

**English 1301: College Composition and Rhetoric  
Ms. Glenda Bryant  
Course Syllabus  
Fall 2018**

**General Information:**

- **My Phone Number: 806.716.2190**
- **Office Location: CM 100 in the Communications Building on the Levelland campus**
- **Weekly Office Hours:**

**Mondays and Wednesdays: 12:30-2:30 pm**

**Tuesdays and Thursdays: 11:00 AM-12:00 pm; 1:00 pm-2:00 pm**

- **Office Phone Number: 806.716.2190**

**When you call, leave your full name and a phone number so that I may contact you. I do not have access to voicemail from home; thus, I will not be returning phone calls once my office hours end.**

- **E-Mail Address:**

**Use *Blackboard*'s email system to ask me questions about the course work, to give information why you were absent from class, and so forth. In this email system, you may contact one another about course-related issues as well. Please do not email me in regular campus email. I will be checking my email in *Blackboard* on Mondays-Fridays until 3:30 PM. You will not be using regular campus mail to contact me.**

**Course Goals:**

- **Learn that writing is a valuable way to discover who you are: what you know, think, value, love, and one of the few ways to leave behind a part of yourself to those friends and family members who outlive you**
- **Understand and apply basic principles of critical thinking in the development of exposition and argument**
- **Discover that writing is a process, conceived as a connected and interactive process which includes prewriting, writing, and revision**

- Be able to write an essay that follows the principles of unity and coherence and that is appropriately developed to prove a thesis by means of narration, description, illustration, definition, process analysis, cause and effect, comparison and contrast, classification and division, argumentation, and / or persuasion
- Compose essays in the multi-paragraph theme structure, which includes an introductory paragraph, three or more body paragraphs, and a closing paragraph.
- Write an essay in Standard English, the criteria for appropriate diction, grammar, sentence structure, mechanics, and so forth as described in the current required handbook entitled *A Writer's Reference*, 8<sup>th</sup> ed.

#### Required Texts and Materials:

- Kirszner, Laurie G., and Stephen R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. Boston / New York: Bedford / St. Martin's, 2015. Print. (available in the Levelland and Reese campus bookstores) ISBN# 9781319056643
- Hacker, Diana, and Nancy Sommers. *A Writer's Reference*. 9<sup>th</sup> edition. (Be sure you purchase the ninth edition.)  
\*We will not need *LaunchPad* (a computer program), so do not purchase a book that includes access to this program.
- A large spiral notebook to contain your handouts and power point presentations
- Two flash drives to save typed written assignments
- *Microsoft Word* to prepare your writing assignments on your home computer
- You will be able to download and print the power point presentations in the Technology Center on the Levelland or the Reese campus. You will need a SPC photo ID to use the lab in this center. You are permitted to copy 60 pages a week and are not charged for these copies.

#### Blackboard Information:

- Use *Blackboard* to do the following: to acquire your class assignments, note-taking forms, and any additional handouts; to send me messages; and / or correspond with other students about assignments. Please do not email me in regular campus mail.

- Using your personal computer or one in the Technology Center on the Levelland campus, go to this website: [www.southplainscollege.edu](http://www.southplainscollege.edu). Then, click on *Blackboard*, a link that appears in the upper left corner of the homepage for the college. Once you see the *Blackboard* page, you will be directed how to create your username and password. After giving this information, you will be connected to the homepage for this course.
- On the homepage for your *Blackboard* course, you will see a list of items in the left menu of the homepage: Announcements, Blackboard Email, Assignment Sheets, Course Handouts, to name a few. To access the information for each of these items, click the title of the link. As your course continues, you will acquire future assignment sheets and other special handouts and power point presentations.
- To access the power point presentations, you will need this program: *Microsoft Power Point*. This program is installed on the computers in the Technology Center. You may also purchase this software at any Best Buy, Office Max / Office Depot, to name a few.
- Contact technical support for Blackboard by phone (806.716.2243 during regular business hours: 8 AM-4 PM on Monday-Friday. You will not be able to acquire technical help after these normal business hours.

