



# English 1301 – Composition I (Hybrid)

Course Syllabus: SPRING 2023

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

**Instructor: Jennifer Sparks**

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(Preferred method of contact or via TEAMS)

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:30-12:30 p.m. 1:30-3:00 p.m.	1:30-3:00 p.m.	8:30-12:30 p.m. 1:30-3:00 p.m.	11:00-12:30 p.m. 1:30-4:30 p.m.	By Appointment	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:** 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. **3 credit hours**

**Prerequisite(s):** None

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

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:

Your assignments will be evaluated using the following point values:

Rough Drafts and Peer Reviews for Essays and Presentation (Modules 2, 3, 4, and 5)	20%
Final Drafts for Essays and Presentation Assignments (Modules 1, 2, 3, and 4)	25%
Topic Approval, Annotated Bibliography, Thesis Statement and Outline	15%
Module 5 Final Draft (Course Final)	15%
Discussion Assignments	10%
SB Homework Assignments	10%
Syllabus Acknowledgement, Pre and Post Test, Connect Videos, and End of Course Evaluation	5%
<b>Total</b>	<b>100%</b>

## Required Instructional Materials:

Access Code: *Engaging Questions: A Guide To Writing English 1301* Connect Code Channell  
*Inclusive*

*You have inclusive access to the e-book and the assignments for this course. This fee was included in your tuition and fees. You will register inside the course once it begins. **There is no need to purchase any books for this course unless you would like a loose- leaf copy of the digital book. The loose-leaf version can be purchased at the NTCC bookstore.***

**Publisher:** McGraw Hill

**ISBN Number:** N/A

**Optional Instructional Materials:** None

## Minimum Technology Requirements:

You will need access to a computer to complete the writing assignments for this class. You will be typing your essays and submitting the final draft assignments through Blackboard. The messaging platform **Microsoft TEAMS** will be utilized for course correspondence. It is recommended to download this along with your NTCC email on a mobile or cellular device.

It is recommended that you use Safari, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system).

## Required Computer Literacy Skills:

Blackboard Learning Management System, Microsoft Word processing, average email usage

## Course Structure and Overview:

### Course Assignments

- This course is set up in modules. Each module, except for the introduction, centers around the essay type. Assignments in the modules have due dates and are meant to be done in the order that they appear.
- A journal writing assignment will be completed in class each week.
- You will have four writing assignments and each assignment will include a rough draft, two peer reviews, and final draft. The last research essay final draft is weighted heavier than the first three essays, but all essays count for a large part of your grade, so it is important to complete each one.
- 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.

## Communications:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus, in the printable assignment calendar and on the Blackboard Course Calendar link. You can also view assignment reminders under the Bulletins and Announcements button. All communication via email should be sent via NTCC email accounts only or via the course TEAMS groups. **Microsoft TEAMS is an approved official communication platform for NTCC. All students are encouraged to download the mobile app. The log in credentials are the same as your NTCC portal. Course information and announcement will be sent out using TEAMS.**

Assignments are graded and returned before the next related assignment is due. Essays are graded within one week following the due date or before the next assignment. All papers must be typed in MLA format, saved as .doc, .docx, or .rtf (rich text format) and submitted as attachments. See learning modules for reading assignments, journal requirements, and writing assignments. Specific instructions for each essay are posted in the learning modules. **All due dates are posted on the course calendar.**

## Institutional/Course Policy:

### Late Work

This course carries a no late policy. All assignments are due at midnight on the due date. Please submit assignments on time to receive full credit. "Assignments" refer to *all* work that is submitted to the instructor. Students are to submit assignments on or before the stated due date/time.

Students must also retain a copy of all pieces of their assignments, which must be produced if requested. **Writing assignments (rough drafts and final drafts) submitted after the due date/time will only be accepted at the instructor's discretion and will incur a 10% deduction (per day) of the original grade for the first three days unless the student has been granted an extension due to extenuating circumstances (see explanation below). No course credit is allowed after the three-day period.**

### IMPORTANT GRADING NOTE-

**Grading policy for essay final draft assignments- All corrections and edits made to a final draft essay should be made in RED font. If the corrections/changes are not made in red font or at all, there will be a five point deduction from the rough draft grade and that will be your grade for your final draft.**

## Grading Policy Cont.

**Grading policy for discussion assignments- Blackboard only allows for one due date per assignment. For discussion post, the due date will be the date the INITIAL DISCUSSION POST is to be made per the assignment calendar. If this date is missed, or an initial discussion post is not made, the maximum grade for the assignment will be a 50 when peer responses are made.**

An extension for assignments is strictly given at the instructor's discretion. **In order to receive an extension, students must submit a written request to the instructor BEFORE the original due date of the assignment.** The request for the extension should include an acceptable reason that necessitates an extension. Standard acceptable reasons include severe illness or hospitalization, family tragedy, natural disasters, or extreme circumstances beyond the student's control. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, out of town ballgames, UIL events, or extracurricular activities, not having the correct textbook or computer software, or procrastination are examples of *non*acceptable excuses. 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.

