English 1301 – Composition I
Course Syllabus: Fall 2024

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

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Office Hours				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	8:30 – 10:30		8:30 – 10:30	8:30 – 12:30

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

Required Instructional Materials:

Everyone's an Author with Readings (Fourth Edition) by Andrea A. Lunsford, Michal Brody, Lisa Ede, Jessica Enoch, Beverly J. Moss, Carole Clark Papper, Keith Walters

Course Structure and Overview:
This is a 16-week hybrid 1301 Composition Course. As the course description requires us to study and practice the writing processes, this class will move quickly. There is an emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style through the traditional academic essay. Therefore, the bulk of the points for this class come from the assignments dealing with composing and researching, as well as those dealing with drafting, revising, and editing. The last part of this course focuses on the peer review process as composition has become a skill that needs to be built both individually and collaboratively.

Evaluation/Grading Policy:
Assignments will be evaluated using the following point values:

Syllabus Acknowledgement	5 pts x 1	5
AI/Academic dishonesty/Plagiarism	5 pts x 1	5
Discussion Board Assignments	20 pts x 5	100
Reading Notes	10 pts x 4	40
Quizzes	10 pts x 4	40
Practices	10 pts x 4	40
Rough Drafts	50 pts x 4	200
Peer Reviews	30 pts x 4	120
Topic Approval (Essay 4)	20 pts x 1	20
Source Approval (Essay 4)	20 pts x 1	20
Final Copies (Essays 1,2,3)	100 pts x 3	300
Final Copy (Essay 4)	200 pts x 1	200
Course Evaluation	5 pts x 1	5
Course Reflections	5 pts x 1	5

Total points awarded   **1100**

990 and Above   **A**
880 - 989   **B**
770 - 898   **C**
Below 770   **F**

Grades will be returned to the student as follows:
- Blackboard assignments within twenty-four hours of the due date.
- Papers and Presentation 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.

Minimum Technology Requirements:
This is a hybrid course, therefore, this course requires you to have access to a computer that can run Blackboard, Teams, and Word. **During this course, we will have a meeting course via Teams.** It is recommended that you use Safari, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system).

If you have trouble accessing Blackboard and Word, there are basically three options:
1) If you have your own computer and solid internet access at home, please use your own equipment there.
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. Weather permitting, the best option for that is to remain outside away from others. If weather conditions are less than optimal, the campus is arranging socially distanced rooms you can use. You probably want to bring earbuds/headphones for privacy.
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 BT 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.

Communications: Turnaround time for email responses will be within 12 hours. *Reminder: NTCC email is the official form of communication used by the college. Students may reach the instructor through the provided Remind link with the understanding that the instructor will only reply swiftly between the hours of 6:00am and 6:00pm. Students may always seek help during office hours.

Assignments:
- You must retrieve your physical book in order to read the text and do most of the assignments in this course. The instructions are in the start course here folder.

Discussion Board Assignments- Class participation is an important expectation of this course. Students are expected to actively participate in 5 discussions (one per module). Discussions and peer responses should be posted by the due dates listed on the calendar and in the syllabus. Please review the Netiquette Rules in the Start Here folder on the home page of the course before you begin. Type your response in Google Docs so that you have access to word count, grammar and spelling check. Then copy and paste your response into the message window. **Do not use attachments for the discussion.**

Evaluation of Discussion Boards - Postings will be evaluated on the quality of the postings and the degree that the postings promote discussion with classmates. Participation on all boards is required and postings will be evaluated per board on the below scale. The discussion assignment will be scored on the following information:

Original Posting (10 points)
1. Answers all questions. (2 points)
2. Cites at least 2 specific examples (quotes with citations) from the reading. (4 points)
3. Discusses at a critical level, not just summary of the reading. (2 points)
4. Meets the minimum length of 100 words and is free of grammatical errors. (2 points)

