South Plains College
ENGL 1301.005: Composition I
Spring 2021 Syllabus and Class Policies

Department: English and Philosophy

ENGL 1301 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.

ENGL 1301 partially satisfies a Core Curriculum Requirement: Communications Foundational Component Area (010)

Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
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 American English, with an emphasis on correct grammar, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Instructor's Contact Information:
Instructor: Mrs. Sharon Race, Professor of English
Office Location: Communications-English Building (CME106) on Levelland Campus
Office Hours: Monday through Thursday 1:30-3:00 PM, Friday 10:00 AM-noon, or by appointment
Office Phone: 806-716-2439
Email: srace@southplainscollege.edu from your SPC student email account. Type your NAME and the SUBJECT of your message in the Subject box (example: Jane Doe - Question about Week 2).

Class Policies

Inclusive Access Course Materials: <mark>YOU DO NOT NEED TO PURCHASE A TEXTBOOK OR ACCESS CODE FOR THIS CLASS</mark>

- **Textbook and Online Homework Lab:** The textbook (*College Writing Skills with Readings*, 10th edition) and online homework lab (*Connect*) for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of our textbook and access to Connect are provided in Blackboard from the first day of class. The fee for the e-book and Connect are included in the fees for our course, so you do not need to buy a textbook or access code.
- **How to opt out of Inclusive Access:** As long as you meet the opt-out deadline, you may choose not to participate in the Inclusive Access program if you have a textbook from another source. If you opt out of Inclusive Access, you will also need to purchase access to Connect. To opt out of the Inclusive Access e-book/resources, locate the RedShelf tool in our Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact me or the SPC Bookstore. After the twelfth class day, the Inclusive Access fee will be refunded to students who opt out.

Materials: You will need to print several documents for our course, so get a three-ring binder and some dividers to keep course materials organized.

Required Computer and Internet Access: To participate in this online course, you need access to a computer or laptop with reliable, fast internet access.
- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time**. Find your alternate resources **now;** do not wait until you suddenly need them! You can find computers and/or Wi-Fi in the following places:
    - SPC Reese Campus Student Computer Lab (806-716-4666)
    - SPC Levelland Campus Student Computer Lab (806-716-2179)
    - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
    - your local city library
    - restaurants or cafes with free Wi-Fi
    - neighbors or friends (line up at least three)

Ebook/Connect Help: https://www.mheducation.com/highered/contact.html

Computer Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:
1. **Get Help by E-mail:** blackboard@southplainscollege.edu
    - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
    - The **blackboard@southplainscollege.edu** account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
    - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)

3. **Get Help Online:** click on the **Help** link listed under the Course Tools menu.

Required Computer Software:
1. *Internet Browser: Blackboard Learn* is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. *Office 365: Word and PowerPoint*: You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or install to your PC, Mac, or mobile device.
    a. To access Office 365, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
    b. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
3. *Adobe Reader:* Available to download **FREE** from this website: http://www.adobe.com/products/reader.html

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.
*   Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
*   Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
*   To access your SPC email account, log in to MySPC and click the **Unread Messages: South Plains College O365** link at the bottom of the page.
*   You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
*   Check with the SPC Help Desk for assistance: 806-716-2600.

TURNITIN (where you submit papers in our Blackboard course):
*   TURNITIN is where papers are submitted and graded inside our Blackboard course.
*   TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.
*   Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.
*   After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.
*   Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.
*   Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Course Organization:
*   Click on **Weekly Assignments** in Blackboard to find your homework assignments, class handouts, lesson PowerPoints, and due dates.

- All weekly assignments are due before 9:00 AM each Monday morning unless otherwise noted.

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that students have gained during the semester.

Course Evaluation: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).
Grade Calculation:

Exemplification Essay:	10%
Process Essay:	10%
Cause/Effect Essay:	10%
Comparison/Contrast Essay :	10%
Argument Essay:	15%
Quizzes and Connect:	22% (4 lowest scores are dropped)
Midterm Exam:	8%
Final Exam (Revision Essay)	15%
Total:	100%

Optional Extra Credit: earn up to three points to be added to the final grade. Details are in Blackboard.

Grade Reports: Click on the **My Grades** link in the Course Tools menu to view your scores and current grade. I recommend you do this weekly throughout the semester so you are always aware of your grade status.

Late Work: *I DO NOT ACCEPT LATE WORK*
- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete weekly assignments.
- Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the deadline.
- You may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

Attendance Policy:
- If you have not attended class before the twelfth class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.
- Students who arrive after roll has been called will be marked tardy. Three tardies = one absence.
- After 6 absences, students are dropped from the course.
- Students who believe they have been exposed to COVID or are COVID-positive must email SPC's nurse DeEtte Edens, dedens@southplainscollege.edu, for instructions.
- Students who are required to quarantine per DeEtte Edens' instructions must contact me immediately to make a plan for keeping up with class while at home.
- Students with two or fewer absences and an "A" or "B" in the course are exempt from the final exam.

How to withdraw from our course:
Dropping our class

- Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.
- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: http://www.southplainscollege.edu/academiccalendar/index.php
- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWeIqAmJdCCqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.

Withdrawing from all classes
- If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.
- For additional information regarding schedule changes, drops and withdrawals, click here.

Essays: Essays submitted for this class should be around 500-600 words and must be typed in MLA 8th edition format. Outlines and peer review assignments may be counted as part of an essay grade.

Essay Assessment Guidelines:
- Essays may earn grades ranging from A to F based on the grading scale below. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. An essay's final grade may also include process assignments and drafts.
- Papers can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments.
- **MAJOR ERRORS are grade killers!** The major errors are fused sentences, comma splices, fragments, subject-verb agreement errors, pronoun-antecedent agreement errors, pronoun reference errors, three spelling/wrong word errors. Here's how major errors can affect your papers: if your paper has great content and contains no major errors, it could earn an A. Great content with one or two major errors would earn a B; great content with three or four major errors earns a C; five or six major errors drops it to a D; seven or more major errors receives a failing grade. In other words, don't let MAJOR ERRORS prevent your papers from earning the scores that your great content deserves!

"A" Essay (Superior)
To earn an "A," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support**: Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

"B" Essay (Strong)

To earn a "B," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support**: Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

"C" Paper (Acceptable)

To earn a "C," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay's purpose and audience are adequately conveyed.
3. **Support**: Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

"D" Paper (Developing)

To earn a "D," a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support**: Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

"F" Paper (Unacceptable)

To earn an "F," a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support**: Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant. According to the *SPC General Catalog*: "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers."

- **Plagiarism:** "Offering the work of another as one's own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism" (General Catalog). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others'; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.
- **Cheating:** "Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating" (General Catalog). Some example of cheating are copying responses from another student's paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- DO NOT RECYCLE OLD PAPERS FOR THIS CLASS: You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.
- TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized.

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a point deduction or a zero for the assignment or be dropped from the course with the grade of "F" or "X" at my discretion.

Student Code of Conduct Policy: 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 that 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.

- Communicate—if you do not understand the assignment, call or email me a message, but do so in a timely fashion. Do not wait to call or email the day or night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- Be Respectful—Be courteous in all your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and not produce the best results.
- Be Studious—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. Set aside times each week that you "attend" your internet class. If you plan to "attend" this class only to take quizzes or exams, you will not do as well as you desire. I recommend you access our Blackboard course and work on assignments daily Monday through Thursday.

Disability Statement: 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.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

Health and Wellness: Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face

appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate office to ensure social distancing is maintained. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

COVID and Face-Covering Policy:
- It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.
- Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of changes at any point during the semester.