



ENGL 1301 TR– English Composition I F2F

Course Syllabus: Fall 2026 First Eight Weeks

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

Instructor: Julie Ratliff

Office: H 114

Phone: 903-434-8230

Email: jratliff@ntcc.edu

Weekday	Office Hours
Monday	8:00-9:30 AM 1:00-2:30 PM
Tuesday	1:00-2:30 AM
Wednesday	8:00-9:30 AM 1:00-2:30 PM
Thursday	1:00-2:00 PM
Friday	9:00-11:00 AM

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) This course is designed to improve academic writing skills. Students will read and write expository prose with an emphasis on the writing process and mastery of good writing skills. Course assignments may incorporate summary, analysis, and criticism of texts; exercises in effective argument and analysis; and the study and application of rhetorical approaches. Students will write essays throughout the semester and may also keep a journal or participate in group writing projects.

Prerequisite(s): TSI compliance

Student Learning Outcomes:

Upon successful completion of this course, students will be able to

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:

Percentage	Requirement
25%	Participation including attendance and Peer Review (250 pts)
30 %	Three Turnitin Papers (100 pts each)
10%	Presentation (100 pts)
35%	Weekly Blackboard Activities

Semester grades will be earned as follows

Percentage	Points	Letter Grade
90% and above	900-1000	A
80 %–89%	800-899	B
70 %–79%	700-799	C
60%–69 %	600-699	D
59.9% and below	599 and below	F

Grades will be returned to the student as follows:

- Blackboard assignments within twenty-four hours of the due date.
- Papers and Presentations within one week of due date.
- Quizzes and Participation grades will usually be updated within one week, but the final total with any extra credit will be entered by finals period.

Required Instructional Materials:

Everyone's An Author, 5th edition (inclusive)

Publisher: Norton

ISBN Number: 978-1-324-11446-8

Additional Readings, including power points, may be found online through Blackboard.

Optional Instructional Materials:

A Flash Drive (USB) and WEPA Card are recommended.

Minimum Technology Requirements:

This course requires you to access a computer that can run Blackboard and Word.

There are basically four options:

- 1) If you have your own computer and solid internet access at home, please use your own.
- 2) If you have your own computer, but less than optimal internet access, you can bring your laptop to campus and plan to access the campus' WiFi in one of the areas available on-campus. ALWAYS use EAGLE WIFI, not EAGLEGUEST.
- 3) If you do not have your own computer, all computers available in the LRC and other campus computer labs are sufficiently equipped to complete class assignments.
- 4) Additionally, there are computer kiosks available in the SUB and BT buildings from which you can check out one of a limited number of laptops for personal use for limited periods of time.

Required Computer Literacy Skills:

Basic Word Processing and Email skills

Course Structure and Overview:

This is an eight-week hybrid ENGL 1301. The class meets twice a week for eight weeks with additional required instruction/assignments done online via the learning management system BLACKBOARD.

When in the class, students will learn to compose, draft, and revise three formal papers. Class meetings will be reserved for lecture, writing activities, and practice as well as presentations. Class participation is an essential element in this course. Each student will be expected to participate in all activities which occur in class. These activities are designed to sharpen skills and provide tools for use in this and other classes. Participation in these activities directly affects the student's grade at the end of the semester. Out of class, students are expected to complete all the readings of the required chapters, finalize all papers, and complete the online weekly activities by deadline.

YOU CANNOT PASS THIS COURSE WITH OUT COMPLETING THE ONLINE ASSIGNMENTS!

This course requires daily computer and internet access. You should expect to spend no less than 10 hours a week on this course. Pay close attention to deadlines for all assignments. Due dates are specified in the syllabus, repeated in each assignment folder, and posted in the classroom each class period.

Assignments:

Participation:

This part of the course is primarily done through attendance, discussion, and completion of in-class activities, but it will also include your conferences/tutoring sessions and peer review.

Blackboard:

The primary "weekly assignments" will be the assignments **required on Blackboard**, which **MUST BE SUBMITTED by the deadline stated in the assignment and syllabus**, but may be revised during the remainder of the course.

Papers:

In class, we will be following the writing process from brainstorming to drafting to peer to reviewing to revision for three papers. All papers will be turned in to Turnitin for 100 points each. The final paper will be a limited "research" project, which will also be created through the writing process, but in addition to the paper and its drafts, you will also be required to make a formal in-class presentation of results you discovered during the process. That paper, like the others, will be worth 100 points.

Paper #1: Informative (100 pts + Peer Review)

You need to write an informative essay in third person about a topic selected in class with documentation from at least one source from the **library databases**. You will need to compose a draft for peer review, and the final paper must be a minimum of 1000 words in proper MLA formatting.

