



ENGL 1302 English Composition II ONLINE

Course Syllabus: December Intersession 2018

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

Instructor: Anna Ingram

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.

Catalog Course Description (include prerequisites): 3 credit hours.

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

Prerequisite(s): [ENGL 1301](#) or its equivalent.

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Required Textbook(s):

Required and included with your course fees: *Inventing Arguments* Mauk/Metz 4th ed. 2016 – Digital Text with MindTap Access Code

Publisher: Cengage Learning **ISBN Number:** 1305496569

You will have access to the code on the first day of class. The textbook is digitally embedded in the course.

Recommended Reading(s):

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

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.

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 and homework assignments.
- Prepare and submit all writing assignments.

Evaluation/Grading Policy:

Course/Assignments Grades

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%	

Tests/Exams:

Assignments:

Assignment Information:

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. The lessons are meant to be accessed and viewed in order, so begin with Lesson 1. The due dates for all course material and assignments are listed in the assignment calendar located in the menu bar and in the Start Here folder.

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments are under the Assignment Calendar tab on the left side of the Home Page. See the Course Calendar to determine when assignments are due. Assignments are due no later than midnight of the due date. Assignments are graded within 72 hours following the due date. All papers must be typed in MLA format and submitted as attachments when due. See lesson folders for reading assignments, videos, and course material. Specific instructions for each essay are posted in the essay assignment folder on the menu bar. **All due dates are posted on the course assignment calendar.**

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-spaced.
- Essay writing assignments are 3-4 pages in length (600-900 words).
- Discussion assignments are usually 2-3 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 on the course calendar.
- All final essays are submitted through TurnItIn.com, a plagiarism checker.
- Graded assignments will be returned within 72 hours of receipt. Essays will be graded holistically on the essay-scoring rubric within the TurnItIn essay assignment and will be graded within one week following the due date.
- 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.

Late Work Policy:

The word "assignments" refers to all work that is submitted to the instructor or posted on the discussion board. Students are to submit assignments on or before the stated due date/time. Late assignments will only be accepted at the instructor's discretion and will not receive full credit. Emergency situations will be handled on an individual basis.

Plagiarism:

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another author's sentences or words. Usually this results in an automatic grade of "F" for the course. You cannot mix the author's words with your own or "plug" your synonyms into the author's sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. **If you use another person's words, phrases, sentences, even if you are paraphrasing, you must cite the source.** All essays are submitted through TurnItIn.com, a plagiarism checker.

EVALUATION CRITERIA FOR ESSAYS

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.

Other Course Requirements:

Attendance/Participation Policy

An online writing class requires consistent engagement. All of your activity, including the links that you access and the amount of time spent on each activity, is tracked through Blackboard. You should plan to log on every day and participate fully in the course. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade or cause you to lose credit completely.

You should also check your NTCC email account daily. This email account 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. If you do not have a social security number, 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). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

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. It is recommended that you use Google Chrome or Firefox as a browser as it seems to work the best with the Blackboard LMS (learning management system). If you do not have access to a computer with the minimum computer requirements, it is strongly suggested that you reconsider taking this online course.

Withdrawal Policy/Date:

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. Please see Netiquette Rules in the Start Here folder.

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.

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.