English II Composition – ENGL 1302
Course Syllabus: Spring 2026

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

Instructor: Lindy Merriman
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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: Intensive study of and 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. (3 credit hours)

Prerequisite(s): ENGL 1301

Student Learning Outcomes (SLO):
Upon successful completion of this course, students will
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop the skills to access, utilize, and evaluate scholarly articles.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use Edited American English in academic essays.
7. Develop knowledge and understanding of the APA guidebook and citation process.

Evaluation/Grading Policy:
All students will be graded and assessed off their abilities, skills, and understanding of the above listed SLO's. Students will be given a rubric for all essays, discussions, and short answer writing assignments. All rubrics will be posted on blackboard, given at least two weeks before the due date of the assignment, and provided in class as handouts. Any concerns or questions about the given rubrics needs to be addressed before the commencement of the assignment, so make sure to read through them in advance in order to familiarize yourself with expectations and address in questions which may arise.

All grades will be posted regularly (weekly basis) with the only exception being for essays. **All essay grades will be posted at least 14 business days after the final due date** (*per MPHS student handbook*). Please remember, all due dates are tentative and subject to change.

Assignment	# Given	Points for Ea	Total Points
Grammar Practice	15	5	75
Comp Vocab	1	75	75
SAT Vocabulary	3	60	180
Socratic Circles	1	30	60
Short Answers	1	50	50
Annotations	5	40	200
Admission Essay	1	120	120
Article Evalution	1	100	100
Annotated Bib	1	50	50
Rhetorical Analysis	1	150	150
Semester Exam	1	250	250

To receive an A:	1260 - 1128 total points
To receive an B:	1127 - 1002 total points
To receive an C:	1001 - 875 total points
To receive an D:	874 - 755 total points *
To receive an F:	754 - 0 total points

*While a D is passing for college, it is failing for Eng III/IV. *As such, **per admin**, it will cause you to no longer be in good standing with MPHS, and you will be removed from the program in which MPHS pays for your dual classes. Subsequently, you will have to pay back the money for ENGL 1302 (to MPHS), or you will be required to pay for all future dual credit classes taken through MPHS and NTCC.*

Required Instructional Materials:
Students must purchase and bring the following materials. The list on the left will be kept in class with the instructor. The list on the right will be kept by the student; however, all students are still required to have the materials on both lists for this course. If there is an issue or concern with purchasing any or all of the listed materials please let the instructor know asap. Materials need to be brought to class by no later than January 6, 2023 as all students will need their materials (in particular their flashdrive).

Kept in Class	Kept by Student
- 3 boxes of Klennex	- 8 GB Flash Drive
	- Notebook and/or folders to store materials and handouts
	- 1" binder for book pdf's

Required Texts:
All textbooks and works will be provided both online and as a handout in the form of pdf's. If you would like to purchase actual copies of the works, please see the list below. However, please note, this list is tentative, so it is subject to change.

- *The Night Circus,* Erin Morgenstern, **ISBN 978-0307744432** (edited*)
- *Project Hail Mary,* Andy Weir, **ISBN 978-0593135228**
- *The Illiad, The Odyssey, and The Aeneid, Virgil et al,* **ISBN 978-0147505606**
- *Dante's Inferno (Illustrated by Dore): Modern English Version,* **ISBN 978-1496017345**
- Additional materials will be posted to Blackboard

Optional Instructional Materials:
Computers and an Office365 account is provided for all students through MPHS. However, students are welcome to bring their own devices and/or laptops. Please note, Apple is NOT compatible with Microsoft Word. Documents submitted through Pages (the IOS program) will not be accepted. <mark>All essays and work must be submitted as Word Documents or PDF format –</mark> NO EXCEPTIONS.

Minimum Technology Requirements:
8 GB Flash Drive, Microsoft Office (Powerpoint & Word)

Required Computer Literacy Skills:
You are about to embark on a writing course facilitated through the university's Learning Management System (LMS) called *Blackboard*. It's important that you understand how to operate the features of *Blackboard* and that you have the technical aptitude and equipment necessary to maximize your potential for succeeding in this course. **To navigate this class properly, you should know how to:**

