English 1302 Composition II
Course Syllabus: Spring 2021

"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
	2:35 – 3:25	2:35 – 3:25	2:35 – 3:25	2:35 – 3:25	2:35 – 3:25	12:55 – 1:40

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 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. 3 credit hours

Prerequisite(s): ENGL 1301 or its equivalent.

Student Learning Outcomes:

Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Optional Instructional Materials: Google Classroom and Remind 101

Required Instructional Materials:
Access Code: *Engaging Questions: A Guide To Writing* English 1302 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.*

Publisher: McGraw Hill

Evaluation/Grading Policy:
Assignments will be evaluated using the following point values:

Syllabus Acknowledgment (Required)	1%
Course Evaluation	1%
Rough Drafts and Peer Reviews for Essays and Presentation	25%
Final Drafts for Essays and Presentation Assignments	25%
Research Essay	30%
Topic Approval; Annotated Bibliography;	
Thesis Statement and Outline (7.5%)	
Rough Draft and Peer Reviews (7.5%)	
Final Draft (15%)	
Discussion Assignments	10%
Homework Assignments	10%
Total	102%

Minimum Technology Requirements:
Students must have daily access to a computer and broadband internet service to take this course. It is recommended that you use Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system). A speaker system either within the computer or used externally is required to properly hear the video presentations. This is a hybrid course; therefore, success in this course requires logging into the course on a daily basis. If a student does not have access to a personal computer with the minimum computer requirements, it is suggested that he/she research computer access options in the local community, college computer lab, etc. before enrolling in this 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 with 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 format and save in multiple forms.
   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: 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 every day and argumentative writing. To complete this course successfully, you should: 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.

Communications: Turnaround time for email responses will be within 12 hours. *Reminder: NTCC email is the official form of communication used by the college. Students may reach the instructor through the provided Remind link with the understanding that the instructor will only reply swiftly between the hours of 6:00am and 6:00pm. Students may always seek help during office hours.

Institutional/Course Policy:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus and in the Blackboard course content areas.

Assignments are graded and returned within 72 hours. Essays are returned within a week. All papers must be typed in MLA format and submitted through TurnItIn.com, a plagiarism checker. See learning modules for reading assignments, videos, and course material. Specific instructions for each essay are posted in the learning modules. ***All due dates are posted on the course calendar and in modules.*** 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.

Submitting classwork - All classwork will be submitted online through Blackboard. Each Blackboard content area contains the links necessary for all submissions related to that area. ONLY IF a problem arises with Blackboard, I will coordinate an alternative method of submission. Students should NOT email submissions without prior authorization.

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, using Times New Roman 12 pt. font, and be double spaced.
  - Module 1 Writing Assignment is 300-500
  - Module 2 Writing Assignment is 600-900 words
  - Module 3 Writing Assignment is 1000-1300 words
  - Module 4 assignment is a presentation.
  - Module 5 Writing Assignment is 1500-2100 words.
- Spelling, grammar, and punctuation are counted toward the grade in all assignments.
- All final essays are submitted through TurnItIn.com, a plagiarism checker.

Discussion Board Assignments- Class participation is an important expectation of this course. Students are expected to actively participate in 5 discussions (one per module). Discussions and peer responses should be posted by the due dates listed on the calendar and in the syllabus. Please review the Netiquette Rules in the Start Here folder on the home page of the course before you begin. Type your response in Google Docs so that you have access to word count, grammar and spelling check. Then copy and paste your response into the message window. **Please do not use attachments for the discussion.**

Late Work - Work submitted late will be penalized 10 percent of the assignment's point value for each day late. This penalty will apply in addition to any deductions for errors in the work. For example, if an assignment would have earned a 90% of its point value if submitted on time but is submitted 2 days late, it would receive a 70%; 90% for a competency score minus a 20% deduction for late submission. ***Once a score of "0" has been entered in the gradebook for any work, that work is no longer eligible for submission without prior arrangements with me.***

** 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.

Student Responsibilities/Expectations - Students are expected to log into the course Blackboard section at least twice a week and should check their NTCC email daily. Any schedule changes or other modifications to the course will be posted to an announcement within Blackboard and sent as a class-wide email to students' OFFICIAL NTCC EMAIL. Students are responsible for reading any such notices. Failure to log into the course or NTCC email does not excuse this responsibility. Students are also expected to keep track of their grades and contact me in a timely manner should they have grade-related questions. *I WILL NOT revisit grades that are more than 14 days old!*

Course Withdrawal - It is the student's responsibility to drop a course or withdraw from the college. Failure to do so will result in the student receiving a performance grade, usually a grade of "F". The final date to withdraw with a grade of "W" for Spring 2020 is April 9. Dual Enrollment students should contact their councilor before withdrawing.

All assignments are due by midnight on the course end date. No assignments received after midnight on the course end date (May 13) will be eligible for course credit.

Alternate Operations During Campus Closure/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.

