



ENGL 1301.025 and ENGL 1301.026 – English Composition I F2F

Course Syllabus: Fall 2026

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

Instructor: Halie Buckner

Office: Commons

Phone: 903-577-1146

Text: ParentSquare

Email: hbuckner@ntcc.edu or bucknerh@hbsd.net

Weekday	Office Hours
Monday	Online Only
Tuesday	8:10 – 10:30
Wednesday	Online Only
Thursday	8:10 – 10:30
Friday	8:10 – 1:00

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.*

Prerequisite(s): None

Student Learning Outcomes:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

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 ParentSquare provided by Harts Bluff ISD with the understanding that the instructor will only reply swiftly between the hours of 7:30am and 4:00pm. Students may always seek help during office hours listed above or during class time.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

Pts	Total	Requirement
10	20	Syllabus Acknowledgment and AI/Academic Dishonesty Statments
20	100	Discussion Boards x 5
10	150	Reading Notes, Quizzes, Practices x 15
50	200	Rough Draft x 4
30	80	Peer Review x 4
20	40	Topic Approval and Source Approval of Essay 4
100	300	Final Copies of Essays 1, 2, 3
200	200	Final Copy of Essay 4
5	10	Course Evaluation and Course Reflection
Total	1100	

Semester grades will be earned as follows

Percentage	Letter Grade
990–1,100	A
880–989	B
770–879	C
660–769	D
0–659	F

Grades will be returned to the student as follows:

- Blackboard assignments within twenty-four hours of the due date.
- Papers and Presentation within one week of due date.
- Quizzes and Participation grades will usually be updated within one week.
- Extra credit will be entered during finals week

Required Instructional Materials:

Everyone's An Author With Readings (4th Edition) by Andrea Lunsford, et al.

The textbook is required and provides essential information for successful completion of this course. You will have the online version on Blackboard through Inclusive Access or you can purchase a hardcopy at the College Store.

Publisher: New York: W. W. Norton and Company Inc., 2023 **ISBN Number:** 978-1234045106(pbk)

Optional Instructional Materials:

You will need access to a computer to complete the writing assignments for this class. You will be typing your essays in Word and submitting the final draft assignments through Blackboard.

Minimum Technology Requirements:

You will need access to a computer to complete the writing assignments for this class. You will be typing your essays in Word and submitting the final draft assignments through 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 every day and argumentative writing.

Assignments:

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 per the HBISD Language Department Policies. 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. You must retrieve your digital book in order to read the text and do most of the assignments in this course. The instructions are in the start course here folder.

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 speaking to me directly.

Writing Assignments- During the semester, you are required to complete four essay-writing assignments. All essays are graded using a content rubric. The rubric is located within the instructions for the essay assignment. It is strongly advised that students become familiar with the rubric criteria before embarking on the writing portion of the assignment. Please follow the instructions given to you when writing your papers:

Please follow these instructions when writing your papers:

- Writing assignments, including a work cited page, must be typed in MLA format
- Use Times New Roman 12 pt. font and Double-space the entire document
- Pay close attention to spelling, grammar, and punctuation.
- Due dates for all reading and writing assignment will be assigned during class and will also be noted in the class calendar.
- Essay rough drafts should be printed and brought to class for a peer review session on the due date. WEPA printing cards can be purchased in the NTCC bookstore. WEPA printers are located in the SUB and in the Learning Commons (library).
- Final drafts will be submitted through a Blackboard Turnitin assignment on the due date.

These are the word requirements for each writing assignment:

- Module 1 Writing Assignment is 300-500 words.
- Module 2 Writing Assignment is 600-900 words.
- Module 3 Writing Assignment is 1000-1300 words.
- Module 4 Writing Assignment is 1400-2100 words.

Institutional/Course Policy:

Late Work - Students are expected to turn in assignments by the due date given. It is at the teacher's discretion to decide whether the work can be turned in or not. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, 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.

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 Fall 2026 is November 17th. Dual Enrollment students should contact their academic advisor before withdrawing. All assignments are due by midnight on the course end date. No assignments received after midnight on the course end date (December 9th) will be eligible for course credit.

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!**

Attendance – Attendance is mandatory. Remember, the course is heavily based on participation. It is very easy to fall behind if you miss. After missing 3 classes, you will be reduced by a letter grade. If you miss more than 5 classes, you will lose credit for the course completely.

Participation - This course is primarily done during class, but there are online components which you will need to complete. If you have done the reading, prepared your assignments on time, and made an effort to be involved in the class activities, this should not be a problem. You must bring paper and a writing utensil to class. This is an English composition course; therefore, we will be reading the online text and writing in class. You will not be successful in this class without the appropriate materials. **Please do not use cell phones, tablets or computers during class unless the device is being used as a part of the classwork.**

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.

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.

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

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 does include 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. I use 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 will be required to meet with the instructor face-to-face on campus to discuss the AI-flagged material. Please 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.

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, or 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 and AI checker. Both the similarity report and the AI report are used to determine plagiarism.** Any questionable results will be shared and discussed with the student in a face-to-face conference after class.

Tentative Course Schedule:

[ENGL 1301_Fall_2026_Assignment Calendar](#)

