

ENGL 1302 - SYLLABUS

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Professor Information and Contact Details

Instructor: Stephen M. Sanders

Remind.com: MANDATORY - follow link on Blackboard

Email Address: smsanders@southplainscollege.edu

Office Hours: (CM 107) 12:15-1:00 MTWTh; 8:00-10:00 F; Zoom meetings by appointment only

REALLY GOOD BOOK: [*Passe-Partout*](#)

Course Description

The purpose of English 1302 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1302 helps students to think well by teaching them to read and write well through learning about the writing process, the fundamentals of research, and through readings of literary selections.

Required Texts

1. On Blackboard (link named "Class Readings")
2. *The Road* Cormac McCarthy
3. Purdue Online Writing Lab.
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html
4. Reputable dictionary (online or print)
5. Any other text not mentioned here will be given to the students in class.

Prerequisite

International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

Credit: 3 Lecture: 3 Lab: 0

Supplies

1. Access to computer with printer and Internet access
 - a. Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
 - b. 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.

- c. Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
- 2. SPC username and password
 - a. email helpdesk@southplainscollege.edu or call the SPC Help Desk at **806-716-2600** for help with your username/password
- 3. SPC student email access
 - a. 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.
 - i. Your SPC Email address is:
`yourSPCusername@southplainscollege.edu` (ex. `jsmith1234@southplainscollege.edu`).
 - ii. Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at **806-716-2600**.
 - iii. To access your SPC email account, log in to [MySPC here](#)
 - iv. You can also set up access to your SPC email account through mobile phone mail apps, such as the default smartphone Mail app or the Outlook app.
 - v. Check with the SPC Help Desk for assistance:
806-716-2600.
- 4. Blackboard
 - a. 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. Google Docs access
 - a. You will need a [Gmail account](#) for this
 - b. [Google Docs beginning page](#)
- 6. Adobe Reader
 - a. Available to download free from this website:
<http://www.adobe.com/products/reader.html>

Computer Help

- a. need help with your computer, laptop, email address, username/password?
- b. helpdesk@southplainscollege.edu
- c. **806-716-2600**

Blackboard Help

1. Get Help by Email: blackboard@southplainscollege.edu
 - a. 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.
 - b. The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - c. 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.

This course satisfies a Core Curriculum Requirement:

Yes—Communication Foundational Component Area

Core Objectives addressed

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

Course Purpose

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Student Learning Outcomes

1. Use expository and argumentative writing skills.
2. Identify and analyze the major elements of literature.
3. Critically think about the study of literature and write papers utilizing critical thinking, such as summary, paraphrase, synthesis, and single-source assignments.
4. Use a library for research.
5. Research and write an accurately MLA documented paper.

Methods of Evaluation

All assignments are due on the days listed on the syllabus calendar. Late assignments (see above) will not be accepted. If, for some odd reason, the calendar must be changed, then it will be noted in class.

Research Paper

Students will complete one 1200-1500 word research paper to be graded according to the requirements in this syllabus. No final draft of an essay will be accepted without its planning work and rough draft.

Quizzes

Quizzes may be either scheduled or unscheduled. Please be prepared for them by paying attention, taking notes, participating in discussions, and successfully completing your assignments.

Exams

Exams are scheduled on the calendar and may either be objective or subjective.

Grade Weights

- (30%): classwork, quizzes
- (55%): Exams (including final exam)
- (15%): Completed research paper

Grading Array

A = 90 - 100

B = 80 - 89

C = 70 - 79

(credit is only given for a grade of "C" or above.)

D = 60 - 69

F = 59 or below

Research Paper Assessment Rubric

Research papers 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 paper will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

