



# English 1301 – Composition I (ONLINE DC)

Course Syllabus: FALL 2023

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

**Instructor: Jennifer Sparks**

**Office:** Humanities 128C

**Phone:** (Office) 903-434-8138

**Email:** [jsparks@ntcc.edu](mailto:jsparks@ntcc.edu) (emails will be answered within 24 hours)

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	9:00-11:00 a.m. 1:30-3:00 p.m.	1:30-3:00 p.m.	9:00-11:00 a.m. 1:30-3:00 p.m.	1:30-4:00 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:** 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. 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:

Discussion Board Assignments	15%
Rough Drafts and Peer Reviews	20%
Smart Book (SM) Reading Assignments and Adaptive Learning	10%
Final Drafts of Essays 1, 2, & 3	30%
Final Draft of Research Essay 4	20%
Syllabus Acknowledgment, Course Evaluation	5%
Total	100%

## **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:**

Students must have daily access to a computer and broadband internet service to take this course. The computer should have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher. The operating system can be checked by right clicking on the “My Computer” icon on the home screen. The Word processing system can be checked by going to “Start” and clicking on “All Programs.” You may not be able to complete your assignments on your smartphone, a tablet, or a Chromebook.

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:**

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 utilize online help when needed
- 4) The ability to properly use a word processing application
- 5) The ability to properly print an electronic file to a printer
- 6) The ability to properly submit files in the Blackboard assignment windows
- 7) The ability to properly save documents in a .docx or .rtf format and save in an electronic form in multiple places, e.g. computer hard drive, portable flash drive, cloud storage, etc.
- 8) The ability to properly connect to a broadband internet system
- 9) The ability to properly search for and locate information on the internet

## Course Structure and Overview:

### Course Assignments

- You register your Connect access code to read the text and do most of the assignments in this course. The instructions are in this folder.
- 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.
- The SmartBook (SB) reading assignments and questions are graded, and they count for part your average for this course. The questions are based on your knowledge of the text, so it is best to read before you try to answer the questions to avoid receiving additional questions.
- The adaptive learning assignments are also counted toward your average. Again, the number of questions you receive is based on how well you answer the questions.
- You will have one discussion in each module. You will submit an original post and three peer responses. The discussions are meant to help you find a topic for your essay.
- 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.

Assignments are graded and returned within 72 hours. Essays are graded within one week following the due date with the exception of the final exam which is graded more promptly in order to accommodate the Registrar's guidelines and the campus policies. 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, adaptive learning assignments, discussions, and writing assignments. Specific instructions for each essay are posted in the learning modules. **All due dates are posted on the course calendar.**

**You are required to check your NTCC no less than every other day. This is the formal communication method for this course. Messages sent via Blackboard or personal email addresses will not be answered. You are required to download and use TEAMS for class communication and announcements. I highly suggest you maintain NTCC email and TEAMS on a mobile device or phone you regularly use.**

## **Institutional/Course Policy:**

### **Late Work Policy**

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. All request for extensions due to extenuating circumstances must be sent via NTCC email to the instructor BEFORE the assignment due date. No course credit is allowed after the three-day period.

**Discussion assignments will not be accepted late.**

**Please note that the SB and homework assignments have a window that closes once the due date has passed and this window can only be reopened by the instructor.**

### **Attendance and Participation Policy**

A hybrid writing class requires consistent engagement. You should plan to attend class when we meet weekly and log on to the online course every day.

