

ENGL 0302

Developmental English

Spring 2018

Instructor: Katherine Jackson

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Office Hours: By appointment

Course Description

This is a course in developmental English for students who do not pass the writing portion of a placement test and have either completed English 0301 or are selected to participate in English 0302 based on their placement test scores. The course is designed to prepare students for college level English courses. The course is also designed to prepare students to pass the writing portion of the Accuplacer or THEA tests. It offers a review of English grammar and the processes of reading and writing through paragraph and essay writing and analytical reading. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

- Demonstrate proper use of grammar skills at the sentence, paragraph, and essay levels.
- Write organized, unified, and coherent paragraphs and essays.
- Revise paragraphs and essays to improve their presentation of ideas.
- Present a portfolio of five essays (including paragraph/essay assignments and revisions) in order to prepare for English 1301.

Textbook and Supply Requirements

The following are requirements for this course. You will need to purchase them immediately.

- Langan's *Exploring Writing: Paragraphs and Essays with Connect Writing 3.0 Access Card* ISBN: 9781259993008.
- Criterion Access Card ISBN: 9780886853822
- Standard college supplies: writing utensils, paper for notes, calendar, etc.

Software Requirements

You are required to have access to the following technologies:

- Blackboard
- Connect
- Criterion
- Microsoft Word

Due to formatting requirements, I highly recommend you use Microsoft Word for your writing assignments. As SPC students, you are eligible to download the entire Microsoft Office Suite for free at www.office.com/getOffice365.

Communication

If you need to be in contact with me, you may do so in several ways. You may text me at **(816) 974-8385** at any time, but be aware that depending on my schedule it may take several hours for a response. I will reply as soon as my schedule permits. You can email me via blackboard or at ke.jackson@southplainscollege.edu, or you can make an appointment to visit with me privately.

I will respond to e-mails as quickly as possible. Please be advised that I am busy, as you all are as well, so please allow 24 hours for e-mail response. **Any emails originating from a third party e-mail address (i.e. an address that is not yours) will not be opened, read, or responded to.** If you require more urgent attention, I encourage you to text me at the above number. Additionally, I recommend that you register for text alerts. I will send out reminders about due dates, extra credit assignments, and changes to the schedule. Receiving these alerts is the best way to stay up-to-date with this course.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. Texts should include your name and course number. E-mails should include a subject, greeting, and closing. E-mails with attachments should also follow these guidelines. This is habit that will serve you well—it is best to start practicing now.

Attendance Policy

Students are allowed two (2) absences at no penalty. The third absence will result in a deduction from your overall participation grade. The fourth absence will result in being dropped from this course with an F. Two instances of excessive tardiness will count as one absence. If you arrive to class after attendance is taken, it is your responsibility to make sure you were marked “present” for the day. If you are not sure how many absences you have accumulated, please notify me so I can provide you with an absentee report.

If you miss class, it is your responsibility to complete the required work for that day and get any notes, worksheets, or information that was passed out.

If you have an emergency or extenuating circumstances, absences may be approved at the instructor’s discretion. At any rate, if you haven’t been in attendance enough to adequately complete the course, you may be dropped.

Text Alerts

This course will utilize a text messaging alert system to remind you of due dates, homework, etc. This service is optional to enroll in, but recommended. Text alerts are the best way to stay up-to-date with the course. Although reminders will be sent to your cell phone, **I do not receive any replies to the alert system.** If you have a question about an alert you receive, you should text me at **(816) 974-8385**.

- To register, text _____ to _____.

Grading Policy

Final grades are calculated as follows:

Writing Assignments	45%
Homework	20%
Participation	5%
Exams	15%
Final Revision Project	15%

Participation

Your participation grade reflects the level of effort you apply in this course. Students may lose points in participation for many reasons including, but not limited to: excessive absences, excessive tardiness, non-participation in group work, using a cell phone during lecture, spending 30 minutes in the bathroom per class meeting, and sleeping.

Connect Homework

We will use Connect, an online assignment and assessment tool, to complete some projects for this class. You must purchase the Connect registration code from the SPC bookstore in order to register for the site's services. It should be provided in a bundle with your textbook. You will access Connect via Blackboard; I will provide specific instructions in class.

