



English II Composition – ENGL 1302

Course Syllabus: Spring 2024

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

Instructor: Lindy Merriman

Office: 7:30 am to 8:00 am

After school - by appointment

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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): ENGL 1301

Student Learning Outcomes (SLO):

Upon successful completion of this course, students will

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop the skills to access, utilize, and evaluate scholarly articles.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use Edited American English in academic essays.
7. Develop knowledge and understanding of the APA guidebook and citation process.

Evaluation/Grading Policy:

All students will be graded and assessed off their abilities, skills, and understanding of the above listed SLO's. Students will be given a rubric for all essays, discussions, and short answer writing assignments. All rubrics will be posted on blackboard, given at least two weeks before the due date of the assignment, and provided in class as handouts. Any concerns or questions about the given rubrics needs to be addressed before the commencement of the assignment, so make sure to read through them in advance in order to familiarize yourself with expectations and address in questions which may arise.

All grades will be posted regularly (weekly basis) with the only exception being for essays. **All essay grades will be posted at least 14 business days after the final due date** (per MPHS student handbook). Please remember, all due dates are tentative and subject to change.

Assignment	# Given	Points for Ea	Total Points
Vocab Test	3	50	150
Comp Vocab	1	75	75
SAT Vocab Practice	25 - 30	5	125 - 150
Literature Circles	1	50	50
Jobs & DN	2	75	150
Reading Quiz	6 - 7	20	120 - 140
Admission Essay	1	120	120
Article Evaluation	1	150	150
Annotated Bib	1	150	150
Timed Essay	2	70	140
Semester Exam	1	250	250

To receive an A:	1525 - 1375 total points
To receive an B:	1374 - 1220 total points
To receive an C:	1219 - 1068 total points
To receive an D:	1067 - 915 total points *
To receive an F:	914 - 0 total points

*While a D is passing for college, it is failing for Eng III/IV.

*As such, **per admin**, it will cause you to no longer be in good standing with MPHS, and you will be removed from the program in which MPHS pays for your dual classes. Subsequently, you will have to pay back the money for ENGL 1302 (to MPHS), or you will be required to pay for all future dual credit classes taken through MPHS and NTCC.*

Required Instructional Materials:

Students must purchase and bring the following materials. The list on the left will be kept in class with the instructor. The list on the right will be kept by the student; however, all students are still required to have the materials on both lists for this course. If there is an issue or concern with purchasing any or all of the listed materials please let the instructor know asap. Materials need to be brought to class by no later than January 6, 2023 as all students will need their materials (in particular their flashdrive).

Kept in Class

- 3 boxes of Klennex

Kept by Student

- 8 GB Flash Drive

- Notebook and/or folders to store materials and handouts

- 1" binder for book pdf's

Required Texts:

All textbooks and works will be provided both online and as a handout in the form of pdf's. If you would like to purchase actual copies of the works, please see the list below. However, please note, this list is tentative, so it is subject to change.

- *Six of Crows*, Leigh Bardugo **ISBN 978-1250076960**
- “Macbeth”, William Shakespeare
- *Hitchhiker’s Guide to the Galaxy*, Douglas Adams, **ISBN 978-0345391803**
- Additional articles, poems, short stories, and or fiction pieces will be posted to the course Blackboard site

Optional Instructional Materials:

Computers and an Office365 account is provided for all students through MPHS. However, students are welcome to bring their own devices and/or laptops. Please note, Apple is NOT compatible with Microsoft Word. Documents submitted through Pages (the IOS program) will not be accepted. All essays and work must be submitted as Word Documents – NO EXCEPTIONS.

Minimum Technology Requirements:

8 GB Flash Drive, Microsoft Office (Powerpoint & Word)

Required Computer Literacy Skills:

You are about to embark on a writing course facilitated through the university’s Learning Management System (LMS) called *Blackboard*. It’s important that you understand how to operate the features of *Blackboard* and that you have the technical aptitude and equipment necessary to maximize your potential for succeeding in this course. **To navigate this class properly, you should know how to:**

