also listed my cell phone. I do accept calls and text messages on my cell. Emails will be answered within 24 hours. Please note that NTCC email is the official form of communication used by the college.

Institutional/Course Policy:

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

- Read all of the textbook assignments
- Participate actively and meaningfully in all group discussions
- Prepare and submit all writing assignments on time
- Attend class regularly

Please try to make it to class on time. Many times we begin writing (including current event quizzes) and reading assignments at the start of class; if you're late you will not be able to make up those assignments. Please don't engage in casual conversations during our lecture, discussion and group times or while we're working on other assignments. I reserve the right to act as necessary to maintain a productive class environment, including asking disruptive students to leave, and in extreme circumstances, dropping

chronic disruptors from my course. I will not tolerate uncivil behavior toward other class members during class discussions. Uncivil behavior includes interrupting others while they have the floor, rude responses to the ideas expressed by others, and the use of racial, ethnic, sexual, gender, or religious slurs.

Attendance policy:

Attendance will be taken either orally or by a sign-in sheet. If you come to class late, it is your responsibility to make sure that the instructor counts you in attendance for that day. **Students who miss more than five class periods will be subject to failure in this course.**

Course Evaluations:

Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an online evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.

Withdrawal policy:

It is your responsibility to drop or withdraw from a course. Failure to do so could result in receiving a failing grade for the course.

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.

Statement Regarding the Use of Artificial Intelligence (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). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to 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. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. 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-- accessed August 31, 2023)

Additional Information on AI Usage:

All work submitted in this course is expected to be original work for this particular class. Any previously written work, either by the student or another source, will either be considered ineligible for course credit or a percentage of the grade will be heavily deducted.

This does include the use of any artificial intelligence (AI) generating tools like ChatGPT, Gemini, and Grok as well as the AI-generating tools in Microsoft Copilot and Google Docs. You should also avoid the use of Grammarly's AI writing tool. I use Turnitin's AI detector to check for AI usage for essay assignments in this course. **The grade will be affected on any writing assignment that is detected with more than 20 percent AI generated material. Any paper having more than 50 percent AI-generated material will be subject to receive a zero for the assignment.**

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 to this timeline at any point in the term):

Academic Cooperative – COMM. 2389
Assignment Calendar Spring 2026

- | | |
|---------------|---|
| Week 1 | Welcome to the class introduction writing assignment
Course and Syllabus review |
| Week 2 | Receive writing instructions for first assignment
Discuss role with Lagniappe magazine |
| Week 3 | Submit rough draft of writing assignments
Edit and revise writing assignment |

Submit final draft of writing assignment

Week 4 Visit art lab to view art pieces for use in literary magazine
Begin writing assignment

Week 5 **Peer discussion of writing assignments**
Submit rough draft of writing assignment
Review art to pair with writing

Week 6 Submit rough draft of writing assignment
Peer edit writing assignments in class

Week 7 Submit final draft of writing assignment
Continue reviewing art for pairing

Week 8 Edit writing assignments for literary magazine publication

Spring Break

Week 9 Continue editing writing for publication
Work on other writing assignments

Week 10 Continue working on literary magazine project

Week 11 Submit rough draft of writing assignments
Peer edit writing assignments

Week 12 Submit final draft of writing assignments

Week 13 Edit writing assignments for publication

Week 14 Continue editing for publication

Week 15 **Work on literary magazine project**

Week 16 **Work on literary magazine project**