

South Plains College
Course Syllabus: ENGL 1301 Composition I
Fall 2026

Instructor: Mr. Matthew Race
Office: CME 103C, Levelland Campus
Email: mrace@southplainscollege.edu
Telephone: (806) 716-2439
Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30 am 10:45 – 11:45 am	9:00 – 11:00 am	9:00 – 9:30 am 10:45 – 11:45 am	9:00 – 11:00 am	9:00 – 10:00 am

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 completing other assignments. The departmental essay rubric will be used to determine the extent of improvement that the students have gained during the semester.

Required Textbook (print or eBook):

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

- This textbook is included as an ebook in Blackboard, so you do not need to purchase a print copy.
- If you want to opt out of the ebook, you may do so through the textbook link in Blackboard and purchase your own print or electronic copy.
- If you have trouble accessing the ebook, contact me or BibliU (the company that provides the ebook): [BibliU support pages](#), support@bibliu.com.

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

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:**
3. **Regular access to a computer and reliable internet service:**
 - Understand that it is your responsibility to find alternate computers you may use to submit your work on time.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system.
5. **Microsoft 365: Word, OneDrive, PowerPoint, Teams:** As a member of the SPC community, you have free access to Microsoft 365.

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.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations:

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

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

Brainfuse Live Tutoring

You also have free tutoring with Brainfuse. To access it, log into Blackboard and click on Tools in the menu on the left. Click on the Brainfuse icon to be taken to SPC's Brainfuse page. The hours for online tutoring are Monday through Thursday 8:00 PM – 8:00 AM and 6:00 PM Friday through 8:00 AM Monday.

Course Organization:

- The course is organized into sixteen weeks.
- Each week has its own module on the **Course Content** page in our Blackboard course.

Assignment Deadlines: The weekly assignment deadline is Sunday at 11:59 pm with the following exceptions, which may be due in class or during the middle of the week:

- Outline Review Groups (each student is assigned a peer's outline to review)
- Peer Review Workshops (each student is assigned peers' essay drafts to review)
- Cluster pages

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). Essay portfolio grades are usually made up of an outline, initial drafts, peer review workshops, and final draft.

Exemplification Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Final Draft 90%	8%
Definition Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	10%
Comparison/Contrast Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	12%
Cause/Effect Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	15%
Argument Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	18%
Quizzes/Assignments Average:	15%
Midterm Exam:	7%
Final Exam:	10%
Attendance Grade:	5%
TOTAL:	100%

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.

Essay Portfolios Folder (TURNITIN):

1. The **Essay Portfolios folder** is located in Blackboard on the **Course Content** page. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed through TURNITIN:
 - Outlines
 - Outline Review Groups
 - Initial Essay Drafts
 - Peer Review Workshops
 - Final Drafts
2. **Outline Review Groups:** these are peer review groups for the essay outlines. Students review other students' outlines and their own, focusing mainly on the thesis, topic sentences, and rephrased thesis.
3. **Peer Review Workshops:** these are comprehensive peer review experiences. Students review other students' initial drafts, rating them on the rubric criteria of unity, support, coherence, and sentence skills.

4. Always confirm that an assignment you submitted to TURNITIN was successfully uploaded.
5. After a paper is graded, go back to TURNITIN to review the grading rubric results and read the feedback I gave.

General Guidelines for Written Assignments:

1. All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: <https://www.scribbr.com/mla/formatting/>. Final drafts should be double-spaced, and written in a 12-point, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be one inch wide on all sides. A correct heading and running header are required. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.
2. All major assignments should be submitted as Microsoft Word files (.docx). Do not submit PDF, gdoc, .pages, .odt, .rtf, or .txt files. Incorrectly submitted files are counted late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive a successful submission confirmation message from TURNITIN. Essays submitted with less than half the required word count earn a zero by default.

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: To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.

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. Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
3. You must present an official SPC/school notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
4. It is your responsibility to drop the course if you stop attending.
5. I will accommodate extenuating circumstances at my discretion.

Late Work Policy

1. The late policy applies only to **major assignments** (final essay drafts and the Midterm Exam—with limits). Late work is not accepted for any reason on all other assignments, such as essay outlines, rough drafts, peer reviews, quizzes, activities, or reflections.
2. If you submit a final essay draft after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Final essay drafts will not be accepted more than one week after the deadline.
3. 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: Before dropping this class, talk to me. The last day to withdraw/drop from a course this semester is listed on the academic calendar [here](#). It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are available in the Blackboard Gradebook. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>. The online drop form link is in the Course Resources folder in Blackboard.

Academic Integrity: 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 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. Copying 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.

Academic Integrity: Artificial Intelligence

I have an ethical responsibility to ensure that all students receive credit only for work that they have originally and ethically produced, and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. Do not use AI tools (such as ChatGPT, Grammarly, Quillbot, Microsoft Editor, Draft Coach, translators, etc.) for any of these prohibited tasks:

- Allowing AI to generate any words, sentences, or written language for an assignment
- Allowing AI to “brainstorm” ideas, thesis statements, research topics, or claims
- Allowing AI to outline, organize, or otherwise direct the composition of your work
- Allowing AI to elevate, spin, enhance, or improve your own words, sentences, or ideas

Using AI to write or heavily revise your writing can lead to severe consequences, including grade penalties, zeroes, Academic Dishonesty reports, and failure or dismissal from class. AI revision tools can be useful, but in this composition course, the goal is to help YOU learn to write effectively and correctly. The lessons in this course will teach you how to write thoughtful, clearly-organized paragraphs and essays composed of well-constructed, grammatically correct sentences. If you need help along the way, don't turn to AI. Instead, make frequent (daily/weekly) use of the free tutoring resources available to SPC students. The Course Resources folder in Blackboard tells how to schedule free sessions with tutors through the SPC Writing Centers (in-person or online) or Tutor.com (online only).

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/>.