



# English 1301 Composition

Course Syllabus: Fall 2023

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

**Instructor: Annette White**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
		4 p.m. - 7 p.m.	4 p.m. - 7 p.m.	4 p.m. - 7 p.m.	

*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. The learning outcomes for English are:

**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:

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%

TOTAL 100%

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 & Below: F

**Required Instructional Materials:** Required Textbook: *Everyone's an Author with Readings*, Lunsford/Brody/Ede (course inclusive text)

**Instructional Materials:** spiral or composition book, pocket folder for notes

**Minimum Technology Requirements:** laptop or Chromebook

### **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 email responses, 48-72 if over the weekend.

**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. 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.

**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): [Included in the Start Course Here module on Blackboard.](#)**