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

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COURSE DESCRIPTION

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

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

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

COURSE MATERIALS

Inventing Arguments Mauk/Metz 4th ed. 2016

**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. <u>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.</u>*

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.
- Prepare and submit all writing assignments.

ASSIGNMENT INFORMATION

Conscientious and timely completion of assignments is essential for success in this writing course. The assignments are under the Calendar tab on the left side of the Home Page. See the Course Calendar to determine when assignments are due. Due dates are also posted at the end of this syllabus. Assignments are due no later than midnight of the due date. Assignments are graded within 72 hours following the due date.

Essays are graded and returned within one week following the due date with the exception of the final exam which will be graded more promptly in order to follow the guidelines of the Registrar's office and campus procedures. 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 (see textbook), use Times 12 pt. font, and be double spaced.
- Writing Assignment #1 is 600-900 and Writing Assignment #2 is 1000-1300 words. Writing Assignment #3 is 5-7 pages in length (1500-2100 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 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**.**

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.

COURSE/ASSIGNMENTS GRADES

Assignments will be evaluated using the following point values:

Syllabus Acknowledgment (Required)		1%
Course Evaluation		1%
Two Rough Drafts and Two Peer Reviews		20%
Final Drafts Essay Assignments		20%
Research Essay (required to pass the course)		40%
Topic Approval; Annotated Bibliography;		
Thesis Statement and Outline	10%	
Rough Draft and Peer Reviews	10%	
Final Draft	20%	
Discussion Assignments		10%
Homework Assignments		10%
<u>Total</u>		<u>102%</u>

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, 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). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Student Email icon. If you are a VCT student, you will use the email you provided when you registered.

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 <u>will incur a 10% deduction of the original grade for each day late</u>** 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.

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.

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

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. Please see Netiquette Rules in the Start Here folder.

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. Additional information can also be obtained by referencing the Northeast Texas Community College 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.

COURSE 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. The modules are meant to be accessed and viewed in order, so begin with Lesson 1. The lesson folders and writing assignments are inside the lesson folders. 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.