

English 1301: Composition I
Policy Statement
Spring 2018

Instructor: Linda McGann
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Email Address: lmcgann@southplainscollege.edu
Office Hours: Monday/ Wednesday: 1:00- 2:00, Tuesday: 1:00- 2:00, Thursday: 11:00- 12:00 and 1:00- 2:00,
Friday: 8:30- 1130, 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
- By text through REMIND

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:

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

Required Text:

- *Patterns for College Writing*, Brief 2nd Edition by Kirszner and Mandell (ISBN: 978-1-319-05677-3)
- Folder for student work

Student Responsibilities:

- To attend class regularly.
- To arrive for class on time.
- To show courtesy to fellow classmates as well as the instructor.
- To ask the instructor for help whenever assistance is needed regarding assignments.
- To show maturity and professionalism in preparation of assignments, and in classroom behavior.
- To earn daily grades, the average of which will equal at least one essay grade, and which will require prompt and regular attendance. 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 comprehension of these readings through daily quizzes as necessary.

Instructor Responsibilities:

- To be on time and prepared for class.
- 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.). Please do not leave phone messages asking me to return your call.
- 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:

- Major Writing Assignments 700 points
 - Daily Work Average 100 points
 - Participation Grade 100 points
 - Final Exam 100 points
 - Total Possible Points 1000 points
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- A = 1000 – 900 pts; B = 899 – 800; C = 799 – 700; D = 699 – 600; F = 599 and below. Any student who fails to turn in any one of the major assignments cannot pass the course, regardless of the average of the student's other grades.
 - Students who have perfect attendance and an A, B, or C average are not required to take the final. Arriving on time for class is considered part of "perfect attendance." In addition, all major writing assignments must be submitted on time to earn this exemption.

Daily Grades: This grade is the average of all the daily work assignments including grammar exercises and exercises related to the course readings. Reading comprehension quizzes and draft work are components 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.

Draft Work: As revision is crucial to effective composition, draft work 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:

- An email (100 points)
- A two to four page artifact paper (description and narration) (200 points)
- A two to three page process analysis paper (100 points)
- A two to three page cause and effect or classification paper (100 points)
- An argument paper (200 points)

Grading Policy:

- Failure to turn in any major assignment, or take the final examination, if required, will result in automatic failure of the course.
- Late papers will not be accepted unless the student makes arrangements with the instructor prior to the due date. Students who fail to submit a major assignment on time will have opportunity to replace that grade during the class period designated for "make-up" work. Check your course calendar for the appropriate date. Please note that the essay mode and topic or the exam material will be of the instructor's choice and that a student may only use this option for **ONE** major assignment. In addition, the highest grade available for make-up work is a 70, and students who use this option will also be required to take the final.

- Daily work and draft work are due as noted on the class calendar or as announced in class. Late daily work or rough drafts will not be accepted.
- 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”.

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.

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.

Campus Concealed Carry:

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following:

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit <http://www.southplainscollege.edu/campuscarry.php>

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	CLASS WORK OR WRITING ASSIGNMENTS DUE
1/16	Introduction	
18	Review Chapters 1 and 2	Introduce Email Assignment
23	Review Chapters 3, 4, and 5	
25	Chapter 6 Narration: p. 95- 108	Completed Email Assignment Due
30	“Surrendering” p. 111- 114	Introduce Artifact Assignment
2/1	“38 Who Saw Murder” p. 116- 120	Discuss Two Potential Topics for Artifact Paper
6	Chapter 7 Description: p. 133- 150	Draft Work on Artifact Paper
8	“Stability in Motion” p. 162- 166	Draft Work on Artifact Paper
13	Conferences	Typed Draft of Artifact Paper Due at Conference
15	Conferences	Typed Draft of Artifact Paper Due at Conference
20	Chapter 9 Process: p. 213- 228	
22	“Embalming of Mr. Jones” p. 242- 248	Final Draft Artifact Paper Due Begin Topic Selection for Process Analysis Paper
27	Chapter 8 Exemplification: p. 175- 189	
3/1	Workshop	Complete RD of Process Analysis Paper Due
6	Chapter 10 Cause & Effect: p. 251- 267	
8	“Why Rational People” p. 274- 278	Final Draft of Process Analysis Due
12 - 15	SPRING BREAK	
20	Chapter 12 Classification: p. 333- 345	Begin Topic Selection for Paper 4 (C&E or Class)
22	“The Three Types of Happiness” p. 348- 351	
27	Chapter 14 Argument: p. 401- 8 and 412- 425	
29	Workshop	Typed, Complete Draft of Paper 4 Due
4/3	Casebook: Should Public Colleges Be Free? p.44	
5	Casebook: Do College Students Need p. 462- 474	Final Draft of Paper 4 Due
10	Casebook: Do College Students Need p. 476- 486	Article Selection for Summary and Analysis
12	Workshop	Draft Work on Summary and Analysis
17	Chapter 13 Definition: 371- 383	
19	“On Plagiarism” p. 394- 397	Final Draft of Article Summary & Analysis Due
24	Readings Supplied in Class	
26	Readings Supplied in Class	
5/1	In-Class Make-Up Work	Requires Instructor Approval
3	Wrap-Up and Review	All Students Required to Attend
FINALS		
Section 011	Tuesday 5/8 8:00- 10:00	
Section 013	Thursday 5/10 8:00- 10:00	