

**English 1301: Composition I**  
**Policy Statement**  
**Spring 2017**

**Instructor:** Linda McGann  
**Office:** CM 103C **Office Phone:** 806-716-2446  
**Email Address:** [lmcgann@southplainscollege.edu](mailto:lmcgann@southplainscollege.edu)  
**Office Hours:** Monday Wednesday: 12:30- 2:00, Tuesday and Thursday: 11:00- 12:30,  
Friday: 8:30- 1130, and by appointment

**Contacting the Instructor:**

In order of preference and dependability:

- In person during office hours and by appointment
- By email at [lmcgann@southplainscollege.edu](mailto:lmcgann@southplainscollege.edu). This is always accessible.
- By phone at 894-9611, ext. 2446

**Course Goals/Objectives:**

By the end of the course, a student should be able:

- to understand writing as a process; that is, writing conceived as a connected and interactive process which includes prewriting, writing, and revision;
- to apply the principles of writing as a process and the analysis of audience and purpose to writing assignments;
- to write an essay that follows the principles of unity and coherence and that is appropriately developed by means of narration, description, illustration, definition, comparison and contrast, classification and division, argumentation and/or persuasion;
- to write an essay in Standard English;
- to understand and apply basic principles of critical thinking in the development of exposition and argument.

**Required Text:**

- *Patterns for College Writing*, Brief Edition by Kirsznner and Mandell (ISBN: 978-1-4576-8378-7)
- Folder for student work

**Student Responsibilities:**

- To attend class regularly.
- To arrive for class on time.
- To show courtesy to fellow classmates as well as the instructor.
- To ask the instructor for help whenever assistance is needed regarding assignments.
- To show maturity and professionalism in preparation of assignments, and in classroom behavior.
- To earn daily grades, the average of which will equal at least one essay grade, and which will require prompt and regular attendance. There will be **NO** opportunity to make up this work, nor will students be allowed to hand this work in late.
- To read assignments from all areas of the humanities, to participate in class discussions concerning these readings, and to prepare to be tested over comprehension of these readings through daily quizzes as necessary.

**Instructor Responsibilities:**

- To be on time and prepared for class.
- To treat all students fairly, and with courtesy.
- To be available during office hours, and for conferences by appointment, as well as through email and voice mail. (Please note: email will be answered during office hours; voice mail is less reliable.). Please do not leave phone messages asking me to return your call.
- To provide help by request to any student as needed during the semester.
- To return graded assignments as quickly as possible.
- To keep students informed of their grades as the semester progresses.

**Semester Grade Composition:**

- Major Writing Assignments 500 points
  - Reading Exams 200 points
  - Daily Work Average 100 points
  - Participation Grade 100 points
  - Final Exam 100 points
  - Total Possible Points 1000 points
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- A = 1000 – 900 pts; B = 899 – 800; C = 799 – 700; D = 699 – 600; F = 599 and below. Any student who fails to turn in any one of the major assignments cannot pass the course, regardless of the average of the student's other grades.
  - Students who have perfect attendance and an A, B, or C average are not required to take the final. Arriving on time for class is considered part of "perfect attendance." In addition, all work must be submitted on time to earn this exemption.

**Grading Policy:**

- Failure to turn in any major assignment, or take the final examination, if required, will result in automatic failure of the course.
- Late papers will not be accepted unless the student makes arrangements with the instructor prior to the due date. Students who fail to submit a major assignment on time will have opportunity to replace that grade during the class period designated for "make-up" work. Check your course calendar for the appropriate date. Please note that the essay mode and topic or the exam material will be of the instructor's choice and that a student may only use this option for **ONE** major assignment. In addition, the highest grade available for make-up work is a 70.
- Daily work and rough drafts are due as noted on the class calendar or as announced in class. Late daily work or rough drafts will not be accepted.
- Final drafts must be double spaced and produced in Times New Roman font. Font size should be no larger or smaller than size 12. Set margin widths to 1".