Reply to Other's Postings (10 points)
1. Comments on two original posts. (3 points)
2. Adds additional information, explanation, or examples to the posts. (3 points)
3. Meets the minimum length of 25-75 words for each post. (2 point)
4. Is free of grammatical errors. (2 points)

Writing Assignments- During the semester, you are required to complete four essay-writing assignments. 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. Please follow the instructions given to you when writing your papers:
- Writing assignments must be typed in MLA format, using Times New Roman 12 pt. font, and be double spaced.
  - Module 1 Writing Assignment is 300-500 words.
  - Module 2 Writing Assignment is 600-900 words.
  - Module 3 Writing Assignment is 1000-1300 words.
  - Module 4 Writing Assignment is 1400-2100 words.

Quizzes: I like short quizzes that do not take up too much valuable class time. If you've given the assignment some effort, the quizzes should not be a problem as they will be literal questions over major issues in the reading for the day.

Institutional/Course Policy:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus and in the Blackboard course content areas. Assignments are graded per the HBISD Language Department Policies. All papers must be typed in MLA format and submitted through TurnItIn.com, a plagiarism checker. See learning modules for reading assignments, videos, and course material. Specific instructions for each essay are posted in the learning modules. ***All due dates are*** ***posted on the course calendar and in modules.*** All work submitted in this course is expected to be original work for this particular class. No previously written work, by the student or otherwise, will be considered eligible for course credit.

Submitting classwork - All classwork will be submitted online through Blackboard. Each Blackboard content area contains the links necessary for all submissions related to that area. ONLY IF a problem arises with Blackboard, I will coordinate an alternative method of submission. Students should NOT email submissions without speaking to me directly.

Late Work **-** Students are expected to turn in assignments by the due date given.
Work not turned in by the due date will be marked as MISSING (M) in the gradebook which automatically assigns a zero to the assignment and notifies parents through Parent Portal. Students with an "M" on their assignment have three school days to turn in the work for a maximum of 70 points. Assignments not turned in by the third day after the due date will have a ZERO put in the gradebook for that assignment. It is at the teacher's discretion to decide whether the work can be turned in or not.
- The email request for the extension or for a zero to be changed should include an acceptable reason that necessitates an extension; standard acceptable reasons include severe illness, family tragedy, and circumstances beyond the student's control. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, not having the correct textbook or computer software, or procrastination is *not* an acceptable excuse. 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.

Student Responsibilities/Expectations - Students are expected to log into the course Blackboard section at least twice a week and should check their NTCC email daily. Any schedule changes or other modifications to the course will be posted to an announcement within Blackboard and sent as a class-wide email to students' OFFICIAL NTCC EMAIL. Students are responsible for reading any such notices. Failure to log into the course or NTCC email does not excuse this responsibility. Students are also expected to keep track of their grades and contact me in a timely manner should they have grade-related questions. *I WILL NOT revisit grades that are more than 14 days old!*

Attendance – Attendance is mandatory. Remember, the course is heavily based on participation. It is very easy to fall behind if you miss. After missing 3 classes, you will be reduced by a letter grade. If you miss more than 5 classes you will lose credit for the course completely.

Participation - This course is primarily done during class, but there are online components which you will need to complete. If you have done the reading, prepared your assignments on time, and made an effort to be involved in the class activities, this should not be a problem. **But you will have to keep up with the chapter readings.**

Course Withdrawal - It is the student's responsibility to drop a course or withdraw from the college. Failure to do so will result in the student receiving a performance grade, usually a grade of "F". The final date to withdraw with a grade of "W" for Fall 2024 is November 19th. Dual Enrollment students should contact their academic advisor before withdrawing.

All assignments are due by midnight on the course end date. No assignments received after midnight on the course end date (December 12th) will be eligible for course credit.

Alternate Operations During Campus Closure/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.

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.

Diversity:
The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated. Please see Netiquette Rules in the Start Here folder.

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.

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

Live Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term)
https://docs.google.com/document/d/14ygK0aBj9KyxDCxO88e1NWY5HtzvNNdnzKnh1jurm3o/edit?usp=sharing