

**English 1301: Composition I**  
**Policy Statement**  
**Spring 2018**

**Instructor:** Linda McGann  
**Office:** Communications Building Room 107, Levelland Campus  
**Office Phone:** 806- 716- 2446  
**Email Address:** lmcgann@southplainscollege.edu  
**Office Hours:** Monday, Tuesday, & Wednesday: 1:00- 2:00, Thursday: 11:00- 12:00 and 1:00- 2:00, Friday: 8:30- 11:30, and by appointment

**Contacting the Instructor:**

In order of preference and dependability:

- By Blackboard email.
- By email at lmcgann@southplainscollege.edu. This is always accessible.
- By text through the Remind app. Instructions for enrolling in Remind are in the “Begin Here” module. Be sure to include your full name and section number with the text.
- 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:

- 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.

**Required Text:**

*Patterns for College Writing*, Brief 2<sup>nd</sup> Edition by Kirsznner and Mandell (ISBN: 978-1-319-05677-3) . See the textbook folder in the Introductory Module: Week 1 for further information).

**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, and the instructor, have access to all postings. The best way to post is directly; avoid using an attachment.

**Weekly Calendar** – lists the deadlines for weekly assignments. The calendar is updated regularly. If you are concerned about due dates, please contact me, and I will clarify. **To be successful in this class, you must stay current.**

**SPC policy states that students will be dropped from an internet class when they have not submitted assignments for two weeks. In addition, students who fail to turn in any major writing assignments may be dropped. Students who miss a major assignment deadline who do not wish to be dropped should contact the instructor.**

**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. There are also videos for students on the opening page of Blackboard that demonstrate how to use all of the necessary Blackboard Tools.**

**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.

**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. Major writing assignments require a minimum of a week and a half. Daily work requires a week. The Blackboard quiz tool provides immediate results.
- To keep students informed of their grades as the semester progresses.

**Semester Grade Composition:**

Five Essays	600 points
Draft Work 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.

**Draft Work:** As revision is crucial to effective composition, draft work grades tend to be weighted quite heavily. Students will submit complete early drafts of essay work in the assignments tool. I will provide revision suggestions before the final draft of the work is due.

**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 analysis of a print ad (200 points).
- More information related to these assignments is available in the “Major Writing Assignments” file in the “Begin Here” module.

### **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.
- All major writing assignments will include an assignment guideline grid or rubric to help clarify these criteria.

### **Grading Policy:**

- **Late work:** All major writing assignments must be posted in the **Blackboard Assignment Tool** by the calendar dates posted 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 E-mail" 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.
- Daily work and draft work are due as noted on the class calendar. Late daily work or draft work 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". Please compose and submit all draft work in Microsoft Word. This program is available to you through the school. Review the “Student Support” folder information for the necessary links to that information.

**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 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.

**Administrative Drop Policy:** Due to Financial Aid and South Plains College requirements for participation/attendance a student who fails to turn in five (5) consecutive or intermittent 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 refer to the written assignments as well as quizzes and/or postings to the discussion board. In addition, students who fail to submit major writing assignments may be dropped from the course. Please contact me if you are struggling to meet deadlines but do not wish to drop the course.

**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](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.

**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 Student Health and Wellness Office or call 806-716-2577. Or visit <https://myspc.southplainscollege.edu/ICS/Students/FYI/>

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. Videos related to Blackboard use may prove helpful in answering general questions. They can be found at <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU> or there is a link on the sign in page for Blackboard.

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](mailto: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.**

