



ENGL 1301 – 16 WK Online Course

Course Syllabus: Fall 2026

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

Instructor: Carolyn May

Office: Online only

Email: cmay@ntcc.edu

Weekday	Office Hours
Monday	9:00 AM – 5:00 PM Online only
Tuesday	9:00 AM – 5:00 PM Online only
Wednesday	9:00 AM – 5:00 PM Online only
Thursday	9:00 AM – 5:00 PM Online only
Friday	Online Daily by Appointment

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 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.

Student Learning Outcomes:

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.

Required Instructional Materials: *Everyone's and Author with Readings* English 1301

Publisher: Norton

The textbook is required and provides essential information for successful completion of this course. This text is provided via inclusive access with your paid tuition. A hardcopy can be purchased separately at the NTCC College Store.

%	Requirement	Gradebook Category
30%	Module 1, 2, and 3 Final Draft Essay Assignments	Final Draft Essay Assignments
20%	Rough Draft Essay and Peer Review Assignments	Rough Draft and Peer Review Assignments
15%	Discussion Assignments	Discussion
10%	Inquisitive Assignments Homework Assignments	Assignment
5%	Syllabus Acknowledgement and Course Evaluation	Quiz
20%	Module 4 Final Research Essay-Final Exam	Final Exam

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %-89%	B
70 %-79%	C
60%-69 %	D
59.9% and below	F

Optional Instructional Materials:

None

Minimum Technology Requirements:

You will need access the internet and to a computer to complete the assignments for this class.

Required Computer Literacy Skills:

Blackboard Learning Management System, Microsoft Word processing, average email usage, and access to and knowledge of TEAMS application. The Microsoft Office suite of products is available for free as long as you are an active NTCC student. You must have regular access to the internet and a computer. Assignments cannot be submitted via phones or most tablets.

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 challenges 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 reflects 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 every day and argumentative writing.

Writing Assignments:

Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format and include a Works Cited page if outside references are required.
- Use Times New Roman 12 pt. font
- Double-space
- Pay close attention to spelling, grammar, and punctuation. Grading rubrics will be provided.
- Due dates for all reading and writing assignments will be assigned during class and will also be noted in the class calendar.
- Writing assignments will be submitted through a Blackboard Turnitin assignment link before the due date. Assignments sent via email will not be accepted. All writing will be evaluated by Turn It In for plagiarism and AI use.
- Late assignment will only be accepted at the instructor's discretion and in emergency situations. Regardless of the reason for being late, papers will not be accepted after three days from the due date and a late penalty of -10 each day will be assessed. After three days, papers will not be accepted for grading.
- **Students are expected to submit work that has not been previously used in this or any other course. All work must be your original words and not those of another or an artificial intelligence (AI) source. Writing submitted from AI sources will not be considered for grading. Avoid using Grammarly, Scriber or any type of AI checker or editing platform that might create an AI flag.**
- **If an assignment is flagged as being generated by AI, the following grading policy will apply:**

0-30%- No deduction. Instructor will leave appropriate feedback and require content flagged to be changed revise for the final draft.

31-49%- Half a point for each percentage (i.e. 32% = 16 points deducted)

50% and over- A grade of 0 and a new essay on a different topic will be required for the final draft.

Discussion Assignments:

Students are expected to read all assigned materials. You will be required to respond in writing to an assigned discussion topic for each module. You are expected to meet the minimum of 300 word count requirement and 150 word count requirement for three peer responses. Discussion responses should demonstrate your understanding of the related chapters and apply the concepts of such chapters to the topic discussion. All submissions should be your own, original writing. **The use of AI platform of any type should be avoided.** Correct grammar and punctuation should be used.

Late submissions are not accepted for discussion post. Submissions that are incomplete as of the due

date will receive partial credit.

- **Initial response only -50 points**
- **Peer responses -15 for each**

Peer Review Assignments:

The objective of the peer review process is to provide constructive feedback that helps writers strengthen their essays before final submission. Through reviewing and discussing drafts, students are expected to identify areas for improvement in organization, argumentation, evidence, clarity, and mechanics while also developing their own critical reading and revision skills. All questions must be answered using specific text from the assigned peer essays. **In addition, a minimum of 4-5 quality embedded comments/corrections/notes are expected to be embedded within each essay. A failure to include this feedback is an automatic deduction of -10 points.**

The peer review assignment is access via the original rough draft link. From that link, the Peer Mark tab should be selected to access the essays assigned for review and to review the feedback received from peers.

All feedback should be formal and academic in nature.

Communications:

Emails will be returned with 24 hours. Please note that NTCC email is the official form of student communication used by the college. **Emails sent from other accounts will not be answered.**

Institutional/Course Policy:

To complete this course successfully, you should:

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

Always remember it is your responsibility to make sure you have adequate internet access and an electronic device to meet the requirements of 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

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 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.

Assignments are due by midnight on the due date:
Monday (Day 1); Tuesday (Day 2); Wednesday (Day 3); Thursday (Day 4); Friday (Day 5).

This course carries a no late policy. Review this assignment calendar as compared to your personal calendar and plan accordingly to avoid losing credit on a late assignment. Automated homework assignments have a window that closes at midnight of the due and does not reopen. Assignments denoted with ** are graded items.

