

South Plains College

Course Syllabus: ENGL 1301

Updated 8/16/2026

Department: English and Philosophy
Division: Arts and Sciences
Course Number: English 1301-154 ONLINE
Course Title: Composition I

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FALL 2026 OFFICE HOURS

ALL Office Hours are held in LDC Office #2027.

Limited availability at other times by appointment.

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 a.m.	10:30 a.m.- NOON	8:30-9:30 a.m.	10:30 a.m.- NOON	8:30-9:30 a.m.
4:00-4:30 p.m.	4:00-4:30 p.m.	4:00-4:30 p.m.	4:00-4:30 p.m.	

- I answer emails within 1-2 business days via email reply or in person communication.
- I answer most emails during office hours on Monday through Friday morning.
- I do not, as a rule, answer emails after 4:30 p.m. or on weekends.
- **Required for ALL emails: Course + section number and subject in the subject line of your email** to me (example: *ENGL 1301-154 - Question about Week 2*).
- If you message me on Blackboard, your reply will be via email.
- **ALL correspondence for this course will be conducted through your official student email address.**

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.

Prerequisite: Students must be TSI-complete or waived in both writing and reading.

Credit: 3 **Lecture:** 3 **Lab:** 0

Core Curriculum: this course partially fulfills Communication Core 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, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Student Learning Outcomes and Core Curriculum Objectives

Assessment: Students must write a proctored diagnostic essay before access to the course material is granted. A post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Required Textbook:

Your textbook material and required course readings are provided at no cost to you via Blackboard and OER resources. All software required for the course is provided at no cost and/or free to sign up. You do not need to make any additional purchases for the course.

Supplies: Access to a computer with printer and reliable internet access; three-ring binder

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
 - 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 here](#)
 - 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.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Lubbock Downtown Center, Lubbock Career and Technical Center, Plainview).
 - 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! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.

- Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
- 4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
- 5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free 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 download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials:
SPCusername@southplainscollege.edu and your SPC password.
 - 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.
- 6. **Adobe Reader:** Available to download free from this website:
<http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, or username and password?

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

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 8:00 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 in the Blackboard course menu.

Writing and Grammar Help:

Tutoring services are FREE to all SPC students!

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses:

[Tutoring Information](#); [SPC Writing Center](#)

- Email: tutoring@southplainscollege.edu
- Email: writingcenter@southplainscollege.edu
- Phone: 806-716-2538

Brainfuse:

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Brainfuse can be accessed through Blackboard under the “Assist” and “Tools” tabs in Blackboard. Brainfuse tutors are available nights and weekends:

- Monday-Thursday 8:00 PM-8:00 AM
- Friday 6:00 PM-8:00 AM
- Saturday-Sunday 24/7

Course Organization:

- The course is organized into sixteen weeks.
- Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from midnight on Monday to Sunday at 11:59 PM.

Assignment Deadlines: The weekly assignment deadline is Sunday at 11:59 PM unless otherwise noted.

Grade Calculation:

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).

MAJOR ASSIGNMENTS	
Persuasive Essay Final Draft	20%
Multimodal Remix with Statement of Goals & Choices	20%
Final Showcase	10%
WEEKLY ASSIGNMENTS	
Quizzes	15%
Perusall Assignments	15%
Process Work <i>Includes Prewriting + Outlines + Rough Draft & Peer Review</i>	20%

Each week, click on the **My Grades** link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

Extra credit opportunities may be announced throughout the semester at instructor's discretion. Any extra credit opportunities will add no more than two additional points to the overall course average for the semester.

General Guidelines for Written Assignments:

1. All major papers should meet the guidelines of the assignment prompt and be properly formatted according to the *Concise Guide to APA Style*, 7th ed. You are responsible for understanding and following APA style guidelines and asking questions when needed. Additional information can be found in the Essay Writing Resources folder in Blackboard.

2. Refer to the Writing Resources folder for formatting requirements of the cover page and other details, as well as the layout for the references page(s). Essays must be double-spaced, and written in 12-point Times New Roman font. Margins should be one inch wide on all sides (this is usually the default setting). Page numbering belongs in the header. Points will be deducted for final drafts that do not adhere to the formatting standards for a college essay.
3. All major assignments should be submitted **as Microsoft Word files (file type *.docx)**. Do not submit PDF, gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of the submission link.
4. Incorrectly submitted files will receive a zero until or unless the appropriate file type is uploaded, at which time a late penalty will be applied. Any submission that is blank or corrupt will likewise receive a zero until or unless a viable file is uploaded, at which time a late penalty will be applied. Assignments submitted with less than half the required word count earn a zero by default.
5. Make sure you receive a successful submission confirmation from TURNITIN.

