

**English 1302: Composition II**  
**Policy Statement**  
**Levelland Campus**  
**Spring 2026**

**Instructor:** Kay McClellan

**Office:** Cm 101

**Office Phone:** 806-716-2437

**E-Mail:** [kmcclellan@southplainscollege.edu](mailto:kmcclellan@southplainscollege.edu)

**Office Hours:** MW 12:15-1:00; MW 2:15-2:30; TR 12:45-2:30; 3:45-4:00;  
Fri. 1:00-3:00; and by appointment

**Section 010:** 11:00-12:15 TR Cm 123

**014:** 2:30-3:45 TR Cm 123

**Please access the following link for SPC Policies on:**

Artificial Intelligence Statement

Campus Concealed Carry Statement

CARE (Campus Assessment, Response, and Evaluation) Team

Covid-19

Disabilities Statement

Intellectual Exchange

Non-Discrimination Statement

Title IX Pregnancy and Parenting Accommodations Statement

<https://www.southplainscollege.edu/syllabusstatements/>

**Health Concerns/Sickness:**

\*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

\*If you're running a fever or think you have the flu, Covid, or another virus, please do not attend class.

Please notify DeEtte Edens: [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or **806-716-2376**

**Prerequisites:** \*Students must be TSI-compliant in both writing and reading.

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

\*Successful completion of ENGL 1301

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

**Course Purpose:**

English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, which may include short stories, drama, and poetry.

## **Course Description:**

This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

## **Textbooks and Other Materials:**

\**Kay McClellan: English 1302: Workbook*

\*a flashdrive

## **This course partially satisfies a Core Curriculum Requirement:**

### **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 research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

## **Student Learning Outcomes Assessment:**

A pre and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

## **Course Evaluation:**

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class.

## Essay/Paper Assessment Guidelines:

\*The “A” essay should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the first or last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.

\*The “B” essay contains all of the above with one or two types of major grammatical errors.

\*The “C” essay has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.

\*The “D” essay contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn’t follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.

\*The “F” essay doesn’t meet the minimum requirements. Some examples of “F” essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive or inflammatory (like saying those who don’t agree with the writer are morons, etc.).

## Grading Policy:

5%--Short Story Test

3%--Daily Quizzes

20%--Literary Papers

42%--Research Paper Deadlines (7 total Deadlines)

30%--Research Paper; the Final is a Revision of the Research Paper

100%--Total

**Two Ways To Be Exempt From the Final:** 1. having **1 or 0 absences**; or  
2. having an **A average**.

## Workshop Style

**Workshop Style** will allow the students to write in a more casual atmosphere, have access to help from the instructor and other students, and allow more self-paced writing.

## Research Paper Deadlines:

\*There are 7 Research Paper Deadlines, and each is worth 6 points of the Final Course Grade.

**Papers:** \***Papers not abiding by current MLA formatting will not be accepted:**

\***Font:** use Courier New #12

\***Spacing:** double space throughout the paper (even in heading)

\***Margins:** have a one inch margin all around the page

\***Header:** the student’s last name and page number should be in the top right corner of each page

\***Heading** (on first page only): student’s first and last name

Prof. McClellan

Engl 1302--section number

Paper due date

## **Literary Paper:**

**\*No Literary Paper will be accepted from students who miss the Rough Draft Workshop days in class and do not write a significant portion of their Literary Paper in class.**

\*The Literary Paper can be turned in on its due date or the next class period without penalty.

Thereafter, **late Literary Papers will lose a letter grade for each day they're late (Mon.-Fri.).**

Moreover, **anyone who hasn't turned in the Literary Paper by the class period before the class does the Literary Paper Revision** will receive a 0 on the paper.

**\*Optional Revision:** if a student wants to improve his/her grade, the student can do an Optional Revision of the Literary Paper Revision, and the lowest of the 3 Literary Paper grades will drop.

## **Research Paper:**

**\*All deadlines must be in Courier New #12, in MLA form, and turned in to me in person in order to be accepted. The Research Paper can be self-paced in that students may finish the class early by getting credit for all the Deadlines early and then turning in the Research Paper early.**

**\*A student must have credit for all deadlines before the Research Paper will be accepted.**

**\*Research Paper Deadlines:** each Deadline is worth 6 points; late Deadlines are worth 0 points.

**\*No late Research Papers or Research Paper Revisions will be accepted, unless prior arrangements have been made with me.**

## **Research Paper Revisions:**

**\*The Final is a Revision of the Research Paper;** in this case, each Research Paper grade will count for 15% of the Final Course Grade. Otherwise, if a student turns in a Research Paper Revision that isn't mandatory, the lower of the 2 Research Paper grades will be dropped.