- Email me (as needed) from your NTCC or MPISD email account or contact me through Schoology
- Access ALL features of *Blackboard* (**CAUTION**: mobile devices and tablets **do not** provide you with 100% access to all features of a class, such as the ability to upload assignments);
- Download and view PDF documents/handouts/assignment sheets (Adobe Acrobat reader may be required);
- Download and view PowerPoint presentations and videos;
- Save your writing assignments in .doc, .docx, and/or .rtf file formats (these file types are compatible with *Blackboard* and with Microsoft Word, allowing me to provide feedback and respond appropriately to your assignments);
- Upload assignments (composed in Word or another word processing program or Powerpoint) as attachments into the appropriate assignment area in *Blackboard* (**NOTE**: **you will NEVER email me an assignment. You will NEVER "share" an assignment through Google Docs or Office 365. All assignments must be uploaded as an attachment.**
- Check feedback on your assignments and monitor your grades through "My Grades" on *Blackboard*
- Navigate common features of Microsoft Word, including the ability to change font styles, colors, sizes, insert headers/page numbers, modify paragraph spacing and page margins, and utilize your Spell Checker and Word Count features.
- Navigate common features of Powerpoint, including the ability to add audio to the presentation.

My role is to guide you through the outcomes of this course so you may be a more knowledgeable and skillful academic writer, not to hold your hand when it comes to the technical stuff. That being said, if you experience any technical issues along the way, you need to notify me immediately. Do not miss deadlines and then tell me you were having technical issues; *these are not acceptable excuses for delayed or missed assignments or deadlines*. For technical support or assistance with Blackboard, contact the NTCC Computer Services:

      https://www.ntcc.edu/computerservices
      903-434-8140
      Room # @ NTCC Campus: IA103

RECOMMENDED TECHNOLOGY/BLACKBOARD SUPPORT
The following is a list of resources available to you to help educate yourself about navigating most of the fundamental aspects of Blackboard. **If this is your first experience with Blackboard, I urge you to check out these tutorials/instructional resources**.
https://www.youtube.com/channel/UCBCOhRJUlFPMFLYFdv6UPHw

Blackboard Mobile for iOS and Android Devices
Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store.

The Blackboard Mobile App provides **limited access** to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, **your mobile device does not replace your personal computer and should not be used as a substitute for one**. High stakes assignments, tests, etc. should be completed on a computer, and not on your mobile device. You will be given access to computers in class, before, and after school. However, if you have your own laptop you are more than welcome to bring it and use it.

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.

Writing Assignments (Format and Expectations):
Conscientious and timely completion of reading and writing assignments is essential for success in this English course. All papers must be typed in MLA format, saved as a word document or as rich text format (rtf.) and submitted in class on the due dates. Your final drafts must be submitted through a Turnitin assignment in Blackboard. Once again, do NOT email them or "share" them with me (through a link).

Many Assignments will be written in Class Companion. A free account will be created for this purpose, and all essays written on Class Companion must be done and completed in class.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in their academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic course work. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

Turnitin:

To maintain the integrity of the work submitted for this course, you will be asked to submit some assignments via the course Blackboard site which is enabled with the "Turn It In" tool. Turnitin checks submissions for unoriginal material from the internet, print sources, other student papers, and other sources, as well as running the probability of all, or part, of the paper being generated by an AI program (such as ChatGPT, Quillbot, Grammarly, etc).

Any possible instances of plagiarism or other academic integrity violations (such as unauthorized collusion) will be assessed prior to communicating findings to the student. If a student receives a report demonstrating that **more than 20% of his/her paper is either AI generated or copied** from another source, he/she will receive an automatic zero, **OR** the incident will be reported to the AP's as well as NHS or any other pertinent organizations, clubs, or groups in which the student is involved. If the student chooses the latter, then he she will be allowed to "redo" the assignment, but only with the possibility of 80% of the points available and only in a proctored setting.

Missing and/or Make-up Work:

If, at any point, you are absent, it is YOUR responsibility to make-up your assignments. This applies to all in-class assignments (vocabulary work, daily work, notes, etc), however, **this does NOT apply to major assignments such as formal essays and short answer work**. Those assignments are still due on the given due date regardless of your presence in class. Failure to turn major assignments in by the due date will result in a penalty or possibly the inability to turn in the assignment at all.

*Note – Reading Quizzes, Vocabulary Assessments, Timed Writings, or tests given in class will be made up the day the student returns to school.

You are not allowed to come during another class period (in particular, during your study hall) to make up work, regardless of another teacher's permission unless it has been approved by me. Work that is not made up within two weeks of the original due date will not be accepted.

