



# ENGL 1301 English Composition I

Course Syllabus: Summer II 2017

*"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."*

## Carolyn May – Instructor of Record

**Online Office Hours:** Online daily

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						Online daily

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**COURSE DESCRIPTION:** 3 credit hours.

Lecture/Lab/Clinical: Three hours of class each week.

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.

*Note: English Composition I is a prerequisite for all 2000-level literature courses.*

## REQUIRED TEXTBOOK:

The textbook is required and provides essential information for successful completion of this course:

*The Composition of Everyday Life* 5th edition Mauk/Metz Printed LMS Access Codes

You can purchase your textbook or e-text at the NTCC College Store. **YOU MUST HAVE A TEXTBOOK BEFORE THE CLASS BEGINS.** You can purchase your access code at the NTCC bookstore, and you can request that the digital code be emailed to you so that you will have instant access to the digital book. The bookstore number is 903-434-8150.

**PUBLISHER:** Wadsworth Cengage Learning

**ISBN:** 9781305496507

## RECOMMENDED READING(S):

N/A

## 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.

## COURSE GOAL:

The goal of this class 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.

**COURSE EXPECTATIONS:**

To complete this course successfully, you should do the following:

- Participate in the course activities.
- Read all of the textbook assignments.
- Complete the assignments for each of the lessons.
- View all the thirty-minute video lessons.
- Participate actively and meaningfully in all discussions.
- Prepare and submit all writing assignments.
- Complete the self-reflection journal.

**EVALUATION/GRADING POLICY:**

Your assignments will be evaluated using the following point values:

Three Rough Drafts	15%	A = 90-100
Three Peer Reviews	15%	B = 80-89
Three Final Drafts	30%	C = 70-79
Discussion Blogs	20%	D = 60-69
Homework Assignments	<u>20%</u>	F = 59 and below
 Total	 100%	

Your weighted average will appear in the Weighted Average column in the Blackboard Gradebook at all times.

**Evaluation Criteria for Essay Assignments (Specific rubrics are attached to each writing assignment)**

Grade	Criteria
90-100	The essay provides a well-organized response to the topic and maintains a central focus. The ideas are expressed in appropriate language. A sense of pattern of development is present from beginning to end. The writer supports assertions with explanation or illustration, and the vocabulary is well suited to an academic paper. Sentences and phrasings within sentences reflect a command of standard written English, including what constitutes a complete sentence. Grammar, punctuation, and spelling are almost always correct. The essay follows MLA format and meets the minimum word count requirement
80-89	The essay provides an organized response to the topic. The ideas are expressed in clear language most of the time. The writer develops ideas and generally signals relationships within and between the paragraphs. The writer uses vocabulary that is appropriate for the essay topic and avoids oversimplifications or distortions. Sentences generally are complete and also grammatically correct, although some grammatical errors may be present when sentence structure is particularly complex. With few exceptions, punctuation, and spelling are correct. The essay follows MLA format, although a few minor errors may be present, and the essay meets the minimum word count.
70-79	The essay shows a basic understanding of the demands of essay organization, although there might be occasional digressions. The development of ideas is sometimes incomplete or superficial, but basic logical structure can be discerned. Vocabulary generally is appropriate for the essay topic but at times is oversimplified. Sentences reflect a sufficient command of standard written English to ensure reasonable clarity of expression. Sentence fragments, fusions, and comma splices may be present. Grammar is usually, although not always, correct. Common words are spelled correctly but more difficult words may be misspelled. The essay follows MLA format but errors are present, and the essay may be a little short of the minimum word count.