**Please note that the automated homework assignments have a window that closes once the due date has passed and this window will not reopen.**

**All submitted work, including writing assignments, discussion boards, journals, etc. are to be original to the current course. No previously written work, whether your own or someone else's will be considered for course credit.**

## Attendance and Participation Policy

Failure to participate in course activities, complete required readings, and turn in work will lower your course grade. If you do not log in regularly and meet deadlines, you may not receive credit for this course. **You are to 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). You have the option to change your password once you have logged in.

Once you log in to the course and submit your syllabus acknowledgment, you are considered in attendance, and the instructor will certify that you are part of the class. **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; fourth day - summer term). 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 participating or logging in regularly. It is your responsibility to drop a course or withdraw from the college.

## 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.

**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.

## English Composition I – ENGL. 1301 HYBRID course Assignment Calendar Spring 2023

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

### Introduction Module

**Week 1**  
**1/16-1/20**

**Monday-College Holiday**

**Tuesday**

- Read everything in the Start Here folder
- Register your Connect access code

**Wednesday**

- Begin Introduction Module
- Post Introductory Discussion
  - If initial introductory post is not made by this date, the maximum grade for the assignment will be a 50 once the three peer responses are posted.

**Friday**

- Submit Syllabus Acknowledgement Assignment

**Week 2**  
**1/23-1/27**

**Monday**

- Read SB - Chapter 1

**Tuesday**

- Meet face-to-face in class

**Wednesday**

- Complete and submit SB-Chapter 1 - Reading Questions. Due by 11:59 p.m.

**Friday**

- Post three Peer Responses to Introductory Discussion

**Week 3**  
**1/30-2/3**

**Monday**

- Begin reading Narrative Writing Assignment instructions
- Read SB-Chapter 2
- Complete and submit SB Pretest Assignment

**Tuesday**

- Meet face-to-face in class

**Wednesday**

- Complete and submit SB – Chapter 2 Reading Questions

**Friday**

- Complete and submit Writing Process Assignment

**Module 1**

**Week 4**  
**2/6-2/10**

**Monday**

- Begin Module 1 – Narration
- Read SB-Chapter 3
- Read the Module 1 – Writing Assignment –Narration Instructions

**Tuesday**

- Meet face-to-face in class

**Wednesday**

- Complete and submit SB – Chapter 3 -Reading Questions

**Friday**

- Complete and submit Writing Fully Developed Paragraphs Assignment
- Post Module 1- Initial Discussion Post
  - If initial introductory post is not made by this date, the maximum grade for the assignment will be a 50 once the three peer responses are posted.

**Week 5**  
**2/13-2/17**

**Monday**

- Read SB-Chapter 4

**Tuesday**

- Meet face-to-face in class
- Post three peer responses to Module 1 Discussion by 11:59 p.m.

**Wednesday**

- Complete and post SB-Chapter 4 – Reading Questions

**Thursday**

- Complete and submit SB-Writing Strong Introductory and Concluding Paragraphs assignment

**Friday**

- Post Module 1 Narrative Writing Assignment Rough Draft

**Week 6**  
**2/20-02/24**

**Monday**

- Read SB-Chapter 14

**Tuesday**

- Meet face-to-face in class
- Post Peer Reviews to Narration Rough Draft- **In class**

**Wednesday**

- Complete and submit SB-Chapter 14 – Reading Questions

**Thursday**

- Complete and submit SB-Sentence Types and Sentence Fragments Assignment

**Friday**

- Submit Final Draft Module 1 Narration Assignment

**Module 2**

**Week 7**  
**2/27-3/3**

**Monday**

- Begin Module 2 – Illustration
- Read SB-Chapter 5
- Read the Module 2 – Writing Assignment Instructions

## Tuesday

- Meet face-to-face in class

## Wednesday

- Complete and submit SB – Chapter 5 -Reading Questions

## Thursday

- Complete and submit SB-Subject Verb Agreement SB Assignment

## Friday

- Post Module 2- Initial Discussion Post
  - If initial introductory post is not made by this date, the maximum grade for the assignment will be a 50 once the three peer responses are posted.

