



# English 1302 Composition

Course Syllabus: Spring 2023

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

**Instructor: Annette White**

**Office: H102**

**Phone: 903-434-9228**

**Email: [awhite@ntcc.edu](mailto:awhite@ntcc.edu)**

Office	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	5:30 p.m. - 6:00 p.m.	ONLINE	ONLINE	ONLINE	ONLINE

***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:

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.

**Prerequisite(s):** ENGL 1301 or its equivalent.

### 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.)

### Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Syllabus Acknowledgement, Topic Approval, and Course Evaluation	5%
Discussion (Blackboard and in-class)	15%
Rough Drafts and Peer Reviews	15%
Homework Assignments	15%
Final Drafts	50%
<u>TOTAL</u>	<u>100%</u>

Your weighted average will appear in the Weighted Average column in Blackboard at all times. The percentage that appears in the Weighted Average column depicts your grade.

90-100: A  
80-89: B  
70-79: C  
69-60: D  
59-0: F

### **Required Instructional Materials:**

Required Textbook: *Everyone's an Author with Readings*

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

**Minimum Technology 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 as a browser as it seems to work the best with the Blackboard LMS (learning management system).

### **Required Computer Literacy Skills:**

In order to be successful in this course, students should minimally possess the following technical skills:

1. The ability to properly use email, attach documents to email, and open, download, and save attachments.
2. The ability to properly update personal computer settings.
3. The ability to properly use a word processing application.
4. The ability to properly print an electronic file to a printer.
5. The ability to properly submit assignments to Blackboard.
6. The ability to properly save documents in a .doc or .docx format and to save in multiple places, e.g. hard drive, Google Drive, flash drive, etc.
7. The ability to properly connect to a broadband internet system.
8. The ability to properly search for and locate information on the internet.

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

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:** Please allow 24 hours for an email response. If it is urgent, please consider texting or calling instead.

**Institutional/Course Policy:** Once you complete the Syllabus Acknowledgement, 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 and the school counselor. 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 (12<sup>th</sup> day). In this case, the class will not appear anywhere on your college 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. It is your responsibility to drop a course or withdraw from the college.

### **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 (Times font, 12-point, double-spaced, etc.)
- 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 (comments) 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.

### **Late Work Policy:**

The word "assignments" refers to all work that is submitted to the instructor or posted on the discussion board. 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.

### **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.

### **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, 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. The expectation for this course is that your similarity

rate is less than 15%.

**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):**

A link to the Google Doc assignment calendar is included below & in the Getting Started module on Blackboard. Make sure to bookmark the calendar on your bookmarks bar for easy access and check it often (I recommend every Monday!). [ENGL1302 – Assignment Calendar \(Spring 23\)](#)