Late Work:

Major assignments such as formal writing assignments, short answer work, and/or discussion work (Lit Circle Jobs), will not be accepted after three days past the due date. Furthermore, each day it is late it will lose 15% of the total points possible (ex: 15% of 150 pts is a loss of 23 pts). After the three days have passed, the work will no longer be accepted. Exceptions to this will be done when needed on a case-to-case basis and will be decided upon by the instructor.

Bathroom Passes:

You will be given ONE Bathroom Pass a six weeks. This pass can be used to go to the bathroom or other areas on campus. While it is called a "Bathroom Pass", it must be used any time you leave the classroom during the scheduled class time. This includes but is not limited to going to the counselor's office, the AP's office, another building on campus (such as the CATE, Gym, Library, or Cafeteria), or going to another teacher's classroom. If you do not use your bathroom pass you will receive five points (a total of 15 pts added to your final grade if you do not use it all three six weeks). You will not be docked for using

your bathroom pass, however, once you use it, you will not be allowed to leave class again until the next six weeks.

Seating Arrangements:
All students will be given assigned seating. Failure to sit in your assigned seat may result in a call to your parent, and (if the behavior continues) a write-up for failure to follow classroom procedures. This seating arrangement is not there to punish you. It is put in place to help keep the classroom environment productive and orderly. If there are reasons for you needing to sit in a particular area in the classroom, please let me know. As long as the reasoning is valid, I will try to accommodate your needs as reasonably as possible.

Cell Phones, Smart Watches, and Electronics:
All cell phones, smart watches, and/or personal laptops are not allowed to be used during the school day per Texas state law. As such, students will place their phones and smart watches in the designated area. These will be checked every day, during attendance. If a student is found with a phone in his/her possession or caught using his/her electronic device, it will be confiscated at sent to the AP's office.

Furthermore, when the classroom is in "testing mode" (i.e. during vocabulary assessments, timed writings), if a student is found to be in possession of an electronic device, the student will receive an automatic zero for said assignment without the possibility to "redo" or make-up said assignment, and the device will be confiscated and sent to the AP's office.

Assignment Heading Requirements:
In the past many students have turned in work with missing information. If all of the following information is not included on your paper, you could lose points off the grade for **<u>any</u>** aspect that is missing.

Papers need to be headed as follows:
        a.   FULL Name
        b.   Date
        c.   Class Period
        d.   Section # (Ex: 1301.**43**)
        e.   <u>Title of Assignment</u>

Tardies:
A student will be considered tardy if they are not <u>in the classroom</u> when the bell rings. If a student is standing outside the door they will be counted tardy, even if they have already come in and placed their belongings in the classroom. Furthermore, if there is an assignment/bell ringer displayed on the overhead a student will be considered tardy <u>if they are not at their desk</u> – either working on their bell ringer or getting out the necessary materials to work. Classes are only forty-five minutes long and often times that is simply not enough time to properly cover the material for the day. Class time must be properly utilized in order for your child to receive the best education possible. Deviating from this, or simply wasting time, will not be tolerated. After three tardies, the student will be written up in Total Discipline, and, from that point, the matter of discipline will be decided upon by the assistant principal/s.

Please **SIGN AND SUBMIT on the LAST page titled "Syllabus Acknowledgement"…**

Syllabus Acknowledgement Statement

A syllabus is a binding contract between the student, instructor and the institution. As such, all students enrolled in this course are asked to closely read the syllabus and sign this syllabus acknowledgment.

By signing the acknowledgment, you are agreeing to the following:

1.   I have read the syllabus and understand the course description and course goals, the student learning outcomes, the expectations of the instructor, how major essay assignments are expected to be submitted, the section on academic ethics and honesty, and the responsibilities I have as a student in this course. If I do not believe that I can complete the requirements outlined in the syllabus, it is my responsibility to withdraw from the course.

(Please circle one)

       A.   Agree

       B.   Disagree

2.   I have read the information provided in the syllabus in regards to the use of AI and in reference to Turnitin. I understand that any assignment, submitted to Blackboard, that is flagged for the probably of AI use being over 20% that **I will have to choose between the following:**
- The incident of "cheating" reported to the AP's and/or NHS (or any other pertinent organization, including NTCC), but I can redo the assignment for up 80% of the overall grade (in a proctored setting).
- An automatic zero with no option to redo the assignment; however, the incident will not be reported or taken further.

(Please circle one)

       A.   Agree

       B.   Disagree

note – If you are unwilling to agree to the above, you need to see your counselor about dropping the class as these are nonnegotiable.

_____
Student Name (print)

_____
Date

_____
Student Signature   Parent Signature