## **Missed Quizzes:**

**\*Reading quizzes can't be made up;**

**\*Video quizzes** can be made up if the student passes the quiz; passing a video quiz will give the student a quiz grade and make up for an absence.

**Missed Tests:** a missed test needs to be made up within a week of the student's return to class.

## **Late Work:**

**\*No late work will be accepted after the last day of regular class.**

**\*The Short Story Test:** students who miss it will need to make it up within a week of returning to class.

**\*The Literary Paper:** can be turned in on its due date or the next class period without penalty.

Thereafter, late Literary Papers will lose a letter grade for each day they're late (Mon.-Fri.). Moreover, **anyone who hasn't turned in the Literary Paper by the class period before the class does the Literary Paper Revision** will receive a 0 on the paper.

**\*Research Paper Deadlines:** late Deadlines are worth 0 points.

**\*Research Papers or Research Paper Revisions:** no late papers will be accepted, unless prior arrangements have been made with me.

**Extra Credit:** The only Extra Credit available for the class is in the Short Story Test.

## SPC Tutors and Writing Center:

\*Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! The Writing Center": <https://www.southplainscollege.edu/writingcenter/> or or call (806) 716-2032.

## Student Responsibilities:

Students are expected to

1. Be on time and regularly attend class.
2. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus.
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.

## SPC Attendance Policy:

according to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

*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 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. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.*

## My Attendance Policy:

\*Students who are 5 or more minutes late will be counted absent each time after the second time.

\*Students who are 30 minutes late will be counted absent.

\*The class will be working from the *Workbook* each day, so students who habitually don't bring their Workbook to class will be counted absent, starting with the third time.

**\*Students with more than 4 absences don't meet the minimum standards of the class and will lose a letter grade in the course for each absence over 4.**

\*Students who are borderline (59, 69, 79, 89) at the end of the semester will be moved up a letter grade if they have 0 or 1 absence.

**\*The final is optional for students with an A average or 0 or 1 absence.**

## **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.**

## **Ethics: Plagiarism, AI, and Cheating:**

\*There is **zero tolerance** for academic dishonesty in this course. Don't 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, and an Academic Dishonesty Report will be filed with the Dean of Students.

\*In this class, **all drafts of papers should be saved separately to the student's folder on the hard drive of the student's computer** in CM 123, both to verify attendance and academic integrity.

\***During the semester, if there appears to be a major discrepancy between a student's in-class writing versus what's submitted for grades**, then, there may be a **verbal review** of the paper with the student; also, the student may be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of the student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

## **SPC English Department Plagiarism and Cheating Policy**

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

\*Using Artificial Intelligence websites or apps to generate **and/or revise** all or part of a paper or other assignment; [be aware that *Grammarly*'s editor and *Word*'s editor (not the spell check) are ai].

\*Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;

\*Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;

\*Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;

\*Submitting an assignment for this course that you also submitted to another course without my express approval;

\*Missing in-text citations and/or missing works cited entries.

**Cheating violations** include, but are not limited to, the following:

\*Obtaining an examination by stealing or collusion;

\*Discovering the content of an examination before it is given;

\*Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;

\*Entering an office or building to obtain unfair advantage;

\*Taking an examination for another;

\*Altering grade records;

\*Copying another's work during an examination or on a homework assignment;

\*Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;

\*Taking pictures of a test, test answers, or someone else's paper

## Class Rules

\***Violating a class rule at any time can result in a student's being expelled from class with an F.**

\***Students will be dropped with an F if they:**

- \*Create a hostile working and learning environment by disturbing the class; this could be by slamming books, muttering under their breath, yelling, or otherwise demonstrating abusive behavior, like raising their voices, calling me or their classmates derogatory names, making threats, etc.
- \*Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- \*Take pictures of example papers, quiz answers, or test answers.

\***Hoods, Ear Buds, and Earphones may not be worn in class.**

\***Example Papers:**

- \*Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- \*Anyone who leaves the classroom with an example paper will be given an **F in the course**.

\***Computer Etiquette:**

- \***Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- \*Because you'll be doing Revisions of papers in this class, save a copy of your papers on the hard drive of the computer you use in CM 123 in a folder in "My Documents." Also, save a copy of your papers in at least one other place as well; you can email a copy to yourself and/or save a copy on your flashdrive. Be leery of only saving papers to the SPC Domain because papers are occasionally lost in a black hole there.

\***Classroom Etiquette:**

- \*You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- \*You shouldn't make inappropriate remarks or use profanity.
- \***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- \*You shouldn't be talking when I'm talking or when a classmate is asking a question.
- \*Drinks should have lids or caps.

\***Writing Perimeters:** Do not write on things that are:

- \*illegal
- \*X rated
- \*offensive (including using a condescending or inflammatory tone)
- \*concerning hate groups
- \*concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

\***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.