WEEK 1	8/24-8/30/2026	
	Begin Start Here Folder	Day 1 – 8/24
	Read everything in the Start Here folder	Day 1 – 8/24
**	Submit Syllabus Acknowledgement (no additional modules will open until this is completed)	Day 2 – 8/25
	Read Part 1: The Need for Rhetoric and Writing	Day 3 - 8/25
	Read Chapter 1 – <i>Everyone's an Author</i>	Day 3 – 8/25
**	Post Introductory Discussion	Day 5 – 8/30
WEEK 2	8/31-9/4	
	Read Part I-The Need for Rhetoric- <i>Everyone's an Author</i>	Day 1 – 8/31
**	Post three Peer Responses to Introductory Discussion	Day 5 - 9/4
WEEK 3	9/7-11	
	Begin Module 1 – Narrative Writing	
	Labor Day (no assignments due)	Day 1 – 9/7
	Read the Module 1 – Writing Assignment – Narrative Instructions	Day 2 – 9/8
	Read Chapter 9, 15 & 32 – <i>Everyone's an Author</i>	Day 2 – 9/8
**	Post Inquizitive Assignment: "How to Use Inquizitive"	Day 3 – 9/9
**	Post Inquizitive Assignment: "Rhetorical Situations"	Day 3 – 9/9
**	Post Inquizitive Assignment: "Thesis Statements"	Day 4 – 9/10
**	Post Inquizitive Assignment: "Unnecessary Commas"	Day 5 – 9/11
WEEK 4	9/14-18	
**	Post Module 1- Initial Discussion Post	Day 1 – 9/14
**	Post Module 1 – Writing Assignment Rough Draft – Narrative Essay	Day 5 – 9/18
WEEK 5	9/21-25	
**	Post three peer responses to Module 1 Discussion	Day 1 – 9/21
**	Post Peer Reviews to Narrative Rough Draft Essay	Day 2 -- 9/22
**	Post Final Draft of Narrative Essay	Day 5 – 9/25
WEEK 6	9/28-10/2	
	Begin Module 2 – Analysis Writing	Day 1 – 9/28
	Read the Module 2 – Writing Assignment Analysis Instructions	Day 1 – 9/28
	Read Chapters 7, 10, 11, 16 – <i>Everyone's an Author</i>	Day 1 & 2 – 9/28-29
**	Post Inquizitive Assignment: "Paragraph Development"	Day 3 – 9/30
**	Post Inquizitive Assignment: "Integrating Sources"	Day 3 – 9/30
**	Post Inquizitive Assignment: "Verb Tense and Verb Form Errors"	Day 4 – 10/1
**	Post Inquizitive Assignment: "Subject-Verb Agreement Errors"	Day 5 – 10/2
WEEK 7	10/5-9	
**	Post Module 2 -- Initial Discussion Post	Day 1 – 10/5
**	Post Module 2 – Writing Assignment Rough Draft – Analysis Essay	Day 5 – 10/9
WEEK 8	10/12-16	
**	Post three peer responses to Module 2 Discussion	Day 1 – 10/12
**	Post Peer Reviews to Analysis Rough Draft	Day 2 – 10/13
**	Post Final Draft of Analysis Essay	Day 5 – 10/16

WEEK 9	10/19-23	
	Begin Module 3 – Review Writing	Day 1 – 10/19
	Read the Module 3 – Writing Assignment – Review Writing Instructions	Day 1 – 10/19
	Read Chapters 3, 4, 18 and reference Chapter 32 -- <i>Everyone's an Author</i>	Day 1 & 2 – 10/19-20
**	Post Inquizitive Assignment: "Using Inclusive Language"	Day 3 – 10/21
**	Post Inquizitive Assignment: "Punctuating Quotations"	Day 3 – 10/21
**	Post Inquizitive Assignment: "Mixed Constructions"	Day 4 – 10/22
**	Post Inquizitive Assignment: "Words Often Confused"	Day 5 – 10/23
WEEK 10	10/26-30	
**	Post Module 3 -- Initial Discussion Post	Day 1 – 10/26
**	Post Module 3 – Writing Assignment Rough Draft – Review Essay	Day 5 – 10/30
WEEK 11	11/2-6	
**	Post three peer responses to Module 3 Discussion	Day 1 – 11/2
**	Post Peer Reviews to Review Essay Rough Draft	Day 2 – 11/3
**	Post Final Draft of Review Essay	Day 5 – 11/6
WEEK 12	11/9-13	
	Begin Module 4 – Argument Writing	Day 1 11/9
	Read the Module 4 – Writing Assignment – Argument Writing Instructions	Day 1 – 11/9
**	Read Chapters 8, 12, 14, & 20 -- <i>"Everyone's an Author"</i>	Day 1 & 2 – 11/9-10
**	Post Inquizitive Assignment: "Elements of Argument "	Day 3 – 11/11
**	Post Inquizitive Assignment: "Finding Sources"	Day 3 – 11/11
**	Post Inquizitive Assignment: "Documenting Sources: MLA Style "	Day 4 – 11/12
**	Post Inquizitive Assignment: "Fused (Run on) Sentences"	Day 5 – 11/13
WEEK 13	11/16-20	
**	Post Module 4 – Initial Discussion Post	Day 1 – 11/16
**	Post Module 4 – Writing Assignment Rought Draft – Argument Essay	Day 5 – 11/20
WEEK 14	11/23-27	
	THANKSGIVING HOLIDAY (No Homework Required)	
WEEK 15	11/30-12/4	
**	Post three peer responses to Module 4 Discussion	Day 1 – 11/30
**	Post Peer Reviews to Argument Essay Rough Draft	Day 2 – 12/1
**	Submit End of Course Evaluation	Day 3 -- 12/2
WEEK 16	12/7-10	
**	Post Final Draft – Argument Essay	Day 2 – 12/8
	End of Course – No course credit will be given on submissions after midnight of this date.	Day 4 -- 12/10