Paper #2: Review (100 pts + Peer Review)

You need to write a review essay in third person over the film shown in class (or one you get approved in writing from the instructor) with proper documentation. You will need to compose a draft for peer review, and the final paper must be a minimum of 1000 words in proper MLA formatting.

Paper #3: Argumentative (100 pts + Peer Review + Presentation)

You need to write an argumentative essay in third person over a topic of your choice with proper documentation of at least two sources from the **library databases**. You will need to compose a draft for peer review, and the final paper must be at least 1000 words in proper MLA formatting.

Peer Review: To get points for Peer Review, you need to bring access to your own paper and evaluate at least two other people's papers. You may choose to print a copy of your paper or bring access to it via a laptop computer on Peer Review days. Scans or Snapshots of review sheets must be submitted to the proper Blackboard panel in order for points to be assessed by the paper's submission date.

Presentation:

As a result of the mini-research project connected to the final paper of the semester, you will be expected to give the class a presentation of your findings. This is NOT reading the paper that you composed; it is highlighting the aspects of the research from which you believe your audience will learn the most. It is worth 100 points and the related In-Class Writing (during Finals) is also worth 50 points.

Communications:

EMAIL (preferred contact—jratliff@ntcc.edu): Check your NTCC email EVERYDAY. Email is the official form of communication used at NTCC, and if you do not check it regularly, you will miss important deadline information. Most emailed questions will be responded to within 24 hours.

TEXT MESSAGING (903-270-4528): I respect your privacy. Please respect mine. If you must text me, identify yourself in the text and try to stay within normal business hours (8 a.m.- 8 p.m.).

PHONE: The phone number at the top of the syllabus is to my campus office. I will only access and return messages to that number during my stated office hours.

Institutional/Course Policy:**Preparation:**

While you are in college, it is your job as a student to come to class ON TIME prepared for the work of the day. That means for your days in class, make sure you have read the assignment BEFORE class; have your assignments finished and IN HAND, and NEVER walk in a classroom without the textbook, blank paper for notes or activities, and a WORKING writing utensil. Think of them—the textbook, the paper, the pen—as the tools of your trade while you are in school.

You should also have read the assignment BEFORE class and answered the Blackboard questions about it.

Attendance:

Attendance is tracked carefully. You are expected in class every day the class is scheduled to meet. I will occasionally use quizzes to keep track of attendance, and no attendance quiz can be made up.

Late Assignments:

I do not accept late assignments. Important Due dates are announced clearly in the syllabus and all due dates are repeated in class regularly and written on the board.

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.

Video Recording of Course Activities

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

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

For this class:

It is clear AI-access has proliferated across our culture, and it can be useful for brainstorming and editing, but that does not mean it is appropriate for all aspects of the writing process particularly for class assignments and particularly for a class in which YOU are supposed to be learning to create the writing.

In this class, every assignment will require you to include a statement about your creative process in completing the assignment. If you use AI-generated material beyond the approved uses included in the assignment or without acknowledging that use when approved, your submission will not be accepted and will earn a failing grade in the grade book.

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.

Remember, if you do your own original work for every assignment, you will not have a problem with Academic Honesty issues.

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.

Tentative Course Schedule:

8-Week Schedule: You should have read everything scheduled **before** you get to class.

Week 1 (August 24): A) Introductions

Blackboard Activity: Reading Chapter Five

B) Essay Power Point Introduction

Blackboard Activities: Syllabus Acknowledgment and Scavenger Hunt

Blackboard Activity: Personal Introduction

Blackboard Activity: Reading Chapter 17→ This is the right chapter; the original syllabus handed out in class was wrong.

Week 2 (August 31): A) Essay Power Point Introduction

Blackboard Activity: Reading Chapter 24 and 27

B) Library Session

Blackboard Activity: Reading Chapters 29-31 (Skim 32)

Blackboard Activity: Responding to Facts

Week 3 (September 7): A) Documentation / Drafting the Informative

B) **Paper #1 Informative Due for Peer Review**

Blackboard Activity: Reading Chapter 18

Week 4 (September 14): A) Chapter 18 The Review / Film

B) Film / **Paper #1 Informative Due**

Blackboard Activity: Responding to Visuals

Week 5 (September 21): A) Drafting the Review

Blackboard Activity: Reading Chapter 20-22

B) **Paper #2 Review Due for Peer Review**

Week 6 (September 28): A) Chapter 20-22: The Argumentative

B) Drafting the Argumentative / **Paper #2 Review Due**

Blackboard Activity: Quotation, Paraphrase, Summary

Week 7 (October 5): A) **Paper #3 Argumentative Due for Peer Review**

B) Presentations / **Paper #3 Argumentative Due**

Blackboard Activity: Evaluation

Blackboard Activity: Plagiarism

Week 8 (October 12/Finals): In-Class Writing

Second Eight-Week Classes start October 19.