60-69	The essay provides a response to the topic but generally has no overall pattern of organization OR begins with a response to the topic but does not develop the response. Some paragraphs have adequate structure, but ideas are often undeveloped or are repeated and/or seem to be presented randomly. The writer generally does not signal relationships within and between paragraphs. The writer uses informal language frequently and writes in a conversational style when appropriate academic prose is needed. Vocabulary seems limited and words may be misused. Sentences are often simplistic and lacking in variety. Sentence phrasing obscures rather than enhances clarity of expression. The essay has recurrent grammatical problems or has occasional problems <i>only</i> because of the narrow range of sentence and language variety. Fragments, fusions, and comma splices are common. Punctuation, and spelling errors occur often. The essay either does not follow MLA format or has numerous distracting errors. The essay does not meet the minimum word count.
Below 50	The essay suffers from general incoherence and has no discernible pattern of organization. It displays a high frequency of error in the regular features of standard written English. Lapses in punctuation, spelling, and grammar often frustrate the reader. Or, the essay is so brief that any reasonably accurate judgment of the writer's competence is impossible. The essay does not follow MLA format or meet the minimum word count.

## TESTS/EXAMS:

## ASSIGNMENTS:

To access all course material, instructions for all assignments, and the assignments, click on the lesson tabs on the menu of the home page of the course. All course assignments and due dates can be found on the course calendar on the menu bar.

### Assignment Information

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus and on the Blackboard Course Calendar link. You can also view assignment reminders under the Bulletins and Announcements button.

Assignments and essays are graded and returned within 72 hours or before. All essays papers must be typed in MLA format. See the lesson tabs in the menu for reading assignments, videos, and course material. Specific instructions for each essay are posted in the writing assignment folder. **All due dates are posted on the course calendar and in the syllabus.**

### Writing Assignments

During the semester, you are required to complete three essay-writing assignments. Please follow these instructions when writing your papers:

- Writing assignments must be typed in MLA format
- Use Times font and font size of 12 pt.
- Double-space.
- Essay writing assignments are 2-3 pages in length (500-750 words).
- The research essay is 5-7 pages in length (1500-2100 words)
- Discussion assignments are usually two paragraphs in length (300 words) and peer responses are usually a paragraph (100-150 words).
- Spelling, grammar, and punctuation are counted toward the grade in all assignments.
- Due dates for all assignments are noted in the syllabus and on the course calendar.
- All final essays are submitted through TurnItIn.com, a plagiarism checker.
- Graded papers will be returned within 48 hours of receipt. Your essays will be graded holistically on the essay- scoring rubric.
- Late papers are accepted at the instructor's discretion and will not receive full credit. (See Late Work Policy) Emergency situations will be handled on an individual basis.

## **OTHER COURSE REQUIREMENTS:**

### **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 should also 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 Social Security number (SSN). If you do not have a SSN, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). You can access your NTCC email account by clicking on the webmail icon in the MyEagle portal. A good suggestion is to set to your phone to receive NTCC emails during the Intersession semester so that you do not miss important messages about the class.

### **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 a plagiarism checkers. Any questionable results will be shared and discussed with the student before any action is taken.

### **Late Work Policy:**

All assignments are due at midnight on the due date. Please submit assignments on time to receive credit. Late work will only be accepted at the instructor's discretion and will not receive full credit.

## **STUDENT RESPONSIBILITIES/EXPECTATIONS:**

### **Computer Requirements**

**You must have access to a computer to take this course.** Your computer needs to have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher, and you will need broadband internet access. You can check your operating system by right clicking on the My Computer icon on the home screen. You can check your word processing program by going to Start and clicking on All Programs. You will find your Office program there. If you do not have access to a computer with the minimum computer requirements, I strongly suggest that you reconsider taking this online course.

### **Blackboard Tutorials**

Blackboard tutorials are provided on the Blackboard home page or on the menu bar of the home page of the course. Once logged in, you can click on the Help button to find answers to your Blackboard questions. Knowing how to navigate through the course will aid in your success this semester.

### **Withdrawal Policy**

It is your responsibility to drop a course or withdraw from the college. **Once you have submitted the syllabus acknowledgment, you are considered in attendance.** If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

## **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.

## **OTHER COURSE POLICIES:**

### **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 academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. 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.

### **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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Blackboard has a built-in screen reader, and the course videos have written transcripts available for students if needed. If additional accommodations are needed, please contact the instructor.

### **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.

