ENGL 1302 ONLINE – English Composition II
Course Syllabus: Spring 2017

Carolyn May
Office: online several times a day (M – F)
Phone: 903-434-8255 - Humanities Faculty Secretary
Email: cmay@ntcc.edu (Emails will be answered within 24 hours)

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online Daily	Online Daily	Online Daily	Online Daily	Online Daily	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.

Course Description: 3 credit hours.
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.

Required Textbook(s):
Inventing Arguments Mauk/Metz 3rd ed. 2013. Printed edition ISBN: 978-0-8400-2775-7. This text can be obtained through the NTCC Campus Bookstore. **You will need your book on the first day of class.**

Publisher: Wadsworth Cengage Learning
ISBN Number: 978-0-8400-2775-7

Recommended Reading(s):
There are no additional recommended readings needed for the completion of this course.

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 Objectives:
 Northeast Texas Community College has a 43-semester credit hour core curriculum that has been approved by the Texas Higher Education Coordinating Board. As an important aspect of its core curriculum, NTCC has adopted curriculum objectives for each course in the core. Freshman composition courses fall under the objectives for Component 1: Communication. English 1301 and 1302 course activities are consistent with the following NTCC objectives for communications courses:

1.1   to understand and demonstrate writing and speaking process through invention, organization, drafting, revision, editing, and presentation;

1.2   to understand the importance of specifying audience and purpose and to select appropriate communication choices;

1.3   to understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication;

1.4   to participate effectively in groups with emphasis on listening, critical, and reflective thinking, and responding;

1.5   to understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument;

1.6   to develop the ability to research and write a documented paper AND/OR to give an oral presentation.

Lectures & Discussions:
All lecture and discussion instructional material for this course is located within the Blackboard Learning Management System.

Evaluation/Grading Policy:
Assignments will be evaluated using the following point values:

      Syllabus Acknowledgment (Required) 1%
      Three Rough Drafts and Peer Reviews   15%
      Three Final Essay Assignments @ 100 points each 30%
      One Research Essay (required to pass the course) 20%
           Topic Approval (10 Points)
           Annotated Bibliography (25 Points)
           Thesis Statement and Outline (15 Points)
            Rough Draft and Peer Reviews (50 Points)
           Final Draft (100 Points)
      Discussion Assignments 25%
      Journal Entry Assignments 10%
      Course Evaluation 1%

Total	102%

Tests/Exams:
Assessments are given throughout the semester through discussion board posts, peer responses, and essay writing. A final research project is assigned as a cumulative comprehensive writing assessment.

Assignments:
All assignments are located within the Blackboard course. 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 in the syllabus and on the course calendar .**

During the semester, students 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 2-3 pages in length (500-750 words).
- The research essay is 5-7 pages in length (1500-2100 words)
- Discussion assignments are usually 2-3 paragraphs in length (300 words) and peer responses are usually a paragraph (100-150 words).
- Each Journal Entry should be a minimum of 300 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**.**

Student Responsibilities/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.

Type or insert other important components of your syllabus here: For example: Supplies or Calendar

Other Course Policies:
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.

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.