

English 1301: Composition I
Policy Statement
Fall 2017

Instructor: Linda McGann
Office: CM 107 **Office Phone:** 806- 716- 2446
Email Address: lmcgann@southplainscollege.edu
Office Hours: Monday & Wednesday: 1:00- 2:00, Tuesday & Thursday: 1:00- 2:30,
Friday: 8:30- 11:30, and by appointment

Contacting the Instructor:

In order of preference and dependability:

- By Blackboard email.
- By phone at 806- 716- 2446.
- In person during office hours and by appointment

Course Description: This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Exhibit logic, unity, development, and coherence to create essays.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays.

Required Texts:

Patterns for College Writing: A Rhetorical Reader and Guide, 13th ed., by Kirsznner and Mandell ISBN: 978-1-4576-6652-0

Tools:

Bulletin Board – students will respond to a prompt on the bulletin board. This “tool” keeps the course interactive and allows us to learn from one another. It is a public device; all students have access to all postings. The best way to post is directly; avoid using an attachment.

Calendar – lists the deadlines for weekly assignments. The calendar is updated regularly. I intend to post a week or two at a time. If you are concerned about due dates, please contact me, and I will clarify. **You must stay current in this class.**

SPC policy states that students will be dropped from an internet class when they have not submitted assignments for two weeks.

The Blackboard Assignments Tool – this function allows you to send me your writing assignments privately. I grade them and return them to you within this function. **The best way to do that is to send me your work as a Microsoft word document in an attachment. If you are unsure of how to do that, let me know and I will supply further directions.**

Student Responsibilities:

- To complete assignments by due dates.
- To show courtesy to fellow classmates as well as the instructor.
- To ask the instructor for help whenever assistance is needed.
- To show maturity and professionalism in preparation of assignments, and in class behavior.
- To earn daily grades, the average of which will equal at least one essay grade, and which will require prompt and regular responses. There will be **NO** opportunity to make up this work, nor will students be allowed to hand this work in late.
- To read assignments from all areas of the humanities, to participate in class discussions concerning these readings, and to prepare to be tested over their understanding of these readings through comprehension quizzes as necessary.
- To fully participate in peer editing.

Instructor Responsibilities:

- To present the materials in the clearest and most understandable manner possible.
- To treat all students fairly, and with courtesy.
- To be available during office hours, and for conferences by appointment, as well as through email and voice mail. (Please note: email will be answered during office hours; voice mail is less reliable.)
- To provide help by request to any student as needed during the semester.
- To return graded assignments as quickly as possible.
- To keep students informed of their grades as the semester progresses.

Semester Grade Composition:

Five Essays	600 points
Rough Draft and Peer Review Average	100 points
Bulletin Board Postings	100 points
Daily Work Average	100 points
Final Exam	100 points
Total Possible Points	1000 points

A = 1000 – 900 pts; B = 899 – 800; C = 799 – 700; D = 699 – 600; F = 599 and below.

Bulletin Board Postings: Over the course of the semester, students will be asked to respond to ten writing prompts. Each posting will be worth a potential ten points. To earn any of the ten points, students must post to the original prompt and must post at least one response to a classmate's posting. Each posting should be a full paragraph long (at least five to seven sentences) and should reflect some effort at mindfulness (i.e., should work to get beyond the obvious and easy). The ten grades will be added together at the end of the semester for a possible 100 points.

Daily Grades: This grade is the average of all the daily work assignments including grammar and exercises related to the course readings. Reading comprehension quizzes are a component of this grade as well.

Rough Draft and Peer Review: As revision is crucial to effective composition, rough drafts and peer review grades tend to be weighted quite heavily.

Essay grades: Over the course of the semester, students will hand in five major writing assignments. These include:

- A one page descriptive essay (100 points),
- A two to three page narrative essay (100 points),
- A two to three page process analysis paper (100 points),
- A two to three page definition essay (100 points),
- and a two to three page argument (200 points).

