



SOUTH
PLAINS
COLLEGE

Policy Statement

Instructor: B. Kyle Keltz
Office: CM103D
Phone: (806) 716-2585
Email: bkeltz@southplainscollege.edu
Office Hours: M/W 2:30pm–4:30pm

Department: English
Campus: Levelland
Course Number: Engl 1301-002
Course Title: Composition I
Semester/Year: Fall 2026

I. 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.

II. Prerequisites

Students must be TSI-compliant or waived in both writing and reading.

III. Credit: 3 Lecture: 3 Lab: 0

IV. This Course Partially Satisfies a Core Curriculum Requirement

Communication Foundational Component Area (010)

V. Core Curriculum Objectives Addressed

- **Communications skills**—to include effective written, oral, and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, 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.

VI. Student Learning Outcomes

Upon successful completion of the 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, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

VII. Student Learning Outcomes Assessment

A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

VIII. Textbook

Recommended Texts (optional; not necessary for course):

Van Dyk, Conrad. *The Nature of Writing: A Student Manual*, 2nd ed. (Code: KELTZ)
<https://natureofwriting.com/program/the-nature-of-writing-a-student-manual-2nd-edition>

Langan, John. *College Writing Skills with Readings*. 11th ed., McGraw-Hill, 2022.

Zinsser, William. *On Writing Well: The Classic Guide to Writing Nonfiction*.
30th ed., HarperCollins, 2006.

Lester, Mark, and Larry Beason. *The McGraw-Hill Handbook of English Grammar and Usage*. 3rd ed., McGraw-Hill, 2019.

IX. Computer Help

Need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

X. Blackboard Help

1. Get Help by Email: 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 8:00am–10:00pm, 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 8:00am and 4:00pm Monday–Friday, except on holidays)
 3. Get Help Online: click on the Help link listed in the Blackboard course menu.

XI. Assignment Deadlines

- The weekly assignment deadline is Monday at 9:00am with the following exceptions, which are due Tuesday or Thursday at 09:00am in the weeks they are assigned:
 - Peer Review Workshops (each student is assigned a peer’s essay draft to review)

XII. Course Evaluation

A final letter grade will be assigned based on this grading scale: A (90–100), B (80–89), C (70–79), D (60–69), F (59 and below). Essay portfolio grades are usually made up of an outline, peer review workshop, and final draft.

Descriptive Essay	10%
• Peer Review Workshop	10%
• Final Draft	90%
Narration Essay	10%
• Peer Review Workshop	10%
• Final Draft	90%
Compare and Contrast Essay	12%
• Peer Review Workshop	10%
• Final Draft	90%
Persuasion Essay I	15%
• Peer Review Workshop	10%
• Final Draft	90%
Persuasion Essay II	18%
• Peer Review Workshop	10%
• Final Draft	90%
Blackboard Grammar Quizzes	15%
Blackboard Journal Writing	10%
<u>Final Exam</u>	<u>10%</u>
Total	100%

XIII. Essay Assessment Guidelines

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely.

XIV. Student Responsibilities

Students are expected to:

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

XV. Attendance Policy

Any student who accrues **more than five** absences **shall be dropped** with a grade of "X" if the student does not have a passing grade average at that time. No distinctions will be made between excused or unexcused absences.

A student accrues an absence each time he or she accumulates a total of three tardies. A 'tardy' is defined as being between 1-10 minutes late. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. If a student is more than 10 minutes late to class, that student will be counted absent.

Missing class due to COVID-19 does not count towards the five allowed absences, but you must confirm that you have COVID-19 through the school nurse. If you have been exposed or have symptoms of COVID-19, contact DeEtte Edens, BSN, RN in Health Services at dedens@southplainscollege.edu or at (806) 716-2376.

XVI. Late Work

Unless prior approval is received, late submission of assignments will result in a grade deduction of one half-letter grade (5%) for each calendar day (not including Saturdays, Sundays, or holidays) that the assignment is late.

XVII. Plagiarism and Cheating

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate **and/or revise** all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another student or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
5. Submitting an assignment for this course that you also submitted to another course without my express approval; or
6. Missing in-text citations and/or missing works cited entries.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;

7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's; or
9. Taking pictures of a test, test answers, or someone else's paper.

XVIII. 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.

If a student is exhibiting disruptive behavior (for example, talking loudly without permission), I will give him or her a warning. The second time this happens, I will tell the student to leave class, and the student will be counted absent for the day. I will also contact the dean. The dean will usually contact the student to schedule a time to discuss the cause of the disruptions. After this, if there is a third disruption, I will ask the student to leave class and drop the student from the course with a grade of "F."

XIX. SPC Syllabus Statements and Link

For college-wide statements and contact information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, use the following link:

<https://www.southplainscollege.edu/syllabusstatements/>.

