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|  | **English 1302 Composition II**  **Course Syllabus** |
| “Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”  **Melinda Bobbitt – Instructor**  **Office:** Humanities 112  **Phone:** 903-434-8249  **Email:** mmoore@ntcc.edu (Emails will be answered within 24 hours) |
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| **Office Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| 1:30-4:00 | 1:30-4:00 | 1:30-4:00 | 1:30-4:00 |  |  |

**COURSE DESCRIPTION**

Lecture/Lab/Clinical: Three hours of class each week. Face-to-Face

Prerequisite: ENGL 1301 or its equivalent.

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students will:

* Demonstrate knowledge of individual and collaborative research processes.
* Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
* Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
* Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
* Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

**COURSE MATERIALS**

Required and included with your course fees:  *Inventing Arguments* Mauk/Metz 4th ed. 2016 – Digital Text with MindTap Access Code

ISBN: 1305496569

**You will have access to the code on the first day of class. The textbook is digitally embedded in the course.**

**COURSE GOAL**

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 the 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.

**COMMUNICATIONS**

Turnaround time for email responses within 24 hours Monday through Friday, We   
will use TEAMS for texting, calls, and messages. \*Reminder: NTCC email is the official form of   
communication used by the college

**COURSE EXPECTATIONS**

To complete this course successfully, you should do the following:

* Participate in the course activities.
* Read all of the textbook assignments.
* Complete the homework assignments.
* Participate actively and meaningfully in all discussions.
* Prepare and submit all writing assignments.
* Attend class and participate in discussions and in class writing.

**ASSIGNMENT INFORMATION**Conscientious and timely completion of assignments is essential for success in this writing course. The assignments are under the Assignment Calendar tab on the left side of the Home Page. See the Course Calendar to determine when assignments are due. Assignments are due no later than midnight of the due date. Assignments are graded within 72 hours following the due date. All papers must be typed in MLA format and submitted as attachments when due. See lesson folders for reading assignments, videos, and course material. Specific instructions for each essay are posted in the essay assignment folder on the menu bar. **All due dates are posted on the course assignment calendar.   
  
WRITING ASSIGNMENTS**

During the semester, you are required to complete three essay-writing assignments.

Please follow these instructions when writing your papers:

* Writing assignments must be typed in MLA format
* Use Times font and font size of 12 pt.
* Double-spaced.
* Essay writing assignments are 3-4 pages in length (600-900 words).
* Discussion assignments are usually 2-3 paragraphs in length (300 words) and peer responses are usually a paragraph (100-150 words).
* Spelling, grammar, and punctuation are counted toward the grade in all assignments.
* Due dates for all assignments are on the course calendar.
* All final essays are submitted through TurnItIn.com, a plagiarism checker.
* Graded assignments will be returned within 72 hours of receipt. Essays will be graded holistically on the essay-scoring rubric within the TurnItIn essay assignment and will be graded within one week following the due date.
* Late papers are accepted at the instructor’s discretion and will not receive full credit. (See Late Work Policy) Emergency situations will be handled on an individual basis**.**

**EVALUATION CRITERIA FOR ESSAYS**

**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.

**COURSE/ASSIGNMENTS GRADES**

Assignments will be evaluated using the following point values:

Three Rough Drafts and Three Peer Reviews 15% A = 90-100

Three Final Drafts 30% B = 80-89

Discussions 10% C = 70-79

Homework Assignments 15% D = 60-69

Syllabus Acknowledgment, Introductory Discussion, Course Evaluation 5% F = 59 and below

In Class Participation 25%

Total 100%

**ATTENDANCE/PARTICIPATION POLICY**

A writing class requires consistent engagement. In addition, attendance is mandatory. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade or cause you to lose credit completely.

**Institutional/Course Policy:** You must attend class. Absolutely no plagiarism.

**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.

**You should also check your NTCC email account daily, which will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your SSN. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Student Email icon. Y,ou have my phone number, we will be using but other than our face to face meetings, e-mail is the official form of communication.

**LATE WORK POLICY**

The word “assignments” refers to all work that is submitted to the instructor or posted. Students are to submit assignments on or before the stated due date/time. Late assignments will only be accepted at the instructor’s discretion and will not receive full credit. Emergency situations will be handled on an individual basis.

**ACADEMIC HONESTY**

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of Northeast Texas Community College. Such an environment presupposes both rights and responsibilities.

Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Complete information on student conduct and responsibility can be found in the current NTCC Catalog and also the NTCC Student Handbook. Both of these publications are available on the NTCC website.

**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, 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 checker. Any questionable results will be shared and discussed with the student before any action is taken.

**COMPUTER REQUIREMENTS**

You must have access to a computer to take this course. Your computer needs to have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher, and you will need broadband internet access. You can check your operating system by right clicking on the My Computer icon on the home screen. You can check your word processing program by going to “Start” and clicking on “All Programs.” You will find your Office program there. It is recommended that you use Google Chrome or Firefox as a browser as it seems to work the best with the Blackboard LMS (learning management system). If you do not have access to a computer with the minimum computer requirements, you will need to make arrangements to complete your work using the computers on campus before the work is due. Stating that you do not have access to a computer will not be grounds for late work. Unless indicated, this instructor does not take turned in in class or hand written and submitted through upload (via picture). Everything will be typed and submitted as a file.

**WITHDRAWAL POLICY/DATE**

Once you log in to the course, you are considered in attendance, and be certified as attending. If you decide that you cannot complete the course, it is your responsibility to drop or withdraw with the registrar’s office. Failure to do so will result in receiving a poor performance grade, usually a grade of “F.”

You may **drop** the class prior to the official reporting day (twelfth day - regular semester). In this case, the class will not appear anywhere on your transcript. You can **withdraw** from the class after the official reporting date and before the last posted date of withdrawal, and a “W” will be recorded on your transcript. The instructor will not drop or withdraw you from this course, even if you are not actively attending. It is your responsibility to drop a course or withdraw from the college.

**DIVERSITY**

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated. Please see Netiquette Rules in the Start Here folder.

**DISABILITIES**

It is the policy of NTCC to provide reasonable accommodations 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 accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in the College Connection. The office number is 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1). Additional information can also be obtained by referencing the Northeast Texas Community College Catalog or Student Handbook.

**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.

**COURSE ASSIGNMENTS**

A Course Calendar will follow in this syllabus, be posted online, and all information for this course will be within Blackboard.

**REGARDING ZOOM ACCESS**

We will not have Zoom classes unless the college closes and you are notified via the portal.