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 DC ONLINE course  
Assignment Calendar Fall 2023**

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

**8/28-9/1**

**Monday**

- Read everything in the Start Here folder

**Introduction Module**

**Wednesday**

- Begin Introduction Module
- Post Introductory Discussion

**Friday**

- Submit Syllabus Acknowledgement

**9/4/-9/8**

**Monday**

- Labor Day Holiday

**Wednesday**

- Do SB-Chapter 1 - Reading Questions

**Friday**

- Post three Peer Responses to Introductory Discussion

**9/11-9/15**

**Monday**

- Begin reading narrative writing instruction
- Read SB-Chapter 2

**Wednesday**

- Post SB – Chapter 2 Reading Questions

**Friday**

- Post Writing Process Assignment

## Module 1

9/18/-9/22

### Monday

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

### Wednesday

- Post SB – Chapter 3 -Reading Questions

### Friday

- Post Writing Fully Developed Paragraphs Assignment
- Post Module 1- Initial Discussion Post

9/25-9/29

### Monday

- Read SB-Chapter 4
- Post three peer responses to Module 1 Discussion

### Wednesday

- Post SB-Chapter 4 – Reading Questions

### Friday

- Post Writing Strong Introductory and Concluding Paragraphs assignment
- Post Module 1 – Writing Assignment Rough Draft - Narration

10/2-10/6

### Monday

- Read SB-Chapter 14
- Post Peer Reviews to Narration Rough Draft

### Wednesday

- Post SB-Chapter 14 – Reading Questions

### Friday

- Post Sentence Types and Sentence Fragments Assignment
- Post Final Draft Narration

## Module 2

10/9-10/13

### Monday

- Begin Module 2 – Illustration
- Read SB-Chapter 5

### Wednesday

- Post SB – Chapter 5 -Reading Questions

**Friday**

- Post Subject-Verb Agreement
- Post Module 2- Initial Discussion Post

**10/16-10/20 Monday**

- Read SB Chapter 6
- Post three peer responses to Module 2 Discussion

**Wednesday**

- Post SB-Chapter 6 – Reading Questions

**Friday**

- Post Dangling and Misplaced Modifiers Assignment
- Post Module 2 – Writing Assignment #2 Illustration Rough Draft

**10/23/-10/27 Monday**

- Read SB-Chapter 7
- Post Peer Reviews to Writing Assignment #2 Rough Draft

**Wednesday**

- Post SB-Chapter 7 – Reading Questions

**Friday**

- Post Mixed Constructions Assignment
- Post Final Draft of Essay #2-Illustration

**Module 3**

**10/30-11/3 Monday**

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

**Wednesday**

- Post SB – Chapter 22 -Reading Questions

**Friday**

- Post Critical Reading Assignment
- Post Module 3- Initial Discussion Post

**11/6-11/10 Monday**

- Read SB-Chapter 24
- Post three peer responses to Module 3 Discussion



**Wednesday**

- Post SB-Chapter 24 – Reading Questions

**Friday**

- Post Commas Assignment
- Post Module 3 – Writing Assignment Rough Draft – Analysis

**11/13-11/17 Monday**

- Read SB-Chapter 25
- Post Peer Reviews to Analysis Rough Draft

Wednesday

- Post SB-Chapter 25 – Reading Questions

**Friday**

- Post Coordination and Subordination Assignment

**Module 4**

**11/20-11/24 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)

- Post Final Draft of Analysis Essay

**Tuesday**

- Post Reasoning and Argument Agreement

**Wednesday – Friday**

**THANKSGIVING HOLIDAY**

**11/27-12/1 Monday**

- Post SB – Chapter 9-Reading Questions

**Wednesday**

- Post three responses to Module 4 discussion

**TAKE NOTE THAT ASSIGNMENTS ARE DUE EVERY DAY IN THE UPCOMING WEEK**

**12/4-12/8 Monday**

- Read SB-Chapter 10
- Submit Course Evaluation and Send Proof To Instructor

**Tuesday**

- Post Module 4 Writing Assignment Rough Draft

**Wednesday**

- Post SB-Chapter 10 – Reading Questions

**Thursday**

- Post Peer reviews to Argument Rough Draft

**Friday**

- Post Wordiness Assignment

**12/11-12/14 Monday**

- Continue working on argument essay

**Wednesday**

- Make final revisions and edits to argument essay
- Post Final Draft of Module 4 Writing Assignment (Last class day)