Connect assignments will take place, for the most part, outside of class. Due dates can be found in your course schedule.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone to log in to your Connect account. Doing so will be considered academic dishonesty and will be treated as such.

Late work will not be accepted; there are no exceptions. This includes technical difficulties. I recommend that you allow yourself ample time to complete assignments in the event that difficulties arise. Connect assignments (along with other homework) constitute 20% of your overall course average. If you choose to neglect these assignments, it will be difficult for you to succeed in this course.

Writing Assignments

You will complete four major writing assignments for this class (one paragraph and three essays). An average of these assignments will be worth **40%** of your final grade. Each assignment grade is comprised of four components:

- Prewriting Packet 5%
- Rough draft 10%
- Peer-review 5%
- Final draft 80%

Prewriting Packet:

For each writing assignment, you will receive a packet with several steps to complete that contribute to your overall score. This packet should be completed **prior** to writing the rough draft. The prewriting packet will be due **during workshop** for the corresponding assignment. **Incomplete packets will not receive full credit. Packets will not be accepted after the workshop for their corresponding assignment.**

Rough Draft:

For each assignment, you must also complete a rough draft. Rough drafts are due during workshop for the corresponding assignment. Failure to bring a rough draft to class for workshop will result in a **zero (0)** for that portion of your assignment grade. **Rough drafts will not be accepted after the workshop for their corresponding assignment.**

Peer review:

You will also participate in peer-reviewing of your rough drafts. This will take place during workshop for each assignment. **You must participate to the best of your ability to receive full credit for peer review.** If you miss class on the day of a peer review, **you will receive a zero (0) for this portion of the grade. You must complete peer reviews in class during workshop. You may not peer review your own paper.**

Final drafts:

Final drafts are worth 80% of your project grade. Final drafts will be submitted on Blackboard. They should be submitted before you come to class on the due date. **No late assignments will be accepted. There are no exceptions. If you have a conflict with a due date, notify me as soon as possible so that arrangements can be made for you to turn in your assignment early.**

All papers will be formatted in Times New Roman font, size 12. They will be double spaced, include 1" margins, and a proper heading with your name, class, and the date. They should also include a centered title. This is fairly standard formatting for collegiate writing. It is my recommendation that you change the default font setting on your computer. **Points will be deducted for incorrect formatting—be sure to follow these instructions.**

Writing assignments will be turned in on Blackboard and will be checked for plagiarism. Your assignments will be compared to online sources including articles, websites, and online student essays. I cannot stress this enough--do not under **any** circumstances attempt to submit work to me that is not completely original. I have zero tolerance for academic dishonesty. **If you are found to plagiarize, you will be dropped from the course with an F.** You may refer to the SPC catalog for the consequences of academic dishonesty.

Final Revision Project

This course does not have a traditional final exam. Your "final" assignment will be to submit a revision portfolio. This portfolio will include:

- One revision of a graded Writing Assignment of your choice (65%)
- One revision of an in-class paragraph of your choice (25%)

I will provide a list of all in-class paragraphs prior to the final exam period for you to choose from. You **may not** use an assignment that was not completed during the regular semester; if you miss an in-class paragraph, that assignment is **not** eligible for your portfolio.

Additionally, you will be required to meet with me outside of class to discuss the revision work you are doing with at least one component of your portfolio. You may have this meeting at any point in the semester. I will make a schedule available to you beginning with the first writing assignment. This session with me will be worth 10% of your final portfolio grade. Although only one meeting is required, you are free to meet with me as much as you like to discuss your writing and revision processes.

Exams

You will take two exams in this course. They will take place in class; please refer to the schedule for dates.

The average of these exams will be worth 15% of your final grade.

No make-up exams will be given. No exceptions.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Cell Phones and Technology Policy

Cell phones should be silenced during class. If you have an emergency, please step outside of the class to use your phone. If you are using your phone during lecture, I will deduct points from your participation grade without warning. Laptops and tablets are permitted in the class **for class related purposes only**. If you are discovered to be abusing this technology, you will no longer be allowed to use this device in class and points will be deducted from your participation grade. No verbal or written warning will be given.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. **Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course.

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Diversity Statement

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.