**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.

<b>ASSIGNMENTS</b>	<b>DUE DATES</b>	<b>POINTS</b>
<b>WEEK ONE</b>		
Introduction posted in Blackboard Discussion Board	Fri 1/19	Posting
Quizzes on Introductory Material in Week 1 Graded Assignments Folder	Sun 1/21	Daily
Response to one class member's introduction (required to earn any of 10 points for posting).	Sun 1/21	Posting
<b>WEEK TWO</b>		
Quiz on Chapter 7: Description background reading p. 133- 150, "Subway Station," and "Amazon Queen" essays found in Blackboard	Sun 1/28	Daily
Questions on "Amazon Queen" and "Subway Station" essays in Blackboard Assignments Tool	Sun 1/28	Daily
<b>WEEK THREE</b>		
Bulletin Board Posting	Wed 1/31	Posting
<b>Post Draft Work of Description to Assignments Tool in Blackboard</b>	<b>Sat 2/3</b>	<b>Draft</b>
Response to Classmate's posting	Sun 2/4	Posting
<b>WEEK FOUR</b>		
"Finishing School" essay found in Blackboard and Chapter 6: Narration reading p. 95- 108 in textbook ~~ Quiz	Sun 2/11	Daily
<b>Final Draft of Descriptive Essay posted in Blackboard Assignments Tool</b>	<b>Sun 2/11</b>	<b>Major</b>
<b>WEEK FIVE</b>		
Bulletin Board Posting	Wed 2/14	Posting
<b>Two to Three page Narrative Draft Work posted to Blackboard Assignments</b>	<b>Sat 2/17</b>	<b>Draft</b>
Response to Classmate's posting	Sun 2/18	Posting
<b>WEEK SIX</b>		
Bulletin Board Posting	Wed 2/21	Posting
Response to post	Sun 2/25	Posting
Quiz~ Chapter 9 Process pages 213- 228 and "The Embalming of Mr. Jones" p. 242	Sun 2/25	Daily
<b>Final Draft Narrative Essay posted in Blackboard Assignments Tool</b>	<b>Sun 2/25</b>	<b>Major</b>
<b>WEEK SEVEN</b>		
<b>Blackboard email identifying two process explanation topics</b>	<b>Mon 2/26</b>	<b>Posting</b>
<b>Two to three page Draft of Process Analysis posted to Blackboard Assignments</b>	<b>Sat 3/3</b>	<b>Draft</b>
Quiz over Chapter 10: Cause and Effect background reading p. 251- 267 and "Why Rational People Buy into Conspiracy Theories" p. 274- 277	Sun 3/4	Daily
<b>Week Eight</b>		
Bulletin Board Posting	Wed 3/7	Posting
Response to a Classmate	Sun 3/11	Posting
<b>Final Draft of the Process Analysis Essay</b>	<b>Sun 3/11</b>	<b>Major</b>
<b>WEEK NINE</b>		
Quiz over Chapter 13: Definition background reading p. 371- 83 and Sample	Sun 3/18	Daily

Definition Drafts in Blackboard Week Nine Folder		
<b>WEEK TEN</b>		
Bulletin Board Posting	Wed 3/21	Posting
<b>Two to three page Definition Essay Draft Work posted to Assignments Tool</b>	<b>Sat 3/24</b>	<b>Draft</b>
Response to Classmate's post	Sun 3/25	Posting
<b>Week Eleven</b>		
Chapter 14: Argumentation p. 401- 408 up to Rogerian Argument and 412- 425 and Casebook: Should Public Colleges and Universities Be Free? p. 449- 459 <b>Quiz</b>	Sun 4/1	Daily
<b>Final Draft of Definition Essay</b>	<b>Sun 4/1</b>	<b>Major</b>
<b>WEEK TWELVE</b>		
<b>Blackboard email</b> identifying ad selection with paragraph of explanation	Wed 4/4	Daily
Bulletin Board Posting	Wed 4/4	Posting
Response to Posting	Sun 4/8	Posting
<b>WEEK THIRTEEN</b>		
Bulletin Board Posting	Wed 4/11	Posting
<b>Rough Draft Ad Analysis Essay posted to Assignments Tool</b>	<b>Sat 4/14</b>	<b>Draft</b>
Response to Classmate's Posting	Sun 4/15	Posting
<b>WEEK FOURTEEN</b>		
Bulletin Board Posting	Wed 4/18	Posting
Response to Classmate Posted	Sun 4/22	Posting
<b>Final Draft Ad Analysis Essay ~~ worth a potential 200 points</b>	<b>Sun 4/22</b>	<b>Major</b>
<b>WEEK FIFTEEN</b>		
<b>Final</b>	<b>Sun 5/6</b>	<b>Major</b>