# South Plains College
## Course Syllabus: ENGL 0301 Developmental English
## Face-to-Face
## Spring 2026

**Instructor:** Mrs. Brandi Cook
**Email:** bcook@southplainscollege.edu
**Phone:** 806-716-4302
**Department:** English and Philosophy
**Course:** Developmental English
**Office Hours:** available by appointment after 4:00 pm
**Time:** Wednesday 4:20-7:10

**Course Description:**
This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a fundamental review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

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

**Textbook:** Grassroots with Readings: The Writer's Workbook, by Susan Fawcett, 12th edition, 2019. Published by Cengage.
Ebook only ISBN: 9781337614801
Ebook + Mindtap ISBN: 9781337614825

**Student Responsibilities:** Students are expected to:
    1. Be on time and regularly attend class (see the attendance policy)
    2. Be responsible for the learning process, including preparation for class, such as reading and homework; participate 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; do 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, including personal laptops, iPads, or tablets, while in**

**class. If you must be on your device, please leave the classroom until you can put it away.**
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 and utilizing AI.**
8. Ask questions when something is unclear.

## Student Learning Outcomes: Upon successful completion of this course, students will:
1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use practical approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the thoughts and words of other writers in student writing using established strategies.
4. Evaluate the relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard American English.

## 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.

## Supplies:
• Three-ring binder, paper, writing utensil, dividers (optional)

## 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:**
> o **SPC Student Email Account:** If you haven't already, you must 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 Outlookapp.
>> ▪ Check with the SPC Help Desk for assistance: 806-716-2600.

**3. Regular access to a computer and reliable internet service:**
> o Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
> o 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.
> o 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, PowerPoint and OneDrive:** 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.
> o 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.
> o 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. Google Account for Google Docs:** In this class you will be expected to use google docs to write your essays. Before submitting the document will need to be converted to a word document (doc.x), but must be written in Google Docs before converting.

**7. 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, username/password?
• helpdesk@southplainscollege.edu
• 806-716-2600


# Ebook Help:
• McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2
• TexBook Information (Inclusive Access): https://www.southplainscollege.edu/texbook.php


# Blackboard Help:
**1. Get Help by Email:** blackboard@southplainscollege.edu
> o 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.
> o The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.

o 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.

## FREE TUTORING:

**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, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

**Brainfuse**
You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard, and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:  Monday – Thursday: 8 pm-8 a 6pm Friday – 8am Monday morning
**For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224**

## Tutoring Questions:

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

**Grading Policy:** A final letter grade will be assigned based on this scale:
A (90-100), B (80-89), C (70-79), D (60-69), F (59-0).
Final grades will be assigned based on the following:
Major Paragraphs 40%
Attendance 10%
Quizzes 25%
Journals & Daily Work 25%
Total 100%

Late work: Any work assigned is expected to be turned in on time. Papers handed out in class will be due the next class meeting. Papers will be accepted in the next class meeting (one week late) for a 20-point reduction. Any work assigned online will be given a two-day grace period with the same point reduction.

Course Evaluation: The following grades* will be assigned when:
A - 90% or better is achieved on graded work; you have made excellent progress in writing skills.
B - 80% or better is achieved on graded work; you have made good progress in writing skills.
C - 70% or better is achieved on graded work; you have made fair progress in writing skills.
D - 60% or better is achieved on graded work; you have made minimal progress in writing skills.

F - 59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

## TSIA Compliance:

· Students must take READ 0301 (reading skills) concurrently with ENGL 0301 (writing skills) unless they have demonstrated college-level reading skills through some other method.
· Students must earn a C or better in ENGL 0301 to be eligible to move to the next level-- INRW 0300 + ENGL 1301 Corequisite Courses.
· Students may choose to retest on the TSIA2 ELAR/Essay tests at any time. If they pass them, they should inform their ENGL 0301 and READ 0301 instructors immediately. They may register for stand-alone ENGL 1301 during the next available semester.
Diagnostic Writing: Students will complete a diagnostic essay the first day of class, which will be used in conjunction with the Nelson-Denny reading test administered in READ 0301 to ensure that students are accurately placed in courses matching their writing and reading skill levels.