#### Grading Policies:

- Your work will be evaluated by means of this scoring system: *A* (90-100), *B* (80-89), *C* (70-79), *D* (60-69), and *F* (59 and below).
- You will be able to view your grades and current grade average in *Blackboard*; however, you will not see your scores until I have time to grade each person's work for that assignment. I will announce when each scored assignment is available for your viewing.
- **Types and Weights of Assignments**  
You will have several papers to write for this course and also grammar, capitalization, punctuation, sentence writing, and diction exercises to prepare for this course. You will have reading assignments and quizzes to complete for these readings. These assignments will vary in their percentage value.
- **Handling of Late Work and Computer Problems**  
You are required to turn in or complete every assignment by the due date. If you do not meet the deadline, you will earn a "0" for the assignment unless you notify me prior to the deadline and have a justifiable reason for not submitting the work by the deadline.

### **Attendance Policies:**

**Though this course is one you take online, you are expected to log into the course several times a week.**

When an unavoidable reason prevents you from meeting a deadline for an assignment, such as illness, an official trip authorized by the college or an official activity, you are permitted to complete the assignment you missed. However, you must contact me prior to or on the day that you are missing or missed class. You may contact me in *Blackboard's* email or by calling me at 806.716.2190 on the day that you are missing class. If you do not contact me by phone or email on the day of the absence, you will not be permitted to complete the assignment unless there is a dire reason preventing you from contacting me, such as a death in the family.

You are officially enrolled in all courses for which you pay tuition and fees at the time of registration. Should you, for any reason, delay in reporting to a class after official enrollment, you will be counted absent for each class day you miss.

If you enroll in this course but have “Never Attended” by the official census date, which is September 12, 2018, you will be administratively dropped from the course. If you fail to submit five assignments, I will withdraw you from the course. However, if you fail to submit the fifth assignment after the last day to drop the course, which is November 12, 2018, you will earn an F in the course.

### **Plagiarism and Cheating Policy:**

- “Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers” (SPC General Catalogue, 2018, p. 23).
- **Cheating:** “Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade reports, illegal entry of unauthorized presence in an office are examples of cheating” (*General Catalog*, 2018, p. 23).
- **Plagiarism:** “Offering the work of another as one’s own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports, or other writings of a fellow student [or another person], is guilty of plagiarism” (*General Catalog*, 2018, p. 23).

- **This instructor deems work as plagiarized if you fail to write your own essays, copy responses from another student’s paper, or receive help from someone else to complete any assignment. These situations are some of the most common forms of plagiarism.**
- **“Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor, and, if necessary, in consultation with the departmental chairperson.” If you turn in a plagiarized paper or any assignment, you will receive a 0 for that assignment. If you and other students cheat on an assignment, all of you will receive a 0 for the assignment.**

**Disability Policy:**

**If you have a disability, including but not limited to physical, psychiatric, or learning disabilities, and wish to request accommodations in this class, notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, if you request accommodations, you must provide acceptable documentation of your disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 894-9611, ext. 2529.**

**Discrimination Policy:**

**It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status. In addition to complying with federal and state equal opportunity laws and regulations and / or resolutions of professional organizations in education and psychology, my diversity policy declares harassment based on individual differences to be inconsistent with my instructional mission and educational goals.**

**Diversity Policy:**

**“In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.”**

**Classroom Conduct Policies:**

- **“Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeat violations of disrupting a class will result in the student being dropped from the course” (*South Plains College Student Guide 11*).**

- **In this classroom, you are expected to conduct yourselves as follows:**
  1. **Have all needed materials for the class: textbooks, pens, pencils, paper, computer jump drives, a computer with Microsoft Word, and supplemental guides or handouts**
  2. **Be present in your class several days a week..**
  3. **Respect—show it to yourself, your classmates, and your instructor.**
  4. **Communicate—If you do not understand an assignment, contact me, your instructor, by calling, emailing, or visiting me during my scheduled office hours. If you become seriously ill and cannot complete assignments or have some other dire circumstance, email or call me.**
  5. **Profanity is not permitted. Disruptive, offensive, threatening, physical, emotional, or verbal abusive behavior—you will be asked to desist or drop the class or will be dropped from the course.**
  6. **Any extreme disruptions involving the above or including other issues mentioned in “Student Conduct” in the *South Plains College Student Guide*, pp. 11-15, will be handled in the manner outlined in this manual.**

**\*This instructor reserves the right to make changes or add to these policies.**