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

ENGL1301 - Fall 2026 Course Calendar

Textbook: *The Nature of Writing*, by Conrad can Dyk

Note: Assignment and deadlines may be changed, deleted, or added, so always check in Blackboard and with the instructor.

Week	Start Date	Writing and Grammar Lesson Topics	Textbook Chapters	Assignments and Due Dates
1	Aug 24	Introduction to Course	Course Syllabus	- All assignments (except Peer Review Workshops) are due on Mondays by 9:00am unless otherwise noted - Peer Review Workshops are due on Tuesday or Thursday by 09:00am - Always check Blackboard for assignments and deadlines
	Aug 26	Introduction to Writing The Writing Process Descriptive Writing	Introduction to Essay Writing Descriptive Writing	
2	Aug 31	Introduction to Writing The Writing Process Descriptive Writing	Introduction to Essay Writing Descriptive Writing	Plagiarism Quiz (Due: Aug 31)
	Sep 02	Essay Writing: 1st and 2nd Steps Subjects and Verbs	Prewriting & Drafting Subject and Verb	
3	Sep 07	Labor Day Holiday	No Class	No Class
	Sep 09	Peer Review Workshop - Description		Description Draft (Due: Sep 09) Description Essay (Due: Sep 14)
4	Sep 14	Narrative Writing Fragments Run-Ons	Narrative Writing Sentence Fragments Run-Ons	Fragments Quiz (Due: Sep 21)
	Sep 16	Essay Writing: 3rd Step Regular and Irregular Verbs	Revising Parts of the Verb	
5	Sep 21	Peer Review Workshop - Narration		Narrative Draft (Due: Sep 21) Journal Entry 01 (Due: Sep 28)
	Sep 23	Essay Writing: 4th Step Commas	Editing Commas	
6	Sep 28	Compare and/or Contrast Writing Subject/Verb Agreement	Comp/Cont Writing Subject-Verb Agr	Narration Essay (Due: Oct 05)
	Sep 30	Four Bases for Revising Essays More about Verbs	ENGL1301 Rubric More on Verbs	
7	Oct 05	Developing an Essay Pronoun Agreement and Reference	Academic Audience Pronoun Reference	Run-Ons Quiz (Due: Oct 12)
	Oct 07	Exemplification Writing Pronoun Types	Exemplification Pronoun Types	
8	Oct 12	Peer Review Workshop - Compare or Contrast		Comp/Cont Draft (Due: Oct 12) Journal Entry 02 (Due: Oct 19)
	Oct 14	Process Writing Adjectives and Adverbs	Process Writing Adjective & Adverbs	

Week	Start Date	Writing and Grammar Lesson Topics	Textbook Chapters	Assignments and Due Dates
				• All assignments (except Peer Review Workshops) are due on Mondays by 9:00am unless otherwise noted • Peer Review Workshops are due on Tuesday or Thursday by 09:00am • Always check Blackboard for assignments and deadlines
9	Oct 19	Journal Writing/Essay Help		
	Oct 21	Argument Writing Misplaced Modifiers	Argument Writing Misplaced Modifiers	Compare or Contrast Essay (Due: Oct 26)
10	Oct 26	Cause and/or Effect Writing Dangling Modifiers	Cause/Effect Writing Dangling Modifiers	
	Oct 28	Definition Writing Capital Letters	Definition Writing Capitalization	Subject/Verb Agreement Quiz (Due: Nov 02)
11	Nov 02	Peer Review Workshop - Persuasive I		
	Nov 04	Division - Classification Writing Numbers and Abbreviations	Div/Class Writing Numbers	Persuasive I Draft (Due: Nov 02) Journal Entry 03 (Due: Nov 09)
12	Nov 09	Logic and Essay Structure Apostrophes	Rhetoric Apostrophes	
	Nov 11	Logic and Essay Structure Apostrophes	Rhetoric Apostrophes	Persuasion Essay I (Due: Nov 16)
13	Nov 16	Fallacies Quotation Marks	Logical Fallacies Quotations	
	Nov 18	Peer Review Workshop - Persuasive II		Persuasive II Draft (Due: Nov 18) Journal Entry 04 (Due: Nov 23)
14	Nov 23	Writing Principles and Style Commonly Confused Words	Writing Style	
	Nov 25	Thanksgiving Break	No Class	No Class Commas Quiz (Due: Nov 31)
15	Nov 30	Writing Principles and Style Effective Word Choice	Writing Style	
	Dec 02	Essay Help		Pronoun/Antecedent Agreement Quiz (Due: Dec 07) Persuasion Essay II (Due: Dec 07)
16	Dec 07	Finals Week	No Class	No Class
	Dec 09	Finals Week	Final Exam Study Guide	Final Exam (08:00am–10:00am; Dec 09)