



English 1301 Composition I

Course Syllabus: Fall 2019

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Carolyn May – Instructor

Online Office Hours: Online several times daily M-F

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No prerequisites are needed for this course.

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. The learning outcomes for English are:

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 course 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.

Educational Objectives

1. Ensure academic success while encouraging students to grow intellectually.
2. Help literal thinkers recognize assumptions, evaluate arguments and assess inferences.
3. Help novice writers who are apprehensive about the writing process gain confidence in their research, communication, and argumentation skills.
4. Utilize technology appropriately in the learning process.

Course Objectives

Working in a spirit of inquiry and dialogue, upon successful completion of this course, you will:

1. Apply a variety of invention strategies that generate topics and ideas suitable for writing at an analytical level.
2. Apply a variety of organizational strategies that support a logical progression of ideas and supporting evidence.
3. Apply a variety of revision strategies that clarify and enhance the writer’s approach to the topic.

Specific learning objectives are listed in each lesson in the learning modules.

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.

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.

Course Materials

Textbook: *The Composition of Everyday Life* 5th edition Mauk/Metz
ISBN#9781305496507. Boston: Wadsworth Cengage Learning

You have exclusive 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 and you will not need an access code to register for the course material.

Video Programs: The video programs are an integral part of this course. These videos are included in each lesson and contain information to facilitate your success in the course.

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 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, videos, and course material. Specific instructions for each essay are posted in the learning modules. **All due dates are posted on the course calendar.**

Course Assignments

To access all course material, assignments, and instructions, click on the Learning Module tabs on the menu of the home page of the course (left toolbar). The modules are meant to be accessed and viewed in order, so begin with Module One. The lesson material which includes chapter reading from the textbook, videos, self-paced activities, discussion boards, and journal entries are inside the module folders. The writing assignments are listed in separate links in the menu toolbar of the course shell. The due dates for all assignments are listed in the Assignment Calendar located in the course shell.

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 automated homework 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.

Evaluation Criteria for Essay 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.

Course Assignments and Grading Policy

Your assignments will be evaluated using the following point values:

Syllabus Acknowledgement, Introductory Discussion, Topic Approval	3%
Course Evaluation	2%
Discussion Board Assignments	10%
Rough Drafts and Peer Reviews	25%
Homework Assignments	10%
Final Drafts	50%
<u>Total</u>	<u>100%</u>

Your weighted average will appear in the Weighted Average column in the Blackboard Gradebook at all times. The percentage that appears in the Weighted Average column depicts your grade. For example: 87.43% = 87 (B).

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.

Technical Skills Required

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

Computer 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.”

It is recommended that you use Internet Explorer, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system). On some computers, the videos embedded in the course shell will only run properly using Internet Explorer. A speaker system either within the computer or used externally is required to properly hear the video presentations.

This is a completely online course; therefore, success in this course requires logging into the course on a daily basis. If a student does not have access to a personal computer with the minimum computer requirements, it is suggested that he/she research computer access options in the local community, college computer lab, etc. before enrolling in this course.

Withdrawal Policy

Once you log in to the course, 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.

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.

Disabilities

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 the College Connection. The office number is 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

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.

Academic Honesty

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of Northeast Texas Community College. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Complete information on student conduct and responsibility can be found in the current NTCC Catalog and also the NTCC Student Handbook. Both of these publications are available on the NTCC website.

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.

Family Educational Rights and Privacy Act

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.