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. Instructors may also include process assignments and drafts in their assessment of the final grade.

"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.”

Student Responsibilities:

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. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
4. Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
5. Be courteous to others, especially by putting away cell phones and other distractions while in class
6. Write down all grades and apply them to the grading scale used for the class, which is shown in the 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 and unauthorized AI usage
9. Ask questions when something is unclear

Attendance: This is an online course, and as such no attendance is taken. However, your continued participation in the online activities and assignments can be used to gauge your continued attendance in this course.

1. Students who enroll in a course but have “Never Attended” (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. It’s your responsibility to drop the course if you stop attending and/or submitting work.
3. I will accommodate extenuating circumstances at my discretion. Unless an official accommodation has been submitted and/or approved by the instructor before the deadline has passed, the guidelines regarding graded assignments in this syllabus and in Blackboard will apply.

Late Work Policy*

Note that this late policy applies to **major assignments only. Late work is not accepted for any reason on all other assignments, such as process work, quizzes, activities, or reflections.*

1. If you submit after the deadline without a prior accommodation for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Major assignments will not be accepted more than one week after the deadline.
2. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you’re expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

Dropping the Class: The last day to withdraw/drop from a course this semester is listed on the academic calendar [here](#). It is your, the student’s, responsibility to withdraw from this course if you do not plan on completing the course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

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 (including AI generated content). 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, translation websites or apps or any other software or application to generate or revise all or part of a paper or other assignment;
2. Turning in a paper or submitting work that has been purchased, borrowed, or downloaded from another writer or from an online site or is the product of collusion with another person or mechanism;
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;
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, texting, internet, Quizlet, etc.) 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 Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Artificial Intelligence Statement

The learning outcomes of English 1301 rely on your own original reading, writing, and thinking. It is simply not possible or ethical to use generative AI and accomplish these goals in our course. Accordingly, you're expected to refrain from all usage of generative AI in the production of your work. This includes tools like ChatGPT, Gemini, or other LLMs as well as software like Grammarly, Chegg, or Quill that uses AI to edit your work. These tools are not allowed for any of the following:

- To generate words, phrases, or sentences used in an assignment
- To generate ideas, claims, or interpretations in substitute of original thinking
- To outline, organize, or otherwise direct the composition of your own work
- To spin, elevate, enhance, or rewrite your own originally produced work

Any work containing indications of AI involvement must be verified as original to receive credit via examination of writing notes and draft versions, verbal review, and language analysis. If authorship cannot be verified after exhausting all methods at our disposal, the work can be determined to be unethically produced and therefore ineligible for credit, and it may receive a penalty up to and including zero. **As a student writer in the age of AI, it is your responsibility to protect the integrity of your work and ensure complete ownership of the ideas and language therein.**

Students have the right to decline verbal review of their work. If a request for verbal review is not answered within a week, it will be assumed that the student has chosen the option to decline. In doing so, the assignment may be determined in violation of the integrity standards of the course and assigned a zero.

Fabrication & Ethical Research Disclaimer

Students are responsible for every word, quote, citation, paraphrase, and claim included in their submitted work. Fabrication and/or falsification of cited material in an assignment—regardless of whether it was caused by AI misuse or a student's own negligence—constitutes a violation of the academic integrity policy. This can include, but is not limited to:

- Citing non-existent sources in a Works Cited or References list

- Misrepresenting or inventing information, words, or ideas and citing them from a text, source, or author
- Inventing quotes from a text, source, or author that are not actually present in the source
- Attributing an idea or quote to the incorrect text, source, author, or publication
- Providing inaccurate publication information, links, page numbers, or bibliographic details in a way that misrepresents the source
- Submitting citations to sources that the student cannot produce or access for verification purposes

Students are expected to maintain access to all cited material used in the production of their work and must be able to provide full-text copies, active links, PDFs, screenshots, database records, notes, annotations, or other reasonable forms of authentication upon request. Failure to authenticate cited material may result in penalties up to and including a zero for the assignment.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.