Tentative Course Timeline
The instructor reserves the right to make adjustments to this timeline at any point.
This document will be provided to students in both a physical and virtual form.

ENGL1302 – Spring 2020 Assignment Calendar

Assignments are due by midnight on the due date (Monday-Friday).
No assignments will be accepted for course credit after midnight on May 13th.

1/19-1/22   **Monday –**
- Read everything in the Start Here folder**;**
- Retrieve and register your Connect access code;
- Submit Syllabus Acknowledgement

Wednesday –
- Post Introductory Discussion

Friday –
- Post Three Peer Responses to the Introductory Discussion
- Begin Module 1
- Read the instructions for Module 1 Writing Assignment

1/25-1/29   **Monday –**
- Read SB-Chapter 15

Wednesday –
- Post SB – Chapter 15 Reading Questions

Friday –
- Post Research Process Assignment
- Post Module 1 Initial Discussion Post

2/1-2/5   **Monday –**
- Read SB-Chapter 16

Wednesday –
- Post SB-Chapter 16 – Reading Questions

Friday –
- Post Phrases and Clauses Assignment
- Post three peer responses to Module 1 Discussion

2/8-2/12   **Monday –**
- Read SB-Chapter 17 and 28

Wednesday –
- Post SB-Chapter 17 and 28 Reading Questions

Friday –
- Post Module 1 Writing Assignment (Instructor feedback only on this essay)

  Post Abbreviations and Symbols Assignment

2/15-2/19   **Monday –**
- Begin Module 2
- Read the instructions for Module 2 Writing Assignment
- Read SB – Chapter 18

Wednesday –
- Post SB – Chapter 18 – Reading Questions

Friday –
- Post Developing an Effective Thesis or Claim & Using Evidence
- Post Module 2- Initial Discussion Post;

Monday –
- Read SB – Chapter 19

Wednesday –
- Post SB – Chapter 19 Reading Questions

Friday –
- Post Three Peer Responses to Module 2 Discussion

3/1-3/5   **Monday –**
- Read SB – Chapter 20
- Post Rough Draft of Module 2 Writing Assignment.

Wednesday –
- Post SB – Chapter 20 Reading Questions
- Post Two Peer Reviews of Module 2 Writing Assignment

Friday –
- Post Final Draft of Module 2 Writing Assignment
- Post Using MLA Documentation Style

3/8-3/12   **Monday –**
- Begin Module 3
- Read the instructions for Module 3 Writing Assignment
- Read SB - Chapter 26

Wednesday –
- Post SB – Chapter 26 Reading Questions

Friday –
- Post Using Ethos, Logos, Pathos to Persuade Readers
- Post Module 3 Initial Discussion Post

3/15-3/19   **Spring Break**

3/22-3/26   **Monday –**
- Read SB – Chapter 29

Wednesday –
- Post SB – Chapter 29 Reading Questions

Friday –
- Post Cliches, Slang, and Jargon Assignment

- Post Three Peer Responses to Module 3 Discussion

3/29-4/2   **Monday –**
- Read SB – Chapter 41
- Post Rough Draft of Module 3 Writing Assignment
Wednesday –
- Post SB – Chapter 41 Reading Questions
- Post Two Peer Reviews for Module 3 Writing Assignment
Friday –
- Post Verbs and Verbals Assignment
- Post Final Draft of Module 3 Writing Assignment

4/5-4/9   **Monday –**
- Begin Module 4
- Read the instructions for the presentation for this module and begin gathering sources
- Read SB – Chapter 31
Wednesday –
- Post SB – Chapter 31 Reading Questions

Friday –
- Post Fused (Run-on) Sentences and Comma Splices Assignment
- Post Module 4 Initial Discussion Post

4/12-4/16   **Monday –**
- Read SB- Chapter 32
- Continue working on the presentation
Wednesday –
- Post SB – Chapter 32 Reading Questions
Friday –
- Post End Punctuation Assignment
- Post Three Peer Responses to Module 4 Discussion
4/19-4/23   **Monday –**
- Read SB Chapter 35
- Post Rough Draft of Module 4 Presentation
Wednesday –
- Post SB – Chapter 35 Reading Questions
- Post Two Peer Responses to Module 4 Presentations
Friday –
- Post Achieving Paragraph Unity Assignment
- Post Final Draft of Module 4 Presentation

4/26-4/30   **Monday –**
- Begin Module 5
- Read the instructions for Module 5 Writing Assignment
- Submit Module 5 Writing Assignment Topic for Approval

Wednesday –
- Begin Researching Topic

Friday –
- Submit Annotated Bibliography

5/3-5/7   **Monday –**
- Submit Thesis and Outline

Wednesday –
- Submit Rough Draft for Module 5 Writing Assignment

Friday –
- Submit Two Peer Reviews for Module 5 Writing Assignment
- Submit Course Evaluation

5/10-5/13   **Monday –**
- Submit Final Draft of Module 5 Writing Assignment

Wednesday –

Thursday – Last Day of Class