**Absence Policy:**

- Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable (SPC General Catalog).
- Roll will be taken at the beginning of each class session and a record of attendance maintained. Students with **four** absences **may** be dropped from the course with a grade of "X" regardless of the student's current average. Students who have failed to submit two major assignments may also be dropped from the course.
- Since English 1301 is conducted as a workshop that benefits from the cooperation and collaboration of all present, being on time and attending regularly is in the student's own best interest. The primary reason students fail 1301 or receive a low grade is excessive absences.
- If you must miss a class, please call your phone partners or group members concerning missed notes and assignments before returning to class.

**Disability Statement:**

- Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Plagiarism and Cheating:**

- "Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers" (*SPC General Catalog*). Failure to comply with this policy will result in an "F" for the assignment and can result in an "F" in the course if circumstances warrant.

DATE	READING ASSIGNMENT DUE	WRITING ASSIGNMENT or CLASS WORK
Jan 17	Introduction	
19	Review Chapters 1 and 2	
24	Review Chapters 3, 4, and 5	
26	Chapter 6 Narration: 97- 110, “The Money” 114- 117	Introduce Essay One
31	“Shooting an Elephant” 123- 130	Print and read essay, “How to Say Nothing” for class 2/2
Feb 2	“How to Say Nothing in 500 Words”	“How to Say Nothing” essay supplied in Blackboard.
7	Chapter 7 Description: 135- 154, “Once More to the Lake” 164- 176	Draft Work Essay 1, and Review for Exam 1
9	<b><u>Exam 1: Notes, Chapters 1 through 7</u></b>	<b><u>Exam 1</u></b>
14	<b>Conferences</b>	<b>Typed Rough Draft Paper 1 Due</b>
16	<b>Conferences</b>	<b>Typed Rough Draft Paper 1 Due</b>
21	Chapter 8 Exemplification: 173- 89, “No, I Do Not” 190- 5	Introduce Exemplification Essay Topics
23	“Just Walk on By” 196- 201	<b><u>Final Draft Paper 1 Due at the Beginning of Class</u></b>
28	Chapter 9 Process 211- 228, “My First Conk” 229- 33	Draft Work Exemplification Essay
Mar 2	“Get it Right” 234- 238	Draft Work Exemplification Essay
7	Chapter 10 C & E: 249- 265, “Movies” 278- 82	<b>Typed RD Exemplification Due at the Beginning of Class</b>
9	Chapter 13 Definition: 371- 382, “Tortillas” 390- 393	<b>Group Work Definition Paper (all group members must be present) Select term, movie genre, and potential movie scenes</b>
14- 16	Spring Break	
21	Chapter 11 Comparison: 285- 98, “Sex, Lies” 320- 326	<b><u>Final Draft Exemplification Due</u></b>
23	“I’m Your Teacher” 314- 319	Review for Exam II and group work
28	<b><u>Exam II: Exemplification, Process, Cause &amp; Effect, Definition, and Comparison</u></b>	
30	Peer Review	<b>Complete Rough Draft Definition Paper (all group members must be present)</b>
Apr 4	Chapter 12 Classification: 329- 43, “The Ways We Lie” 358- 367	
6	“Mother Tongue” 350- 357	<b><u>Final Draft Definition Paper (all group members must be present)</u></b>
11	Chapter 14 Argumentation: 401- 408, 412- 427	Readings supplied in class
13	Readings Supplied	Draft Work Summary and Analysis
18	Readings Supplied	Draft Work Summary and Analysis
20	Peer Review	Typed Rough Drafts Summary and Analysis Due
25	Chapter 15 Combining Patterns: 487- 495, “Dumpster” 496- 510	<b><u>Final Draft Summary and Analysis Due</u></b>
27	“Your Flip-Flops” 511- 515	Discuss English 1302
May 2	In-Class Make- Up Work	Requires Instructor Approval
4	Wrap-Up and Review	
<b><u>Finals</u></b>		
	Section 007: Tuesday May 9 <sup>th</sup> 8:00- 10:00 am	
	Section 009: Thursday, May 11 <sup>th</sup> 8:00- 10:00 am	