



## **ENGL 1301.856DC – English Composition I Online, Dual Credit**

Course Syllabus: Fall 2026

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

**Instructor:** Athena Hayes

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**Email:** ahayes@ntcc.edu (please use Outlook. Blackboard email is not the most effective way to contact me)

**Classroom facilitator:** Bobby Mays

| <b>Weekday</b> | <b>Office Hours</b> |
|----------------|---------------------|
| Monday         | Online Daily        |
| Tuesday        | Online Daily        |
| Wednesday      | Online Daily        |
| Thursday       | Online Daily        |
| Friday         | Online Daily        |

***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 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.*

Class meeting time:

Room:

### **Student Learning Outcomes:**

Upon successful completion of this course, students will:

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.

### **Evaluation/Grading Policy:**

*The breakdown of the course requirements is as follows:*

#### Participation—15%:

No participation assignments can be made up or turned in late. Participation related assignments are as follows:

- Syllabus Acknowledgment and Course Evaluation (5%): At the beginning of the semester, you will submit a document stating that you have read and agree to the terms of this syllabus. At the end of the semester, you will submit a course evaluation following the survey in your MyEagle Portal.
- Peer Reviews (5%): For each of your major writing assignments we will do a peer review. You will bring your paper to class (either a digital or physical copy) and share with a partner, answering the questions on the peer review sheet that the classroom facilitator will provide. Peer reviews must be completed by the end of the class period.
- Journal (5%): Every week you will be required to respond to journal prompts on Blackboard. These are due every Monday and Wednesday with some exceptions. Please refer to the course calendar for exceptions.

#### Four rough drafts—20% (5% each):

You are required to submit a rough draft for each of your three major writing assignments. You will submit your rough draft electronically to Blackboard by 11:59 PM. Papers are submitted electronically not only so you receive credit, but so you receive written feedback from me. This feedback will consist of constructive criticism meant to help you make the best possible grade that you can on your final draft. Rough drafts are not weighted the same as final drafts of course, so it is okay if there are some mistakes—however, rough drafts still must meet the page and content requirements. A partial rough draft will not receive full credit.

#### Four major writing assignments—60% (15% each):

You will be required to write four major essays in this course. You will turn these in electronically by 11:59 PM (one minute before midnight) on their respective due dates. These essays are as follows (more detailed information can be found on their assignment sheets on Blackboard):

- Writing Assignment 1) Literacy Narrative
- Writing Assignment 2) Song Analysis
- Writing Assignment 3) Argument Analysis
- Writing Assignment 4) Critical Media Analysis

#### Final—5%:

On the final class day you will write a one page, self-evaluation of your time in this course.

You will have the entire class period to work. If you do not attend the final, you will receive a zero on the assignment.

#### Grading:

A Paper (90-100): A paper of this level meets all of the assignment's requirements and denotes key understanding of its genre and content. The writing is professional and extremely effective, with very little grammatical and formatting errors (if any at all).

B Paper (80-89): A paper of this level meets the assignment's requirements and denotes an understanding of its genre and content. The writing is good, but may contain some minor issues in style, grammar, or formatting.

C Paper (70-79): A paper of this level meets the basic requirements of the assignment. There may be a slight misunderstanding of its genre and content. The writing is average and may contain frequent errors. D Paper (60-69): A paper of this level barely meets the requirements of the assignment and denotes little to no understanding of its genre and content. The writing is slightly below average has frequent errors.

F Paper (0-59): A paper of this level does not meet any of the assignment's requirements and denotes no understanding of its genre and content. The writing is below average, unprofessional, and contains frequent errors or is completely illegible.

#### **Required Instructional Materials:**

Readings posted on Blackboard

These readings are required and provide essential information for successful completion of this course.

#### **Optional Instructional Materials:**

*Rhetoric and Composition Wikibook* (Free-to-use resource. Link on Blackboard).

#### **Minimum Technology Requirements:**

You will need access to a computer with Microsoft Word and an internet connection to complete the writing assignments for this class. You will be typing your essays and submitting the final drafts through Turnitin assignments in Blackboard.

#### **Required Computer Literacy Skills:**

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

#### **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 challenge 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 reflect on the 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:**

All of your writing assignments will have these basic requirements:

- Writing assignments, including a work cited page, must be typed in MLA format
- Use Times New Roman 12 pt. font
- Double-spaced
- Minimal errors in spelling, grammar, and punctuation.

**Reading Assignments:**

Students are expected to read all assigned material before coming to class. You will be required to respond in writing to readings both in writing and orally during class discussions.

**Extra Credit and Paper “Redos”:**

Extra credit opportunities may sometimes be available during the semester, but not upon request. If you wish you increase your grade, you may go back and make further edits to a final draft of a major assignment. This can be done up to three times—either multiple times to one or two assignments, or once on three different assignments. Because it will be submitted on the final class day, this option will not be available for Writing Assignment 4.

**Late Work:**

I accept late work, but five points are removed for each day late. For example, if you turned in an assignment five days late, you would receive 25 points off and begin the paper at 75%. A late assignment is graded with the same scrutiny as an on-time assignment, so keep this in mind. Still, I encourage turning in assignments for partial credit—anything is better than a zero!

Extensions can be negotiated for reasons such as health or family-related emergencies. Sometimes things happen that are completely out of our control. I understand that. Please be sure to email me promptly if an extension is ever needed. Extensions cannot be provided for Writing Assignment 3 nor the final.

**In-Class Policies:**

- Remember: manners matter! A large portion of our class is discussion based, so please be kind to your fellow classmates. No interrupting or shouting. We are in this class to learn how to express our opinions in a constructive, professional way.
- Bring something to write on and with every class period.
- Food and drinks are fine, but please clean up after yourself if you are in the classroom.
- No phones during lecture or discussion unless I explicitly state otherwise (for

example, I ask you to look something up as part of a research activity or reference something in your eBook).

- No headphones during lecture or discussion.
- Do not sleep in class.

**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.

**Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model].

<https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

**Additional Information on the Use of Artificial Intelligence (AI) in This Course:**

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 includes the use of any artificial intelligence (AI) generating tools like ChatGPT, Gemini, and Grok as well as the AI-generating tools available through Microsoft Copilot and Google Docs. The instructor uses 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. If your paper is flagged at more than 50 percent, you may be asked to meet with the instructor either face-to-face on campus or through a TEAMS video chat to discuss the AI-flagged material. It is therefore best to avoid the temptation to use AI-generated work in any of your written assignment.

**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.

A similarity percentage higher than 20% on a rough draft is subject to discussion.

**Eagle Assist:**

At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. "Eagle Assist" is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal

growth. [www.ntcc.edu/eagleassist](http://www.ntcc.edu/eagleassist)

Services provided:

- Mental Health Counseling
- Classroom Accommodations
- NTCC Care Center Food Pantry

- NTCC Care Center Hygiene Closet
- NTCC Care Center Cook Nook
- Financial Literacy
- Child Care Assistance
- Emergency Aid
- Tutoring

Can't find what you are looking for? Send us a message at [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu)

Need writing help? Visit our Writing Center, located in Humanities 110. More information here: <https://www.ntcc.edu/academics/tutoring>

Mental Health Counseling Services are available to all NTCC students.

- Visit the following page to make an appointment: <https://www.ntcc.edu/student-services/eagle-assist/counseling-wellness-center>

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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.