- Email me (as needed) from your NTCC or MPISD email account or contact me through Schoology
- Access ALL features of *Blackboard* (**CAUTION:** mobile devices and tablets **do not** provide you with 100% access to all features of a class, such as the ability to upload assignments);
- Download and view PDF documents/handouts/assignment sheets (Adobe Acrobat reader may be required);
- Download and view PowerPoint presentations and videos;
- Save your writing assignments in .doc, .docx, and/or .rtf file formats (these file types are compatible with *Blackboard* and with Microsoft Word, allowing me to provide feedback and respond appropriately to your assignments);
- Upload assignments (composed in Word or another word processing program or Powerpoint) as attachments into the appropriate assignment area in *Blackboard* (**NOTE:** **you will NEVER email me an assignment. You will NEVER “share” an assignment through Google Docs or Office 365. All assignments must be uploaded as an attachment.**)
- Check feedback on your assignments and monitor your grades through “My Grades” on *Blackboard*
- Navigate common features of Microsoft Word, including the ability to change font styles, colors, sizes, insert headers/page numbers, modify paragraph spacing and page margins, and utilize your Spell Checker and Word Count features.
- Navigate common features of Powerpoint, including the ability to add audio to the presentation.

My role is to guide you through the outcomes of this course so you may be a more knowledgeable and skillful academic writer, not to hold your hand when it comes to the technical stuff. That being said, if you experience any technical issues along the way, you need to notify me immediately. Do not miss deadlines and then tell me you were having technical issues; ***these are not acceptable excuses for delayed or missed assignments or deadlines***. For technical support or assistance with Blackboard, contact the NTCC Computer Services:

<https://www.ntcc.edu/computerservices>

903-434-8140

Room # @ NTCC Campus: IA103

RECOMMENDED TECHNOLOGY/BLACKBOARD SUPPORT

The following is a list of resources available to you to help educate yourself about navigating most of the fundamental aspects of Blackboard. **If this is your first experience with Blackboard, I urge you to check out these tutorials/instructional resources.**

<https://www.youtube.com/channel/UCBCOhRJUIFPMFLYFdv6UPHw>

Blackboard Mobile for iOS and Android Devices

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store.

The Blackboard Mobile App provides **limited access** to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, **your mobile device does not replace your personal computer and should not be used as a substitute for one**. High stakes assignments, tests, etc. should be completed on a computer, and not on your mobile device. You will be given access to computers in class, before, and after school. However, if you have your own laptop you are more than welcome to bring it and use it.

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.

Writing Assignments (Format and Expectations):

Conscientious and timely completion of reading and writing assignments is essential for success in this English course. All papers must be typed in MLA format, saved as a word document or as rich text format (rtf.) and submitted in class on the due dates. Your final drafts must be submitted through a Turnitin assignment in Blackboard. Once again, do NOT email them to me.

Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format.
- Use Times New Roman 12 pt. font.
- 1" margins
- Double Spaced
- Titles (if applicable) are centered on the line immediately following the heading, with no extra spacing before or after
- Last name and page number should appear in the top right corner of each page – **EXCEPT** the first page.
- Essay writing assignments are usually two-to-three pages in length (500-750 words) but it varies with each essay, so make sure to reference specific essay instructions and rubric
- Pay close attention to spelling, grammar, and punctuation.
- Submit your papers through the Blackboard as a **Word doc attachment**. Do NOT share them through Google Docs or Office365. Do NOT email them.
- Your assignments will be graded holistically based on the writing rubric given when the essay is assigned in class.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in their academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic course work. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

Safe Assign:

To maintain the integrity of the work submitted for this course, you will be asked to submit assignments via the course Blackboard site which is enabled with the Safe Assign tool. Safe Assign checks submissions for unoriginal material from the internet, print sources, other student papers, and other sources. You will

have the ability to view your Safe Assign originality reports. Any possible instances or plagiarism or other academic integrity violations (such as unauthorized collusion) will be assessed prior to communicating findings to the student.

Missing and/or Make-up Work:

If, at any point, you are absent, it is YOUR responsibility to make-up your assignments. This applies to all in-class assignments (vocabulary tests, daily work, notes, etc), however, **this does NOT apply to major assignments such as formal essays and short answer work.** Those assignments are still due on the given due date regardless of your presence in class. Failure to turn major assignments in by the due will result in a penalty or possibly the inability to turn in the assignment at all.

