



English 1301 Composition 1

Course Syllabus: Fall 2019

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

Annette White – Instructor

Office: 9:40 a.m. – 10:25 a.m. M-F, CHHS Room 511

Phone: 903-434-9228

Email: awhite@ntcc.edu (emails will be answered within 24 hours)

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: 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:

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 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 all course activities.
- Read all textbook assignments.
- Complete the assignments for each lesson.
- 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 Blackboard will aid in your success this semester.

Course Materials:

Required Textbook: *Everyone's an Author with Readings* 2nd Edition Lunsford/Brody/Ede
1 composition book

Assignment Information:

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments and due dates will be posted in Blackboard under Calendar of Assignments. I will also send out reminders and announcements on Remind. The class code is @bbef88.

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 or .docx and submitted as attachments in Blackboard. Specific instructions for each essay are posted in the learning modules.

Lectures & Discussions:

Lectures and discussions will be conducted in a face-to-face classroom setting. Students are expected to attend all lectures and participate in discussions. Participation in both face-to-face and online discussion forums is monitored and graded.

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.

Grading Policy:

Your assignments will be evaluated using the following point values:

Syllabus Acknowledgement, Topic Approval, and Course Evaluation	5%
Discussion (Blackboard and in-class)	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.

90-100: A
80-89: B
70-79: C
69 & Below: F

Late Work Policy:

All assignments are due at the end of class on the due date (2:55 p.m.), unless otherwise posted on the assignment calendar or Blackboard. Assignments must be submitted 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 and time. In addition to turning all final drafts in on Blackboard, students are also required to turn in a printed copy to the instructor by the due date. **Assignments submitted after the due date and 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).

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 that it is due is typically not a wise choice.

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 use a word processing application.
4. The ability to properly print an electronic file to a printer.
5. The ability to properly submit assignments to Blackboard.
6. The ability to properly save documents in a .doc or .docx format and to save in multiple places, e.g. hard drive, Google Drive, flash drive, etc.
7. The ability to properly connect to a broadband internet system.
8. The ability to properly search for and locate information on the internet.

Computer Requirements:

It is recommended that you use Internet Explorer, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system). While students will have daily access to Chromebooks in class, it is recommended that you have access to a personal computer that has Windows XP SP3 or later or Mac OS X 10.3 or higher.

Withdrawal Policy:

Once you complete the Syllabus Acknowledgement Quiz, 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 and the school counselor. Failure to do

so will result in receiving a poor performance grade, usually a grade of F. Since this is a dual-credit course, withdrawing or failing the course results in not receiving your required high-school English credit.

You may **drop** the class prior to the official reporting day (12th day). In this case, the class will not appear anywhere on your college 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. 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, gender, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

Cell Phone Policy:

The use of cell phones is prohibited in class. Any phone that is seen or heard will be picked up and turned in to the high school office.

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.

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.