English 1301 – Composition I
Course Syllabus: Spring 2025

Carolyn May – Instructor
Online Office Hours: Online several times daily M-F
Phone: 903-434-8255
Email: cmay@ntcc.edu (emails will be answered within 24 hours) No prerequisites are needed for this course.

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online Daily	Online Daily	Online Daily	Online Daily	Online Daily	M-F

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	10%
Rough Drafts and Peer Reviews	20%
Smart Book (SM) Reading Assignments	10%
Adaptive Learning Assignments	10%
Final Drafts of Essays 1 & 2	25%
Final Draft of Research Essay 3	20%
Syllabus Acknowledgment and Pre and Post Tests	2.5%
Course Evaluation	2.5%
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 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 must retrieve and 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 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.**

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.

NOTE** Only writing assignments (rough drafts and final drafts) submitted after the due date/time will be considered for course credit. Each late submission should be preceded or accompanied by an email to the instructor explaining why the submission was late. The late explanation will be reviewed and only accepted at the instructor's discretion. The reason for late submissions should fall under the "standard acceptable reasons" listed below. If course credit is allowed, the submission 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 (see explanation below). No course credit is allowed after the three-day period.

An extension for assignments is strictly given at the instructor's discretion. **In order to receive an extension, students must submit a written request to the instructor BEFORE the original due date of the assignment**. The request for the extension should include an acceptable reason that necessitates an extension. Standard acceptable reasons include severe illness or hospitalization, family tragedy, natural disasters, or extreme circumstances beyond the student's control. Emergency situations will be handled on an individual basis. Please note that being disorganized, not planning ahead, out of town ballgames, UIL events, or extracurricular activities, not having the correct textbook or computer software, or procrastination are examples of *non*acceptable excuses. 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.

Please note that the automated homework assignments have a window that closes once the due date has passed and this window will not reopen.

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

Attendance and Participation Policy

An online writing class requires consistent engagement. You should plan to log on every day, look at your grades, read instructor's comments, check email, and announcements. 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 (which includes self-plagiarism -- submitting your own previously written work), 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 and AI detection software is used in this course and all writing assignments are filtered through the software. Occurrences of **plagiarism, self-plagiarism** (recycling a previously written personal paper), or **AI generated work** will either result in a zero with no opportunity to resubmit or a heavy deduction will occur. All submitted work, including writing assignments, discussion boards, journals, etc. are to be original to the current course. No previously written work, whether your own or someone else's will be considered for course credit.

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)**

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/Academic Calendar
 (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

ENGL 1301 – Spring Assignment Calendar

Assignments are due by midnight on the due date:
Monday (Day 1); Tuesday (Day 2); Wednesday (Day 3); Thursday (Day 4);
Friday (Day 5); Saturday (Day 6); Sunday (Day 7).
This course carries a no late policy. Review this assignment calendar as compared to your personal calendar and plan accordingly to avoid losing credit on a late assignment. Automated homework assignments have a window that closes at midnight of the due and does not reopen.

Week	Assignments (** indicates graded assignments)	Due
WEEK 1	**1/20-26/2025**	
	MARTIN LUTHER KING HOLIDAY *(No Homework Required)*	Day 1
	Read everything in the Start Here folder	Day 2
**	Submit Syllabus Acknowledgement (no additional modules will open until this is completed)	Day 2
	Begin Introduction Module	Day 3
**	Post Introductory Discussion	Day 3
	Read SB - Chapter 1	Day 7
**	Post SB-Chapter 1 - Reading Questions	Day 7
**	Post three Peer Responses to Introductory Discussion	Day 7
WEEK 2	**1/27-2/2**	
	Read SB-Chapter 2	Day 1
**	Post Pretest	Day 1
**	Post SB – Chapter 2 Reading Questions	Day 1
**	Post Writing Process Assignment	Day 1
	Begin Module 1 – Narration	Day 1
	Read the Module 1 – Writing Assignment –Narration Instructions	Day 1
	Read SB-Chapter 3	Day 3
**	Post SB – Chapter 3 -Reading Questions	Day 3
**	Post Writing Fully Developed Paragraphs Assignment	Day 3
**	Post Module 1- Initial Discussion Post	Day 3
**	Post three peer responses to Module 1 Discussion	Day 7
WEEK 3	**2/3-9**	
	Read SB-Chapter 4	Day 1
**	Post SB-Chapter 4 – Reading Questions	Day 1
**	Post Writing Strong Introductory and Concluding Paragraphs Assignment	Day 1
**	Post Module 1 – Writing Assignment Rough Draft – Narration	Day 1
	Read SB-Chapter 14	Day 3
**	Post SB-Chapter 14 – Reading Questions	Day 3
**	Post Sentence Types and Sentence Fragments Assignment	Day 3
**	Post Peer Reviews for Narration Rough Draft	Day 3
**	Post Final Draft of Narration	Day 7

	WEEK 4	2/10-16	
		Begin Module 2 – Illustration	Day 1
		Read SB-Chapter 5	Day 1
	**	Post SB – Chapter 5 -Reading Questions	Day 1
	**	Post Subject-Verb Agreement	Day 1
		Read the Module 2 – Writing Assignment –Illustration Instructions	Day 1
	**	Post Module 2- Initial Discussion Post	Day 3
		Read SB-Chapter 6	Day 3
	**	Post SB-Chapter 6 – Reading Questions	Day 3
	**	Post Dangling and Misplaced Modifiers Assignment	Day 3
	**	Post three peer responses to Module 2 Discussion	Day 7
	WEEK 5	**2/17-23**	
	**	Post Module 2 – Writing Assignment Rough Draft – Illustration	Day 1
	**	Post Peer Reviews for Illustration Rough Draft	Day 3
		Read SB-Chapter 7	Day 3
	**	Post SB-Chapter 7 – Reading Questions	Day 3
	**	Post Mixed Constructions Assignment	Day 3
	**	Post Final Draft of Illustration	Day 7
		Read the Module 3 – Writing Assignment –Argument Instructions (This assignment is longer so plan to begin earlier – Topic Approval Assignment is due the first day of Module 3).	Day 7
	WEEK 6	**2/24-3/2**	
		Begin Module 3 – Argument	Day 1
		Read SB-Chapter 9	Day 1
	**	Post SB – Chapter 9 -Reading Questions	Day 1
	**	Post Reasoning and Argument Assignment	Day 1
	**	Post Topic Approval for Module 3 Writing Assignment -- Argument	Day 1
		Begin gathering sources and writing Module 3 Argument essay	Day 3
	**	Post Module 3- Initial Discussion Post	Day 3
		Continue writing Module 3 - Argument Essay	Day 7
	**	Post three peer responses to Module 3 Discussion	Day 7
	WEEK 7	**3/3-9**	
		Read SB-Chapter 10	Day 1
	**	Post SB-Chapter 10 – Reading Questions	Day 1
	**	Complete and Submit End of Course Evaluation	Day 1
	**	Post Module 3 – Writing Assignment Rough Draft – Argument	Day 3
	**	Post Wordiness Assignment	Day 7
	**	Post Peer Reviews for Argument Rough Draft	Day 7
	WEEK 8	**TAKE NOTE OF THE DUE DATES IN THIS LAST SHORT WEEK** **3/10-16**	
	**	Post Post-Test	Day 1
	**	Post Final Draft of Argument **note due date	Day 3
		End of Course (no credit will be given on assignments submitted after midnight of this day)	Day 3