

ENGL 1301 - 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; 2:30-3:00 MTWTh;

8:00-10:00 F; Zoom meetings by appointment only

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

Course Description

This course includes a grammar review and a study of the principles of good writing, methods of paragraph and theme development, frequent essays, and collateral readings in literature and the other humanities.

Required Texts

1. Kirszner. *Patterns for College Writing*. 16th ed. MacMillan.
[Patterns for College Writing 16th Edition | Laurie G. Kirszner | Macmillan Learning](#)
2. Collegiate Dictionary (such as Merriam Webster Collegiate Dictionary)
3. 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

The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English Language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

Student Learning Outcomes

Upon completion of the course, the student will show competence in the course objectives listed below:

1. Understand that writing is an interactive process that includes prewriting, writing and revision and apply those principles to the assignments/papers
2. Develop a paper in an appropriate and logical order/structure/mode
3. Use revision to rectify structural, unity/focus, developmental, grammatical, or mechanical issues with a paper
4. Analyze and appreciate professional writers' work by understanding its message, how it communicates, and how it impacts the reader.
5. Apply the principles of the writing process in tailoring sentence structure, tone, diction, overall style, and mode to both fit the

assignment and audience in order to promote coherence and effective communication

6. Apply the principles of logic to the writing in order to make its communication more efficient, coherent, and powerful
7. Apply the principles of unity and coherence in order to help the writing be focused and promote more effective communication
8. Apply the principle of parallelism in order to make the writing more coherent, logical easily read and understood, and structured
9. Write an essay in standard English (the criteria being those described in the current required handbook) in order to follow the writing process regarding the style requirements of academic writing
10. Understand and apply the grammatical and mechanical elements of writing in order to promote effective and powerful communication
11. Be able to analyze a student's own work or a classmate's work and to determine if anything needs to be changed for the work to fit the assignment, be more developed, or communicate more effectively and then convey it in writing to the student
12. Make constructive suggestions for others' work during peer editing or other critiques or presentations
13. Do group work by working with other members of the class in order to complete the assignment by contributing to the project while interacting with other members of the group in order to do so.

Essay Assessment Rubric

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."

Outcomes Inventory

A pre- and post-test may be used to determine the extent of improvement that the students have gained during the semester; the tests will be given at either the discretion of the instructor or departmentally assigned.

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 Work

1. Students will complete three 500 (min.) - 600 (max.) word essays to be graded according to the requirements in this syllabus.

2. Students will complete various assignments to assess understanding of class readings and discussions (written assignments, quizzes, exams).

Grade Weights

Daily Grades (20%): classwork, quizzes

Major Grades (80%): finished essays, exams

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. Submit all assignments in accordance with due dates, formats, and requirements
6. 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.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
8. Ask questions when something is unclear.

Cell Phone Policy

1. Please turn your phone to silent/no-vibration while in class.
2. Please do not answer your phone during lecture or discussion time.
3. Please do not text during lecture or discussion time.
4. All mobile devices are to be put away during quizzes and tests.
5. 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)

Students in English 1301 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.

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 BEFORE you are absent)

Grading Policy

A = 90 - 100

B = 80 - 89

C = 70 - 79

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

D = 60 - 69

F = 59 or below

Extra Credit (optional)

Drops lowest quiz grade OR raises lowest exam grade by 10 points—your choice.

1. Read the novel [*Passe-Partout*](#) by Stephen M. Sanders (order on at the link on Amazon; OR check out at S.P.C. Levelland library or Hockley County library)
2. Complete "Book Club/Book Mark" (found on Blackboard)
3. 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. 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.

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.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence (A.I.) websites or apps to generate 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; or
5. Missing in-text citations.

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 Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

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:

- 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)
- Do not smoke or vape.
- Do not drink alcoholic beverages.
- Do not consume any illicit and/or illegal substances.
- You must be present on Zoom. (I will take attendance AND I will do random camera checks.)
- **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 Classes

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.