All work must be made up before or after school. You are not allowed to come during another class period (in particular, during you study hall) to make up work. I know many of you do not like to arrive early in the morning, and many of you have conflicts, such as sports or electives, which affect your ability to come after-school. This is a situation you are responsible for resolving. It is your responsibility to arrange a time, either within your own personal schedule or with your coaches and/or sponsors, to make up any missing work. **Work which has been missing for longer than two weeks, will not be accepted.**

Late Work:

Major assignments such as formal writing assignments, short answer work, and/or discussion work (Lit Circle Jobs), will not be accepted after three days past the due date. Furthermore, each day it is late it will lose 15% of the total points possible (ex: 15% of 150 pts is a loss of 23 pts). After the three days have passed, the work will no longer be accepted. Exceptions to this will be done when needed on a case-to-case basis and will be decided upon by the instructor.

Bathroom Passes:

You will be given ONE Bathroom Pass a six weeks. This pass can be used to go to the bathroom or other areas on campus. While it is called a "Bathroom Pass", it must be used any time you leave the classroom during the scheduled class time. This includes but is not limited to going to the counselor's office, the AP's office, another building on campus (such as the CATE, Gym, Library, or Cafeteria), or going to another teacher's classroom. If you do not use your bathroom pass you will receive five potty-points (a total of 15 pts added to your final grade if you do not use it all three six weeks). You will not be docked for using your bathroom pass, however, once you use it, you will not be allowed to leave class again until the next six weeks.

Seating Arrangements:

All students will be given assigned seating. Failure to sit in your assigned seat may result in a call to your parent, and (if the behavior continues) a write-up for failure to follow classroom procedures. This seating arrangement is not there to punish you. It is put in place to help keep the classroom environment productive and orderly. If there are reasons for you needing to sit in a particular area in the classroom, please let me know. As long as the reasoning is valid, I will try to accommodate your needs as reasonably as possible.

Cell Phones and Smart Watches:

All cell phones and smart watches will be kept up and out of sight. It is also expected that these devices will be placed on silent or do not disturb. Failure to keep your device put up will result in the confiscation of the device and it will be sent to the AP's office.

On designated days (reading quizzes, timed essays, vocabulary tests), students will be required to place their phones and smart watches on my desk. Failure to do so will be an automatic zero on the given assignment.

Assignment Heading Requirements:

In the past many students have turned in work with missing information. If all of the following information is not included on your paper, you could lose **5 points off the grade** for **any** aspect that is missing.

Papers need to be headed as follows:

- a. FULL Name
- b. Date
- c. Class Period
- d. **Section # (Ex: 1301.43)**
- d. Title of Assignment

Tardies:

A student will be considered tardy if they are not in the classroom when the bell rings. If a student is standing outside the door they will be counted tardy, even if they have already come in and placed their belongings in the classroom. Furthermore, if there is an assignment/bell ringer displayed on the overhead a student will be considered tardy if they are not at their desk – either working on their bell ringer or getting out the necessary materials to work. Classes are only forty-five minutes long and often times that is simply not enough time to properly cover the material for the day. Class time must be properly utilized in order for your child to receive the best education possible. Deviating from this, or simply wasting time, will not be tolerated. After three tardies, the student will be written up in Total Discipline, and, from that point, the matter of discipline will be decided upon by the assistant principal/s.

Please **SIGN AND SUBMIT on the LAST page titled “Syllabus Acknowledgement”...**

Syllabus Acknowledgement Statement

A syllabus is a binding contract between the student, instructor and the institution. As such, all students enrolled in this course are asked to closely read the syllabus and sign this syllabus acknowledgment.

By signing the acknowledgment, you are agreeing to the following:

1. I have read the syllabus and understand the course description and course goals, the student learning outcomes, the expectations of the instructor, how major essay assignments are expected to be submitted, the section on academic ethics and honesty, and the responsibilities I have as a student in this course. If I do not believe that I can complete the requirements outlined in the syllabus, it is my responsibility to withdraw from the course.

(Please circle one)

- A. Agree
- B. Disagree

2. I have read the information provided in the syllabus on academic ethics and honesty. I understand that if I am discovered to be cheating or colluding on work assigned in this class, I could receive a zero for the assignment. I also understand that if I am found to have submitted a paper for credit that contains any amount of plagiarized material, I could receive a grade of "F" for the assignment or for the entire course.

(Please circle one)

- A. Agree
- B. Disagree

Student Name

Date

Signature
