South Plains College
Course Syllabus: ENGL 0301 Developmental English
Face-to-Face
Fall 2025

Instructor: Mrs. Paige Pope

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Phone: 806-716-4889

Office: Communications-English Building 103B

Department: English and Philosophy

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
10:45-1:00	12:15-1:00	10:45-1:00	12:15-1:00	9:30-11:30

Location: CM 111

Time: M/W 9:30-10:45

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.

TexBook: NOT REQUIRED

Core Curriculum Objectives:

• **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. 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 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. Personal laptops are not allowed in this class. The room is equipped with computers for your use.
6. 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.
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 utilizing AI.
9. Ask questions when something is unclear.

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:**
   - **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 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, 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. **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

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**: 806-716-2962 (available between 8 AM and 4 PM Monday through Friday, except on holidays)

FREE TUTORING:

- 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

Brainfuse.com

- You also have 180 FREE minutes of tutoring with Brainfuse.com each week, and your hours reset every Monday morning. To access Brainfuse.com, log into Blackboard and click on **Course Resources.** Use the Tutor.com link provided on that page. You can access tutor.com tutors during the following times:
- **Monday – Thursday: 8pm-8am**
- **6pm Friday – 8am Monday morning (Yes, that is 24 hours a day on weekends)**

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/Essay	40%
Attendance	10%
Quizzes	25%
Journals & Daily Work	25%
Total	100%

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.

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 this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWeIqAmJdC CqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu

- 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