



# ENGL 1301 English Composition I ONLINE

Course Syllabus: December Intersession 2018

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

## Mandy Smith

**Office:** Humanities Building 116

**Phone:** 903-466-6377

**Email:** msmith@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						Online several times daily M-F

*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.*

## 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 every day and argumentative writing.

## Required Textbook(s):

The Composition of Everyday Life (\$42)

**Publisher:** MindTap

**ISBN:** 13: 978-0393265293

Your course materials are included with your tuition and fees, and available through Blackboard on the first class day. 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.

**RECOMMENDED READING(S):** N/A

## **STUDENT LEARNING OUTCOMES:**

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 OBJECTIVES: N/A**

## **LECTURES & DISCUSSIONS: N/A**

## **COURSE ASSIGNMENTS/GRADING POLICY:**

### **Course Assignments**

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

### **Late Work Policy**

All assignments are due before midnight on the due date. Please submit assignments on time to receive full credit. Assignments submitted after the due date/time will only be accepted at the instructor's discretion.

### **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.

Your assignments will be evaluated using the following point values:

Syllabus Acknowledgement, Introductory Discussion, and Course Evaluation	5%
Discussion Board Assignments	15%
Rough Drafts and Peer Reviews	15%
Homework Assignments	15%
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).

## **ASSIGNMENTS:**

### **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. See lesson folders for reading assignments, videos, and course material. Specific instructions for each essay are posted in the writing assignment folders. **All due dates are posted on the course calendar.**

### **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.

### **Blackboard Tutorials**

Blackboard tutorials are provided on the Blackboard home page. 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.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS:**

### **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.

### **Attendance/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. Emails will be answered within 24 hours. 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 to your account.

### **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, Safari, 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.

### **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 request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 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.

### **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.

**STUDENT STATEMENT OF UNDERSTANDING:**

**I have read the above information and the statement provided in the syllabus. 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 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.**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_