**Kay McClellan--English 1302 Syllabus--8 SS--Spring 2026**

\*This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.

**Week 1:** Course Introduction; Literary Terms and Genres; LeGuin, Maupassant, Thurber

**Week 2:** Hemingway; Steele

**Week 3:** Chopin

**Week 4:** Literary Paper Assignment; **Short Story Test**

**Week 5:** In class writing--write Rough Draft of Literary Paper

**Week 6: \*Literary Paper #1 due**

\*I don't accept papers not in Courier New #12; papers in other fonts will be given an F.

**Week 7:** Research Paper Assignment; Internet Works cited and Documentation Practice

**Week 8: \*Literary Paper #2 due**

## **Research Paper Deadlines**

### **Deadlines:**

\*All Deadlines should be in Courier New #12.

**Deadlines won't be accepted if they're emailed, slid under my office door, or sent with a classmate, etc..**

**#1:** 5 Works cited entries in MLA style and

5 Facts that are consecutively numbered, have the source after each Fact, and are put into Categories

**#2:** Corrected Works cited and 15 Facts (the 5 from previous Deadline + 10 more)

**#3:** 25 Facts and Rough Outline

**#4:** Rough Draft in Final Draft form

**\*During Class:** the Deadlines are due during class and must be turned in face-to-face.

**\*Office Hours:** Deadlines may also be turned in, face-to-face, during my office hours; however, you'll need to allow at least 20 minutes for me to go over them with you--in case there are problems, so don't come 5-10 minutes before my office hours are over.; also, **I won't stay past my office hours because the Deadlines were all**

**due during class.**

## **Research Paper Deadlines (continued)**

### **Works cited**

\***Use at least 5 sources** in the Final Draft of your paper; the Deadlines are the sources that you might end up using.

\*You can have: \*5 internet sources or  
5 print sources or  
5 DVDs or  
5 interviews or a mixture of whatever you want as long as you end up with 5 sources.

\*use the SPC Library **Databases** to find books and scholarly articles

\*SPC and Texas Tech have a reciprocal lending agreement

\***Type the Works cited entries in MLA form in Courier New #12 in a Works cited page.**

\*double space and reverse indent the entries

\*put the sources in alphabetical order by the first word, but don't include "a, an, or the" when alphabetizing)

\*after I've checked your Works cited entries, **bring back the original sheet that I marked on** so that I can check your corrections more quickly

\***Books: bring all print books to class**

\***Internet Articles:**

\*when you get to class, **print out all internet home pages and articles** so that I can check the entries more quickly→I need to see the **publication information:**

- \*website→homepage
- \*author
- \*article title
- \*date published; if no date, then use the homepage copyright

### **Facts**

\*For the **1<sup>st</sup> Research Paper Deadline**, you can have

- 5 facts from 1 source,
- 1 fact from each of the 5 sources,
- or whatever way you want as long as you end up with 5 facts

\***put the facts into Categories:** \*category examples for a paper on Bigfoot: Description

- Eating Habits
- Sightings
- Physical Evidence

\***number all facts consecutively** so that I can see the total number of facts that you have

(you'll end up with 25 Facts for the Deadlines)

\***put the source and page number** (if there is a page number) after each fact by putting the author's last name, the title of the article, the website, or whatever you want as long as you know where the fact came from

## **Research Paper Deadlines (continued)**

### **\*RP Reminders for when I check your Rough Draft in Final Draft form:**

- \*Use **5 sources** (minimum);
- \*Introduce each interview the first time it's used to show how the person is an expert in the subject
- \*Document all facts that aren't general knowledge; when in doubt, document
- \*Make sure it's clear where each source starts and ends
- \*Make sure that there's documentation at the end of each body paragraph
- \***No back-to-back quotations**; there must be at least one word in-between quotations
- \*No title page nor outline for MLA papers
- \***The Research Paper**: consists of the paper itself and the Works cited page
- \***Works cited**: \*you can only put in sources that you've documented in the paper
  - \*put the sources in alphabetical order (don't include "a, an, or the" when alphabetizing)

**Week 9:** \*1<sup>st</sup> Research Paper Deadline

**Week 10:** \*1<sup>st</sup> Research Paper Deadline

**Week 11:** \*1<sup>st</sup> Research Paper Deadline & 2<sup>nd</sup> Research Paper Deadline

**Week 12:** \*2nd<sup>t</sup> Research Paper Deadline & 3rd Research Paper Deadline

**Week 13:** \*3rd<sup>t</sup> Research Paper Deadline & 4th Research Paper Deadline

**Week 14:** \*4th Research Paper Deadline & Research Paper due

**Final:** Section 010: Tues., May 5: 10:15 Cm 123

Section 014: Tues., May 5 : 1:00 Cm 123