## Attendance Policy:

*You are expected to attend all classes in order to be successful in this course. However, if the occasion arises that prevents you from attending, your absence will be calculated as follows:*
Present On Time= 100
Absent (10+ minutes late) = 0
Late/Early Departure = 50
The 2 lowest grades will be dropped.

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 work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.
Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.
It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]
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.

**It is up to you to monitor your grade and course progress.** If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the My Grades link in Blackboard.

**Student Responsibilities:** Students are expected to:
1. Be on time and regularly attend class. If you are more than 10 minutes late, you will be counted absent. However, you may attend class and participate.
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 courteous actions to others, especially by putting away cell phones and other distractions, including personal laptops, iPads, or tablets, while in class. You will be asked to leave the classroom if you insist on using your cell phone during class time.**
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. 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 and AI-generated or altered text
8. Ask questions when something is unclear.

**Dropping our class:** Before you withdraw from this 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 a drop form
• You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
• **I will not drop you from this course.** You will be responsible for your own withdrawal. If you are enrolled in class on the final day, you will receive the grade you earned.
• For additional information regarding schedule changes, drops and withdrawals, click here.
• Withdrawing from all SPC 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.

**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 send me a message through Course Email, 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.

**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.

## English Department Plagiarism and Cheating Policy:
**There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you did not write in an essay or assignment without proper documentation. If you are 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, revise, or translate 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; (research is not allowed in this course)
> 5. Submitting an assignment for this course that you also submitted to another course without my express approval;

**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).

**SOUTH PLAINS COLLEGE POLICIES AND OFFICIAL STATEMENTS REGARDING THE FOLLOWING CAN BE FOUND USING THE PROVIDED LINK:**
**https://www.southplainscollege.edu/syllabusstatements/**
• **Intellectual Exchange Statement**
• **Disabilities Statement**
• **Non-Discrimination Statement**
• **Title IX Pregnancy Accommodations Statement**
• **CARE (Campus Assessment, Response, and Evaluation) Team**
• **Campus Concealed Carry Statement**
• **COVID-19 Statement**

# English 0301 Calendar

Week 1          Course Syllabus
                Blackboard login and navigation
                How to Email Your Instructor
                Begin Email Writing Assignment

Week 2          Spelling Improvement
                Omitted Words and Letters
                Commonly Confused Words

Week 3          Parts of Speech
                Subjects, Verbs, Prepositional Phrases

Week 4          Fragments
                Run-ons

Week 5          An Introduction to Writing
                The Writing Process

Week 6          Four Steps for Writing, Four Bases for Revising
                Exemplification Paragraph Assignment
                Day 1: Choose topic, brainstorm, cluster paragraph 1 in class

Week 7          Day 2: Outline, write paragraph 1 in class
                Day 3: Type, revise paragraph 1 in class

Week 8          Sentence Combining/Sentence Variety
                Standard English Verbs
                Irregular Verbs (ex. lie, lay; sit, set)

Week 9          Subject-Verb Agreement
                Consistent Verb Tense
                Revision of Paragraph 1

Week 10         Cause or Effect Paragraph Assignment
                Day 1: Choose topic, brainstorm, cluster Paragraph 2 in class
                Day 2: Outline, type Paragraph 2 in class

Week 11         Day 3: Type, revise Paragraph 2
                Pronoun Reference, Agreement, and Point of View

Week 12         Pronoun Types
                Faulty Parallelism

Week 13     Apostrophes
            Commas
            Revision of Paragraph 2

Week 14     Argumentation Paragraph Assignment
            Day 1: Choose topic, brainstorm, cluster Paragraph 3 in class
            Day 2: Outline, type Paragraph 3 in class

Week 15     Day 3: Type, revise Paragraph 3 in class
            Final Exam Review
            Make-up Paragraph (only with instructor approval)

Week 16     Final Exam