



ENGL 1301 043 – English Composition I

Course Syllabus: Fall 2026

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

Instructor: Lindy Merriman

Office: 7:30 am to 8:00 am, or after school by appointment

Phone: 903-380-4139

Email: lmerriman@ntcc.edu lmerriman@mpisd.net lindymerriman@gmail.com

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):

Successful Completion of the TSI

Student Learning Outcomes:

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 MLA 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 need 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 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.

The breakdown of the course requirements is as follows:

Points Each	Assignment	Total Points Possible
5	SAT Grammar Practices	75
60	Vocabulary Assessments	240
40	Reading Checks	200
20	General Assignments	140
120	Essays	480
100	Discussions	200
200	Final Exam	200

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

Caution: While a D is passing for college, it is failing for English 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 1301 (to MPHS), or you will be required to pay for all future dual credit classes taken through MPHS and NTCC.

Required Instructional Materials:

Students need to purchase the materials listed below. The list on the left will be kept in class with the instructor and available for all students' use. The list on the right will be kept by the student to help each student be fully prepared and organized with the class materials and requirements. If there is an issue or concern with purchasing any or all of the listed materials, please let the instructor know as soon as possible as there are resources available to all students to help with school supplies. Materials need to be brought to class by no later than August 24, 2026.

Kept in class:

- 3 boxes of Kleenex
- 1 box of #2 pencils
- 2 packages of notebook paper

Kept by the student:

- 2" Notebook
- 8 GB Flashdrive
- Highlighters, pens, pencils

Required Reading:

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. ISBN numbers for each novel will be provided upon request.

1. Numerous Short Stories and speeches – all posted on Blackboard prior to reading
2. "The Crucible" by Arthur Miller
3. *1984* by George Orwell
4. "Much Ado about Nothing" by William Shakespeare
5. *Artemis* by Andy Weir
6. *The Night Circus* by Erin Morgenstern, (edited by instructor)
7. *Pudd'nhead Wilson* by Mark Twain
8. *Frankenstein* by Mary Shelley

Minimum Technology Requirements:

8 GB Flash Drive, Microsoft Office (Powerpoint & Word). Please note, Apple is NOT compatible with Microsoft Word. Documents submitted through Pages (the IOS program) will not be accepted. **All essays and work must be submitted as Word Documents or PDF format** – NO EXCEPTIONS. Work submitted in a different format will

receive an automatic zero.

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 Blackboard. Grades are only posted on the Home Access Center at the close of the semester, and then it is only the final grade that is posted, not the individual assignments.
- 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 number at the NTCC Campus: IA103

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, such as essays 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, I highly recommend the use of a flashdrive rather than relying on Office365 online. Students regularly get locked out of their MPHS accounts, and being locked out of your work will not constitute as an excuse for turning work in late.

Communications:

All students are welcome to come before or after school to discuss grades, make up work, or ask questions. Students are NOT allowed to come during other class periods for any reason, regardless of whether or not another teacher gives permission (i.e. Study Hall).

If it is outside normal school hours, the best way to reach me is through Student Square. I do not regularly check Schoology or Blackboard messages as I do not receive notification of correspondence from either of these programs. That being said, do not contact me to inform me of your reasoning for late assignments. There is an official policy for late work within this syllabus. If you turn in an assignment late, your work will be graded based off that policy. If you do not want to be subject to that policy, do not turn your work in late, regardless of the circumstances.

Late Work (not due to absence/s):

Any assignment that can be submitted through Blackboard is due on the given due date, regardless of presence in class. 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 the work is late it will lose 15% of the total possible points (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 made on a case-to-case basis and will be decided upon by the instructor.

Attendance Policy:

In accordance with the NTCC Student Handbook for the 2026-27 academic school year, the maximum period for which a student may be excused shall be no more than 25 percent of the total number of class meetings or the contact hour equivalent, not including the final examination period, for the specific course or courses in which the student is currently enrolled.

In other words, attendance is vital to the completion of this class. While extra-curricular and medical absences will be excused, excessive absences may result in your grade dropping or even failure of the course. Make-up work must be completed within a timely fashion, and per the make-up work policy outlined in this syllabus any assignments that are more than two weeks late will no longer be accepted regardless of medical and/or extra-curricular reasons. Exceptions to this rule will only be made on case-to-case basis and will be decided upon by the instructor.

If a student becomes aware of a future long-term absence possibility, it is the student's responsibility to speak with the instructor prior to the prolonged absence in order to work out a suitable plan that will fit the student's needs while also maintaining the integrity and grading requirements of the course.

Missing or Make-up Work:

If you are absent, it is YOUR responsibility to make-up your assignments in a timely manner. Assignments that can be submitted online such as Grammar Practices, Noredink, and some essays are **still due on the given due date** regardless of your presence in class. Failure to submit assignments by the due date will result in a penalty or possibly the inability to turn in the assignment at all. **Any missing work not submitted within two weeks of the given due date will result in an automatic zero.**

Note – Reading Quizzes, Vocabulary Assessments, Timed Writings, or assessments given only 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.

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:

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.

Turnitin and AI Policy for Dual Credit English III/IV:

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 copied 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 (AI use) 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 Turnitin report demonstrating that more than 20% of his/her paper is either AI generated or copied from another source,

he/she will be allowed to choose one of the two possible options available:

Option A: The student receives an automatic zero and the matter is concluded.

Option B: The student is allowed to “re-do” the assignment at a set time and date in a proctored setting with time constraints. The matter is then reported as a formal “write-up” to the Assistant Principal’s office as well the National Honors Society, National Technical Honors Society, the NTCC Academic Review Board, and/or any other pertinent organizations, clubs, or groups.

Note - If the student chooses Option B, he/she will only be eligible to receive 80% of the points allotted. For example, if the student is given 98 of 120 pts for the “re-do”, 20% will then be deducted from the 98 pts given, so the student’s final grade will be 78.4/120.

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.

Bathroom/Hall 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 CTE building, 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.

Electronic Devices:

All personal electronics including but not limited to cell phones, smart watches, and 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 and 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 "re-do" 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 any aspect that is missing.

ALL assignments need to be headed as follows:

- a. FULL Name (no nicknames and last name must be included)
- b. Date
- c. Class Period
- d. Section # (Ex: 1301.43)
- e. Title of Assignment

Tardies:

A student will be considered tardy if they are not in the classroom 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 if they are not at their desk – either working on their bell ringer or getting out the necessary materials to work. Classes are only fifty minutes long and often that is simply not enough time to properly cover the material for the day. Class time must be properly utilized in order for the student 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, and the matter of discipline will be decided upon by the assistant principal/s.