ENGL 1302	Instructor:		Section #	Semester:	Student Name:	
Research Paper	UNITY, PURPOSE, AUDIENCE 20%	SUPPORT & DEVELOPMENT 20%	ORGANIZATION & COHERENCE 10%	SOURCE INTEGRATION & IN-TEXT CITATIONS 20%	WORKS CITED & STYLE MANUAL FORMAT 20%	GRAMMAR & STYLE 10%
A +	20 No revision needed	20 No revision needed	10 No revision needed	20 No errors	20 No errors	10 No errors
A Superior	19 Clear, specific thesis states the topic and the claim. All topic sentences strongly support the thesis and body paragraphs display unity. Paper conveys clear purpose and discernment of distinctive audience .	19 Body paragraphs contain logical, appropriate, relevant, and compelling content, illustrating mastery of the subject.	9.5 Organization is excellent and logical. Sophisticated use of transitions . Introduction includes thesis and helpful context. Conclusion is thought-provoking.	19 Source material is smoothly integrated. In-text citations are correctly formatted. All source information is cited.	19 *No incorrect entries or 1-2 minor problems *Alphabetized entries *Double-spaced *Correct indentations *All sources cited *Subscribes to style-manual requirements in font & size, heading, margins, and header	9.5 No major errors (frag, FS, CS, S/V agr, pronoun ref/agr, verb); virtually free of other grammar , spelling, wrong word, punctuation, mechanical, or point of view errors. Effective, powerful word choice and sentence variety .
	17 Thesis adequately states the topic and the claim. All topic sentences directly support the thesis, and body paragraphs display unity. Paper conveys good awareness of purpose and audience .	17 Body paragraphs contain logical, appropriate, relevant, and adequate content.	8.5 Organization of ideas is clear and helpful. Logical, helpful use of transitions . Introduction presents thesis and context. Conclusion restates thesis and provides closure.	17 Source material is smoothly integrated. In-text citations are correct, with 1 - 2 errors, OR 1 - 2 paraphrased passages lack a citation.	17 *Mostly correct entries *Alphabetized correctly with 1 exception *One missing source *Minor departures from the style-manual conventions	8.5 1 or 2 major errors (frag, FS, CS, S/V agr, pronoun ref/agr, verb); very few other grammar , spelling, wrong word, punctuation, mechanical, or point of view errors. Good word choice and variety of sentence patterns (simple, compound, complex) and length.
C Acceptable	15 Thesis is stated, but may lack a strong claim or be obvious/predictable. Topic sentences adequately support the thesis; 1 error in paragraph unity. Purpose and audience adequately conveyed.	15 Body paragraphs use appropriate and relevant content; however, the essay may summarize or generalize where analysis is required.	7.5 Organization of ideas is satisfactory. Transitions are logical. Introduction states thesis but may be underdeveloped or unoriginal. Conclusion restates thesis; lacks closure.	15 Source material is smoothly integrated. In-text citations are correct, with 3 - 5 errors, OR 3 - 5 paraphrased passages lack a citation.	15 *A few significant style-manual errors in the entries. *2 or more alphabetizing errors *2 or more missing sources *Incorrect font, page numbers, margins, heading, or header.	7.5 3 or 4 major errors (frag, FS, CS, S/V agr, pronoun ref/agr, verb); some other grammar , spelling, wrong word, punctuation, mechanical, or point of view errors but not distracting. Word choice mostly accurate; some variety in sentence patterns/length
	13 Thesis announces topic but no claim; contains more than one idea; or is too vague, too broad, or too narrow. Topic sentences not tied to thesis or missing. Two errors in paragraph unity. Paper conveys little awareness of audience or purpose .	13 Body paragraphs contain mostly summary, have little or no analysis, and/or have too little development. OR paper does not meet the length requirement by 1 page.	6.5 Organization attempted but disjointed or confusing. Transitions are sparse. Weak introduction or consists of thesis statement only. Conclusion fails to restate thesis or ends abruptly.	13 Source material not smoothly integrated. Numerous citation errors or missing citations. Has Works Cited page, but no citations, highest grade possible on the paper is D. If citations are used, but no Works Cited page, the highest a paper can receive is a D.	13 *Significant and frequent departures from the style manual in punctuation, format, spelling, etc. *Entries are not alphabetized or are missing. *Any combination of incorrect font, page numbers, margins, heading, and/or header	6.5 5 or 6 major errors (frag, FS, CS, S/V agr, pronoun ref/agr, verb); several other grammar , spelling, wrong word, punctuation, mechanical, or point of view errors distract from content. Some slang and informal word choices ; little or no variety in sentence type/length.
F Unacceptable	11 Thesis illogical, incomplete, missing; essay lacks focus on one central idea. Topic sentences missing, so body paragraphs lack unity. Paper ignores the purpose and audience	11 Body paragraphs lack development; paper does not fulfill purpose or minimum requirements of the assignment. OR the essay is unduly brief or shows lack of revision.	5.5 Organization is incoherent. Transitions missing or illogical. The paper lacks an introduction and conclusion .	11 The paper has inadequate documentation so that most of the paper is plagiarized.	11 *Works Cited entries are not included or significantly depart from the style manual. *No alphabetizing of entries is apparent *Sources are missing or not included *Paper format does not follow the style manual	5.5 7 major errors (frag, FS, CS, S/V agr, pron ref/agr, verb); numerous other grammar , spelling, wrong word, punctuation, mechanical, POV errors. Word choice often inaccurate, immature, or inappropriate; multiple sentence structure/syntax errors
	0 Paper does not fulfill the assignment or completely disregards instructions OR paper is written in a style not reflective of student's voice	0 Paper does not meet minimum requirements OR paper is written in a style not reflective of student's voice	0 Other issues:	0 Plagiarism can result in an F or no credit for the essay	0 No documentation and no Works Cited page—highest grade for paper is F	0 If errors (major or minor) seriously affect the readability of an paper OR the paper is written in a style not reflective of student's voice, the paper will receive an F
Final Grade	UNITY ____ + SUPPORT ____ + COHERENCE ____ + SOURCES & CITATIONS ____ + WORKS CITED ____ + GRAMMAR ____ = ____ %					

Composition Requirements

1. All compositions must successfully use the conventions of standard grammar.
2. All compositions must be properly developed.
3. All compositions must be properly unified and coherent.
4. All compositions must properly utilize logic, facts, and argumentation to advance its thesis.