## Week 8 3/6-3/10

### Monday

- Read SB- Chapter 6

### Tuesday

- Meet face-to-face in class
- Post three peer responses to Module 2 Discussion by 11:59 p.m.

### Wednesday

- Complete and post SB-Chapter 6 – Reading Questions

### Thursday

- Complete and submit SB- Dangling and Misplaced Modifiers Assignment

### Friday

- Post Module 2 – Writing Assignment Rough Draft

## Week 9 3/13/-3/17

**SPRING BREAK NO CLASS**

## Week 10 3/20/-3/24

### Monday

- Read SB-Chapter 7

### Tuesday

- Meet face-to-face in class
- Peer Reviews to Writing Assignment 2-**In class**

### **Wednesday**

- Complete and submit SB-Chapter 7 – Reading Questions

### **Thursday**

- Complete and submit SB-Mixed Constructions Assignment

### **Friday**

- Submit Final Draft of Writing Assignment 2

## **Module 3**

### **Week 11 3/27-3/31**

#### **Monday**

- Begin Module 3 – Analysis
- Read SB-Chapter 22
- Read the Module 3 – Writing Assignment – Analysis Instructions

#### **Tuesday**

- Meet face-to-face in class

#### **Wednesday**

- Complete and submit SB – Chapter 22 -Reading Questions

#### **Thursday**

- Complete and submit SB- Critical Reading Assignment

#### **Friday**

- Post Module 3- Initial Discussion Post
  - If initial introductory post is not made by this date, the maximum grade for the assignment will be a 50 once the three peer responses are posted.

### **Week 12 4/3-4/7**

#### **Monday**

- Read SB-Chapter 24

#### **Tuesday**

- Meet face-to-face in class
- Post three peer responses to Module 3 Discussion by 11:59 p.m.

#### **Wednesday**

- Complete and submit SB-Chapter 24 – Reading Questions

**Thursday**

- Complete and submit Commas Assignment

**Friday**

- Post Module 3 – Writing Assignment Rough Draft – Analysis

**Week 13****4/10-4/14****Monday**

- Read SB-Chapter 25

**Tuesday**

- Meet face-to-face in class
- Peer Reviews to Writing Assignment 3-**In class**

**Wednesday**

- Complete and submit SB-Chapter 25 – Reading Questions

**Thursday**

- Complete and submit SB Assignment Coordination and Subordination

**Friday**

- Submit Final Draft of Module 3 Writing Assignment

**Module 4****Week 14****4/17-4/21****Monday**

- Begin Module 4 – Argument
- Read SB-Chapter 9
- Read the Module 4 – Writing Assignment – Argument Instructions  
(This assignment is longer so plan to begin earlier)

**Tuesday**

- Meet face-to-face in class

**Wednesday**

- Complete and submit SB Chapter 9-Reading Questions

**Thursday**

- Complete and submit SB Reasoning and Argument Agreement Assignment

### **Friday**

- Post Module 4- Initial Discussion Post
  - If initial introductory post is not made by this date, the maximum grade for the assignment will be a 50 once the three peer responses are posted.

### **Week 15** **4/24-4/28**

#### **Monday**

- Submit Thesis and Topic Approval Assignment

#### **Tuesday**

- Meet face-to-face in class
- Post three responses to Module 4 Discussion

#### **Wednesday**

- Continue to work on Module 4 writing assignment

#### **Thursday**

- Complete and submit SB Post-Test

### **Week 16** **5/1-5/5**

#### **Monday**

- Read SB-Chapter 10
- Submit Course Evaluation and Send Proof To Instructor
- Post Module 4 Writing Assignment Rough Draft

#### **Tuesday**

- Meet face-to-face in class
- Peer Reviews to Writing Assignment 4-**In class**

#### **Wednesday**

- Complete and submit SB-Chapter 10 – Reading Questions

#### **Thursday**

- Continue working on argument essay

#### **Friday**

- Complete and submit SB Wordiness Assignment

### **Week 17** **5/8-5/12**

#### **Tuesday**

- Post Final Draft of Module 4 Writing Assignment (Last class day)