Essay Evaluation:

Essays and writing assignments will be evaluated according to the following criteria:

- accuracy of content;
- use of the conventions of standard grammar;
- use of an appropriate method of development for the assignment;
- use of the principles of unity and coherence; and,
- use of logical, factual arguments to advance the thesis of the assignment.

Grading Policy:

- Essays handed in late require prior authorization from the instructor. A full letter grade (10 points) will be deducted for each day a major writing assignment is late.
- Daily work and rough drafts are due as noted on the class calendar or as announced in class. Late daily work or rough drafts will not be accepted.
- All final essay drafts must be typed or computer generated. Also, final drafts must be double spaced and produced in Times New Roman font. Font size should be no larger or smaller than size 12. Set margin widths to 1”.

Academic Integrity: See college catalog "Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers."—*SPC General Catalog*. If the instructor determines an assignment to be plagiarized the resulting grade will be zero for that assignment. A second offense will result in failure of the course.

Student Appeals—see College catalog “The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action. If the student is still not satisfied, he/she should schedule an appointment with the appropriate departmental chairperson to discuss the situation...If the student is still not satisfied, he/she should schedule an appointment with the Divisional Dean to discuss the situation...If the student is still not satisfied, he/she should be advised of the formal appeal process.”

Student Conduct—“Failure to comply with lawful directions of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course” (Student Guide). This includes comments posted to the discussion board area or in email communications.

Attendance Policy: See college catalog. Since this course is a virtual classroom, attendance will be taken according to the following:

- Taking quizzes and submitting the results on or before the midnight (11:55 in actuality) due dates
- Turning in weekly assignments on or before the midnight due dates
- Participating in weekly class discussion via the class discussion board on or before the deadlines.

Blackboard is the computer software used to deliver this course. It is essential that you have reliable access to the Internet. It is not necessary to purchase or own your own computer but you should have a backup plan in place should you encounter computer problems. There are open computer labs available to all enrolled SPC students on all campuses. It is also the student's responsibility to have the required computer skills to complete this course. More information on online courses is available at www.southplainscollege.edu/online.

Should you experience technical problems or difficulties the first this to do is notify me. If we can not solve the problem together then contact Amy Nichols at Anichols@southplainscollege.edu with

a detailed description of the problem, course and section numbers and your name. **It is essential that the computer you are using has a current antivirus software program installed.**

Late work: All major writing assignments must be posted by the calendar dates to receive full credit. 10% (one full letter grade) of the points possible will be deducted for each day the assignment is late. Excuses such as "The network was down," or "I could not figure out how to send the assignment through Blackboard" are not acceptable. In short, plan ahead and do not wait until the last minute to submit your essays. Refer to the course calendar page for specific deadlines and due dates.

Administrative Drop Policy: Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to turn in 5 assignments during the semester may be dropped with a grade of "X" from the course. If missed assignments occur after the final drop date the grade will be "F." Assignments in this context refers to the written assignments as well as quizzes and/or postings to the discussion board.

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Equal Opportunity: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. In addition, this instructor will not tolerate remarks nor gestures that can be construed to be sexist, racist, heterosexist or in any way disparaging to another person in this virtual classroom. Students who exhibit such behavior will be dropped from the class with a semester grade of "F" regardless of race, ethnicity, sex, religion, or sexual orientation.

Students with disabilities: Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building. Further specifics can be found at <https://myspc.southplainscollege.edu/ICS/Students/FYI/>.