Composition Foci

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

Course Requirements

1. Be on time and regularly attend class (See "Attendance Policy")
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 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. **Nonmedical listening devices (earbuds, headphones, etc.) are not allowed during class time. Failure to remove after one reminder will result in a student's removal from class. Medical hearing devices (i.e. medical hearing aids) are allowed with appropriate documentation.**
6. Submit all assignments in accordance with due dates, formats, and requirements
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
8. Ask questions when something is unclear.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time.
- Please do not text during lecture or discussion time.
- All mobile devices are to be put away during quizzes and tests.
- If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.

***I realize emergency situations occur. Please exit the room in order to answer your device.*

Class Attendance/Missed Work Policy

(for courses with scheduled meeting times)

1. Students in English 1302 are expected to be on time. *If you are late to class, then you are considered absent* but will be allowed to stay in class and submit assignments due that day for full credit. If you are late to class and choose to stay, please enter quietly and take your seat. If a quiz has already begun, you will be allowed to complete ONLY the questions you were present for.

2. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up missed work. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. If emailed to the instructor ON the day missed, the following absences are excused with the proper notices:

1. Doctor Visit (Doctor note FOR THE DAY MISSED must be emailed to smsanders@southplainscollege.edu ON that same day)
2. Funeral (funeral MUST be on day missed and a funeral bulletin/handout picture MUST be emailed to smsanders@southplainscollege.edu on the day of the funeral)
3. Official S.P.C. absence (picture of note from dean and/or professor for absence must be emailed to smsanders@southplainscollege.edu on the day you are absent)

Extra Credit (optional)

1. Raises lowest quiz grade to 100 OR raises lowest exam grade by 10 points—your choice.
2. Read the novel Passe-Partout by Stephen M. Sanders (order at the link on Amazon.com; OR check out at S.P.C. Levelland library or Hockley County library)
3. Complete "Book Club/Book Mark" (found on Blackboard)
4. Due on the last regular class day of the semester.

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.

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 writer 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;
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

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:

1. Citing non-existent sources in a Works Cited or References list
2. Misrepresenting or inventing information, words, or ideas and citing them from a text, source, or author
3. Inventing quotes from a text, source, or author that are not actually present in the source
4. Attributing an idea or quote to the incorrect text, source, author, or publication
5. Providing inaccurate publication information, links, page numbers, or bibliographic details in a way that misrepresents the source
6. Submitting citations to sources that the student cannot produce or access for verification purposes

******Students are expected to maintain access to, and provide upon request, all cited material used in the production of their work and must be able to provide***

1. full-text copies,
2. active links,
3. PDFs,
4. screenshots,
5. database records,
6. notes,
7. annotations, or
8. other reasonable forms of authentication.

Failure to authenticate cited material may result in penalties up to and including a **zero** for the assignment.

Syllabus Calendar

All the due dates for work are on the course calendar. And, while the due dates probably will not be moved, the teacher reserves the right to make changes to the calendar because of unforeseen events and the havoc they might wreak upon the schedule. In most cases, though, refer to the calendar for the dates assignments are due. If you don't know the day any given assignment is due, then ask the teacher.

Email Policy

Due to privacy concerns, the teacher will not discuss grades through email. If you would like to talk about your grades or assignments, please make an appointment (using email, if necessary) for this purpose. (See the teacher schedule at the beginning of the syllabus.)

Institutional Statements

Intellectual Exchange; Disabilities; Non-discrimination; Title IX Pregnancy and Parenting Accommodations Statement; CARE (Campus Assessment, Response, and Evaluation) Team; Campus Concealed Carry Statement; COVID-19; Artificial Intelligence – (<https://www.southplainscollege.edu/syllabusstatements/>)

Teleconferencing (Zoom meetings) Policy

While you are attending class on Zoom, please obey these policies:

1. Dress appropriately for the classroom (if it's not socially appropriate to wear in face-to-face classes, please do not wear it on Zoom)
2. Do not smoke or vape.
3. Do not drink alcoholic beverages.
4. Do not consume any illicit and/or illegal substances.
5. You must be present on Zoom. (I will take attendance AND I will do random camera checks.)
6. The Zoom classroom will be locked 1 minute after the official beginning of class time. If you are late, you will not be admitted.

Virtual Class attendance

1. You must join Zoom on YOUR OWN Zoom instance (and not sit in on another student's instance of Zoom).
2. Lack of technology will not be an acceptable excuse for missing class via Zoom (if you find your phone or computer to be unable to access Zoom, I suggest signing in at the SPC-Levelland Technology Center lab, SPC-Levelland Library lab, or the computer labs at the Lubbock, Reese Center, and Plainview campuses.)
3. Your attendance will only be counted in class if you are on your own Zoom instance under your own legal name (nicknames or the like are not allowed, neither will an instance labeled only "iPhone").
4. Your work will only be accepted in a given day if you are on your own Zoom instance under your own legal name (see item #3 for unacceptable Zoom instance names).
5. Failure to adhere to these conditions will result in removal from the class that day, and if continued, removal from the course.

COURSE AGREEMENT

Remaining enrolled in this class constitutes agreement with this syllabus.