



# ENGL 1301.332 (F2F)

Course Syllabus: Fall 2021

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

**Instructor: Julie Ratliff**

**Office:** Humanities 114 (L)

**Phone:** 903.434.8230

**Email:** [jratliff@ntcc.edu](mailto:jratliff@ntcc.edu) (best contact)

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:00-9:30 a.m. 1:30-6:00 p.m.	3:00-4:00 p.m.	8:00-9:30 a.m. 1:30-3:00 p.m.	By Appointment	By Appointmen t	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) 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:

Participation (includes Quizzes)	300 pts.	900 and above	A
Three Papers (100 pts each)	300 pts.	800-899	B
Presentation (100 pts)	100 pts.	700-799	C
<b>BlackBoard Activities</b>	<b>300 pts.</b>	<b>600-699</b>	<b>D</b>
<b>Total</b>	<b>1000 pts</b>	<b>Below</b>	<b>F</b>

### 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*

**Publisher:** Norton      **ISBN Number:** 978-0-393-61746-7 or Inclusive  
**Additional Readings** (power points, etc. . . ) online

**Optional Instructional Materials:**

**Two-Pocket Folder for Journal (Required)**

A Flash Drive and WEPA Card (Recommended)

### **Minimum Technology Requirements:**

This course requires you to access a computer that can run Blackboard and Word. **You are expected to attend classes twice a week, this is hybrid, NOT a Hyflex course.**

**There are basically three options:**

- 1) If you have your own computer and solid internet access at home, please use your own equipment to complete the Blackboard assignments.
- 2) If you have your own computer, but less than optimal internet access, bring your laptop to campus and plan to access the campus' WiFi in one of the socially distanced areas available on-campus.
- 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 and have been arranged for socially distancing. You probably want to bring earbuds/headphones for privacy.

Additionally, there are computer kiosks available in the SUB and LRC from which you can check out one of a limited number of laptops for personal use.

**Required Computer Literacy Skills:** Basic Word Processing and Email skills

### **Course Structure and Overview:**

This is the eight-week ENGL 1301 class that corresponds with the Co-Requisite INRW course you took in the first eight weeks of the semester. Just like the INRW course, that means that you will be expected to both attend class regularly and complete **a Blackboard assignment every week.**

The class is focused on hands-on writing activities and the process that it takes to achieve them. Formal hour-long lectures are rare; hour-long writing sessions and discussions are not. In class, students will learn to compose, research, draft, and revise three formal papers. In Blackboard, you will be practicing skills to help you achieve the in-class assignments as well as complete college-level assignments in other classes. Class meetings will be reserved for lecture, discussion, writing activities, and practice as well as presentations. In class participation is an essential element in this course. Each student will be expected to do their best 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.

All students are expected to complete all the readings (chapters, online readings, or handouts), finalize all papers, finish each Blackboard assignment, and **complete all assignments by deadline.**

### **Assignments:**

**Participation:** This part of the course is primarily done through discussion and completion of in-class activities.

**Papers:** In class, we will be following the writing process from brainstorming to drafting to peer to reviewing to revision for five papers. Four of those papers will be turned in (with all drafts included) 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.

**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.

**Blackboard:** Each week, there will be an assignment in Blackboard you will be expected to complete.

**Communications:**

**EMAIL (preferred contact):** Check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC, and if you do not check it regularly, you will miss important deadline information. Most emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours during normal waking hours.

**TEXT MESSAGING (903-220-3658):** I do not usually give my private phone number to students, but these are not usual times. I respect your privacy. Please respect mine. If you must text me, please identify yourself in the text and try to stay within normal business hours.

**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.

**Attendance:**

Attendance in class is expected each time the class meets. Each day of class counts at least five points towards the participation grade and usually more depending on the activity of the day.

**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.

**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 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 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 Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

**Schedule:**

You should have read everything scheduled **before** class starts. Things in Bold are important "issues"—important assignment dates or class absences. Note the bold date in ( ) is the beginning date of that week, not necessarily the date you are doing a particular assignment.

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

**Week 1 (October 18):** A) Introductions / Review Power point  
B) Chapter 15, Informative Paper Introduction  
**Blackboard Activity: Reviewing Chapters 1-4**

**Week 2 (October 25):** A) Library Session / Research  
B) Drafting the Informative & Documentation Chapter 24-27  
**Blackboard Activity: Quotation, Paraphrase, Summary**

**Week 3 (November 1):** A) Drafting the Informative / Skill building  
**B) Paper #1 Informative Due for Peer Review**  
**Blackboard Activity: Responding to Facts**

**Week 4 (November 8):** A) Chapter 16 Review / Film  
B) Film & **Paper #1 Informative Due**  
**Blackboard Activity: Responding to Visuals**

**Week 5 (November 15):** A) Drafting the Review  
**B) Paper #2 Review Due for Peer Review** & Chapter 14: The Analysis (Review)

**Week 6 (November 22):** A) Library/Source Work / **Paper #2 Review Due**  
B) **Thanksgiving**  
**Blackboard Activity: Mechanical Review**

**Week 7 (November 29):** A) Organizing Analysis & Presentation  
**B) Presentations**  
**Blackboard Activity: Responding to Analysis**

**Week 8 (Dec 6--Finals):** **Paper #3 Analysis & All Revisions Due** / Presentation Quiz  
**Blackboard Activity: Evaluation**