ASSIGNMENTS	DUE DATES	POINTS
WEEK ONE		
Exercise from Assignment Tool in Blackboard	Sunday 9/3	Daily
Introduction posted in Blackboard Discussion Board	Wed 8/30	Posting
Response to one class member's introduction (required to earn any of 10 points for posting).	Sunday 9/3	Posting
WEEK TWO		
Quiz on Chapter 7: Description background reading p. 151- 168, "Subway Station," and "Amazon Queen"	Sun 9/10	Daily
Questions on "Subway Station" essay in Blackboard Assignments Tool	Sun 9/10	Daily
Questions on "The Amazon Queen" essay in Blackboard Assignments Tool	Sunday 9/10	Daily
WEEK THREE		
Post Rough Draft Description to Bulletin Board in Blackboard	Wed 9/13	Draft
Peer Review	Sun 9/17	Draft
WEEK FOUR		
"Finishing School" essay found in Blackboard and Chapter 6: Narration reading p. 97- 110 in textbook ~~ Quiz	Sun 9/24	Daily
Purpose & Audience and Style & Structure questions for "Finishing School" in Blackboard Assignments Tool	Sun 9/24	Daily
Final Draft of Descriptive Essay posted in Blackboard Assignments Tool	Sun 9/24	Major
WEEK FIVE		
Discussion questions over "The Money" by Junot Diaz in Blackboard Assignments Tool	Sun 10/1	Daily
Bulletin Board Posting	Wed 9/7	Posting
Response to Classmate's posting	Sun 10/1	Posting
Narrative Rough Draft posted to Blackboard Bulletin Board	Wed 9/7	Draft
Peer Review	Sun 10/1	Draft
WEEK SIX		
Discussion questions on "How to Say Nothing in 500 Words" in Blackboard Assignments Tool	Sun 10/8	Daily
Bulletin Board Posting	Wed 10/4	Posting
Response to post	Sun 10/8	Posting
Final Draft Narrative Essay posted in Blackboard Assignments Tool	Sun 10/8	Major
WEEK SEVEN		
Quiz over Chapter 10: Cause and Effect background reading p. 319- 330 and "Why Rational People Buy into Conspiracy Theories" p. 342	Sun 10/15	Daily
Bulletin Board Posting	Wed 10/11	Posting
Response posting	Sun 10/15	Posting
Rough Draft Process Analysis	Wed 10/11	Draft
Peer Review	Sun 10/15	Draft

Week Eight		
Purpose and Audience questions for Tannen's essay in Blackboard Assignments Tool	Sun 10/22	Daily
Bulletin Board Posting	Wed 10/18	Posting
Response to a Classmate	Sun 10/22	Posting
Final Draft of the Process Analysis Essay	Sun 10/22	Major
WEEK NINE		
Quiz over Chapter 13: Definition background reading p. 487- 498 and "I Want a Wife" p. 502	Sun 10/29	Daily
Purpose & Audience Questions for Brady's essay in Blackboard Assignments Tool	Sun 10/29	Daily
Bulletin Board Posting	Wed 10/25	Posting
Costume Guesses Posted	Sun 10/29	Posting
WEEK TEN		
Style and Structure questions on "College Pressures" in Blackboard Assignments Tool	Sun 11/5	Daily
Rough Draft of Definition Essay	Wed 11/1	Draft
Peer Review	Sun 11/5	Draft
Week Eleven		
Chapter 14: Argumentation p. 523- 529 and 534- 542 and	Sun 11/12	Daily
Casebook: all essays in "Is the Student Loan Crisis a Myth?" pages 578- 590 Quiz		
Bulletin Board Posting	Wed 11/8	Posting
Response Posting	Sun 11/12	Posting
Final Draft of Definition Essay	Sun 11/12	Major
WEEK TWELVE		
Casebook: First two essays in "Is Football Too Dangerous?" pages 603- 615		
Bulletin Board Posting	Wed 11/15	Posting
Response to Posting	Sun 11/19	Posting
Rough Draft Argument Essay	Wed 11/15	Draft
Peer Review	Sun 11/15	Draft
WEEK THIRTEEN		
Casebook: Last two essays in "Is Football Too Dangerous?" pages 616- 625	Tue 11/21	Daily
Quiz over all essays in "Is Football Too Dangerous?"		
Bulletin Board Posting	Tue 11/21	Posting
WEEK FOURTEEN		
Bulletin Board Posting ~~ Application Letter	Wed 11/29	Posting
Vote to Hire Classmate Posted	Sun 12/3	Posting
Final Draft Argument Essay ~~ worth a potential 200 points	Sun 12/3	Major
WEEK FIFTEEN		
Final	Sun 12/10	Major