

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 and Thursday: 1:00- 2:30,
Friday: 8:30- 11:30, and by appointment

Contacting the Instructor:

In order of preference and dependability:

- In person during office hours and by appointment
- By email at lmcgann@southplainscollege.edu. This is always accessible.
- By phone at 806- 716- 2446.

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 Text:

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

Tools:

Calendar – lists the deadlines for assignments. **You must stay current in this class.**

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. This is an option for paper submissions. Students can also choose to hand in final drafts at the beginning of class on the assignment due date.**

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
Participation Grade	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.

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. There is no make-up for daily work.

Participation: Attending class and actively participating in class discussion in a way that reflects familiarity with and understanding of the material in question help determine this grade.

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.

Absence Policy:

- Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable (SPC General Catalog).
- Roll will be taken at the beginning of each class session and a record of attendance maintained. Students with **four** absences **may** be dropped from the course with a grade of

“X” regardless of the student’s current average. Students who have failed to submit two major assignments may also be dropped from the course.

- Since English 1301 is conducted as a workshop that benefits from the cooperation and collaboration of all present, being on time and attending regularly is in the student’s own best interest. The primary reason students fail 1301 or receive a low grade is excessive absences.
- If you must miss a class, please call your phone partners or group members concerning missed notes and assignments before returning to class.

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 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/>.

DATE	READING ASSIGNMENT DUE	WRITING ASSIGNMENT DUE
	Week 1	
8/29	Introduction	
31	Review Essay Basics	
	Week 2	
9/5	Chapter 7 Description p. 151- 168 and "Subway Station"	Bring a copy of "Subway Station" to class. Both readings are available in Blackboard.
7	"The Amazon Queen"	Essay found in Blackboard. Bring a copy to class.
	Week 3	
12	"Corner Store" essay supplied in Blackboard	Bring copy of Welty's essay to class.
14	"Once More to the Lake" p. 191- 197 in our textbook	Rough Draft of Description Due. In-class Peer Review
	Week 4	
19	Chapter 6: Narration p. 97- 113 & "The Money" p.114- 117	
21	"Finishing School" essay in Blackboard – bring copy to class	Final Draft of Description due. Please bring a copy to class, or submit a final draft in the Blackboard Assignments Tool by 11:59 PM. This must be a Word Document. (Major Essay Grade: 100 pts)
	Week 5	
26	Chapter 9: Process p. 265- 278 in text & "How to Say Nothing in 500 Words" essay in Blackboard	Bring copy of "500 Words" essay to class.
28	Peer Review	Rough Draft of Narration due at the beginning of class.
	Week 6	
10/3	"My First Conk" p. 283- 287	Class Activity: Instructions
5	Chapter 8: Exemplification p. 207 – 220 & "The Myth of the Latin Woman" p. 230- 237	Final Draft of Narration due. Please bring a copy to class, or submit a final draft in the Blackboard Assignments Tool by 11:59 PM. This must be a Word Document. (Major Essay Grade: 100 pts)
	Week 7	
10	Chapter 10: Cause and Effect p. 319- 334 & "Why Rational People" p. 342- 247	
12	"Movies That Rose from the Grave" p. 359- 363	Rough Draft of Process Analysis due at the beginning of class.
	Week 8	
17	Chapter 11: Comparison p. 369- 382 & "Sex, Lies, & Conversation" p. 421	
19	Chapter 13: Definition p. 487- 498 & "Homeless" p. 510- 513	Final Draft of Process Analysis due. Please bring a copy to class, or submit a final draft in the Blackboard Assignments Tool by 11:59 PM. This must be a Word Document. (Major Essay Grade: 100 pts)

	Week 9	
24	"I Want a Wife" p. 503- 505	Definition Group Work ~ Review the assignment contract for information related to attendance on group work days.
26	Reading supplied in class.	Definition Group Work
	Week 10	
10/31	Chapter 14: Argumentation p. 523- 530 & 534- 547 Casebook: "Is the Student Loan Crisis a Myth" pages 578- 590	Definition Group Work
11/2	Casebook: "Should Guns Be Allowed on College Campuses?" p. 626 ~ 641	Peer Review of Definition paper. All group members must be present.
	Week 11	
7	Casebook: "Should Guns Be Allowed on College Campuses?" p. 642 ~ 659	
9	Casebook: "Is Football Too Dangerous?" pages 603- 615	Final Draft of Definition due. Please bring one copy to class, or submit a final draft in the Blackboard Assignments Tool by 11:59 PM. This must be a Word Document. (Major Essay Grade: 100 pts)
	Week 12	
14	Casebook: "Is Football Too Dangerous?" pages 616- 625	Draft Work Argument
16	Casebook: "Should American Citizenship Be a Birthright?" p. 591- 602	Draft Work Argument
	Week 13	
21	Peer Review	Rough Draft of Argument Due at the beginning of class.
23	Thanksgiving Break ~ No Classes	
	Week 14	
28	Chapter 12: Classification p. 433- 445 & "College Pressures" p. 448- 456	
30	"The Ways We Lie" p. 471- 480	Final Draft of Argument due. Please bring a copy to class, or submit a final draft in the Blackboard Assignments Tool by 11:59 PM. This must be a Word Document. (Major Essay Grade: 200 pts)
	Week 15	
12/5	Chapter 15: Combining the Patterns p. 663- 671 and "Inked Well" p. 692	
7	Course Wrap-up and Review	
Finals		
	Tuesday 12/12 8:00- 10:00	Section 014 (class normally meets 8 TR)
	Thursday 12/14 8:00- 10:00	Section 015 (class normally meets 9:30 TR)
	Tuesday 12/12 10:15- 12:15	Section 018 (class normally meets 11 TR)