



ENGL 1301.088 – English Composition I (Online)

Course Syllabus: Minimester Spring 2026

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

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Weekday	Office Hours
Monday	Online Daily
Tuesday	Online Daily
Wednesday	Online Daily
Thursday	Online Daily
Friday	Online Daily
Saturday	Online Daily
Sunday	Online Daily

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:

The breakdown of the course requirements is as follows:

%	Requirement
10%	Discussion Board Assignments
10%	Smart Book (SB) Assignments
10%	Connect Adaptive Learning Homework Assignments
10%	Rough Draft Writing Assignments
10%	Peer Review Assignments
25%	Final Drafts of Essays 1 & 2
20%	Final Draft of Research Essay 3
5%	Syllabus Acknowledgement, Course Evaluation, Pre and Post Tests
100%	Total

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

Required Instructional Materials:

Online Textbook: *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.**

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.

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 use Connect to read the text and do the online SB and homework assignments in this course.
- 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 are graded and 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 Connect Adaptive Learning homework assignments also count 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 three writing assignments, and each assignment will include a rough draft, two peer reviews, and a final draft. **The last research essay final draft is weighted heavier than the first two essays, but all essays count for a large part of the total grade, so it is important to complete the rough draft, peer reviews, and final draft for each writing assignment.**
- 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 writing assignment folder in each of the learning modules. **All due dates are posted on the course calendar.**

Institutional/Course Policy:

Late Work Policy:

All assignments are due at midnight on the due date. Please submit assignments on time to receive full credit. "Assignments" refers 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. **Assignments submitted after the due date/time will only be accepted at the instructor's discretion and will incur a 10% deduction of the original grade for each day late** unless the student has been granted an extension (see below). **Please note that the assignments have a window that closes once the due date has passed and this window will not reopen.**

An extension for assignments *may* be given by the instructor. **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, 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.

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. 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.

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

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

Additional Information on the Use of Artificial Intelligence (AI) in This Course:

All work submitted in this course is expected to be original work for this particular class. Any previously written work, either by the student or another source, will either be considered ineligible for course credit or a percentage of the grade will be heavily deducted.

This does include the use of any artificial intelligence (AI) generating tools like ChatGPT, Gemini, and Grok as well as the AI-generating tools available through Microsoft Copilot and Google Docs. I use Turnitin's AI detector to check for AI usage for essay assignments in this course. **The grade will be affected on any writing assignment that is detected with more than 20 percent AI generated material. Any paper having more than 50 percent AI-generated material will be subject to receive a zero for the assignment.** If your paper is flagged at more than 50 percent, you will be required to meet with the instructor either face-to-face on campus or through a TEAMS video chat to discuss the AI-flagged material. So, my advice is to please avoid the temptation to use AI-generated work in any of your written assignment.

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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 Schedule:

See printable Assignment Calendar on next page.

ENGL1301 – May 2026 Assignment Calendar

Assignments are due by midnight on the due date (Monday-Sunday).

No assignments will be accepted for course credit after midnight on the course end date.

- 05/18**
 - Read everything in the Start Here folder;
 - Register with Connect;
 - Submit Syllabus Acknowledgement;
 - Begin Introduction Module
 - Post Introductory Discussion

- 05/19**
 - Read SB - Chapter 1
 - Do SB-Chapter 1 - Reading Questions
 - Read SB-Chapter 2; Post Pretest
 - Post SB – Chapter 2 Reading Questions
 - Post Writing Process Assignment
 - Post three peer responses to Introductory Discussion

- 05/20**
 - Begin Module 1 – Narration
 - Read the Module 1 – Writing Assignment –Narration Instructions
 - Read SB-Chapter 3
 - Post SB – Chapter 3 -Reading Questions
 - Post Writing Fully Developed Paragraphs Assignment
 - Post Module 1- Initial Discussion Post

- 05/21**
 - Read SB-Chapter 4
 - Post SB-Chapter 4 – Reading Questions
 - Post Writing Strong Introductory and Concluding Paragraphs assignment
 - Post three peer responses to Module 1 Discussion

- 05/22**
 - Read SB-Chapter 14
 - Post SB-Chapter 14 – Reading Questions
 - Post Sentence Types and Sentence Fragments Assignment;
 - Post Module 1 – Writing Assignment Rough Draft - Narration

- 05/23**
 - Post Peer Reviews for Narration Rough Draft
 - Begin Module 2 – Illustration
 - Read SB-Chapter 5
 - Post SB – Chapter 5 -Reading Questions
 - Post Subject-Verb Agreement
 - Read the Module 1 – Writing Assignment –Illustration Instruction

- 05/24**
 - Post Final Draft for Narration Essay
 - Post Module 2- Initial Discussion Post

- 05/26**
 - Read SB-Chapter 6
 - Post SB-Chapter 6 – Reading Questions
 - Post Dangling and Misplaced Modifiers Assignment

- 05/27
 - Post Module 2 – Writing Assignment Rough Draft - Illustration
 - Read SB-Chapter 7;
 - Post SB-Chapter 7 – Reading Questions
 - Post Mixed Constructions Assignment

- 05/28
 - Post peer reviews for Illustration Rough Draft
 - Post three peer responses to Module 2 Discussion

- 05/29
 - Post Final Draft of Illustration Essay
 - Begin Module 3 – Argument
 - Read SB-Chapter 9
 - Post SB – Chapter 9 -Reading Questions
 - Post Reasoning and Argument Assignment
 - Read the Module 3 – Writing Assignment –Argument Essay Instructions (This assignment is longer so plan to begin earlier)

- 05/30
 - Begin gathering sources and writing Module 3 Argument Essay
 - Post Module 3- Initial Discussion Post
 - Read SB-Chapter 10
 - Post SB-Chapter 10 – Reading Questions
 - Post Wordiness Assignment
 - Post Post-Test

- 05/31
 - Post three peer responses to Module 3 Discussion
 - Begin gathering sources and writing Module 3 Argument Essay
 - Post Module 3- Initial Discussion Post
 - Begin Module 3 Argument Essay Rough Draft

- 06/02
 - Continue working on Module 3 – Writing Assignment

- 06/03
 - Post three peer responses to Module 3 Discussion
 - Post Module 3 – Writing Assignment Rough Draft – Argument

- 06/04
 - Post peer reviews for Argument Rough Draft

- 06/05
 - Post final draft of Argument Essay
 - **Last class day**