

Syllabus for Dual Credit Hybrid English - Grace Cooperative

Spring 2026

Instructor: Andrew Vierling

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Office:

Grace Coop OR

Online Meeting Space

Office Hours:

TBA

Digital Office Hours: By appointment

South Plains College
Course Syllabus: SPCH1315
Revised Spring 2025

Department: English and Philosophy

Discipline: English

Course Number: ENGL 1302

Course Title: Composition II

Available Formats: Conventional, Online, **Hybrid**

Campuses: Levelland, Downtown Center, Plainview, **Dual-Credit High School**

Course Description: This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: Students must be TSI-complete or waived in both writing and reading.

Credit: 3 Lecture: 3 Lab: 0

Textbook:

Your textbook material and required course readings are provided at no cost to you via Blackboard and OER resources. All software required for the course is provided at no cost and/or free to sign up. You do not need to make any additional purchases for the course.

This course partially satisfies a Core Curriculum Requirement: Communications Foundational Component Area (010)

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 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.

Supplies: Access to a computer with printer and reliable internet access; three-ring binder

Technology Requirements:

- **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
- **SPC student email access:**
 - 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.
 - 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.
- **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, Lubbock Downtown Center, Lubbock Career and Technical Center, Plainview).
 - 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.
 - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
- **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>
- **Office 365:** Word and PowerPoint: 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.
 - 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.
 - 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.
- **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, or username and password?

helpdesk@southplainscollege.edu or 806-716-2600

Blackboard Help:

Get Help by Email: blackboard@southplainscollege.edu

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.

The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.

You can expect a response within 24 hours by email; however, the average response time is less than one hour.

Get Help by Phone: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)

Get Help Online: click on the Help link listed in the Blackboard course menu.

Writing and Grammar Help: Tutoring services are FREE to all SPC students!

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses: [Tutoring Information](#); [SPC Writing Center](#)

Email: tutoring@southplainscollege.edu

Email: writingcenter@southplainscollege.edu

Phone: 806-716-2538

Brainfuse:

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Brainfuse can be accessed through Blackboard under the “Assist” and “Tools” tabs in Blackboard. Brainfuse tutors are available nights and weekends:

Monday-Thursday 8:00 PM-8:00 AM

Friday 6:00 PM-8:00 AM

Saturday-Sunday 24 Hrs

Course Organization:

The course is organized into sixteen weeks. Each week has its own folder on the Course Content page in our Blackboard course. Each course week runs from Monday at 8 am to Friday at midnight.

Assignment Deadlines:

The weekly assignment deadline for most things will be either Thursday at midnight or Sunday at midnight, as is appropriate for the assignment... unless otherwise noted.

Grade Calculation:

A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Read, annotate, and discuss assignments - 20%
Quizzes and assignments - 10%
Deep Reading Assignment - 5%
Literary Analysis Worksheet - 5%
Interpretation Essay - 15%
Evaluative Essay - 15%
Synthesis Matrix - 5%
Synthesis and Extension Essay - 15%
Research Presentation - 10%

Each week, click on the My Grades link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

General Guidelines for Written Assignments:

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview:
<https://www.scribbr.com/mla/formatting/>.

Final drafts should be double-spaced, and written in a 12-point, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be one inch wide on all sides. A correct heading and running header are required. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

All major assignments should be submitted as Microsoft Word files (.doc or .docx). Do not submit PDF, gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of the submission link. Incorrectly submitted files are counted late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive a successful submission confirmation from TURNITIN. Essays submitted with less than half the required word count earn a zero by default.

Essay Assessment Guidelines:

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.

Student Responsibilities:

- Be on time and regularly attend class
- 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
- Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
- Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
- Be courteous to others, especially by putting away cell phones and other distractions while in class
- Write down all grades and apply them to the grading scale used for the class, which is shown in the syllabus
- Submit all assignments in accordance with due dates, formats, and requirements
- Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and unauthorized AI usage
- Ask questions when something is unclear

Attendance:

- To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.
- Students who enroll in a course but have “Never Attended” (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
- Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
- Please present an official SPC notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
- It’s your responsibility to drop the course if you stop attending.
- I will accommodate extenuating circumstances at my discretion.

Late Work Policy*

*Note that this late policy applies to major assignments only. Late work is not accepted for any reason on all other assignments, such as outlines, drafts,, peer reviews, quizzes, activities, or reflections.

- If you submit after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Major assignments will not be accepted more than one week after the deadline.
- If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.
- Dropping the Class: The last day to withdraw/drop from a course this semester is listed on the academic calendar here. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.
- Any accepted excuse grants the student one extra week to complete the work. More than that must be discussed with the professor PRIOR to the adjusted due date.

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 (including AI generated content). 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:

- Using Artificial Intelligence websites or apps to generate or revise all or part of a paper or other assignment;
- Turning in a paper or submitting work that has been purchased, borrowed, or downloaded from another writer or from an online site or is the product of collusion with another person or mechanism;
- 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.

Hybrid Course Structure

This course will include both online content and in-person meetings. I will be meeting with the class every Grace Coop meeting during Silver Hour, and beyond that your coursework will be completed online. You will find that we have very little time for lecture. We will instead be spending our meeting times working on your essays. Therefore, it's crucial you attend all of these meetings. If you plan to miss for any reason, it is your responsibility to inform me ahead of time. It's also crucial that you do your online work on time.

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.

Diversity, Disability, Nondiscrimination, Concealed Carry Statements:

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

Contacting your professor: Please feel free to contact your professor if you have questions or concerns about your progress in this class. Please try to let him know in advance if you will have to miss class. You may contact your professor in person during office hours, or by email.