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# English 1301: Composition I

## Spring 2021

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**Instructor:** Katherine (Kaytee) Jackson (she/her/hers)

**Sections:** 1301.271 (MW 9:30-10:45); 1301.272 (MW 1:00-2:15); 1301.274 (TR 11:00-12:15)

**E-mail:** kejackson@southplainscollege.edu

**Office:** Lubbock Center, 125I

Monday	Tuesday	Wednesday	Thursday
11:00a – 12:30p 2:30p – 4:00p	8:30a – 9:15a 2:30p – 3:30p	11:00a – 12:30p 2:30p – 3:30p	8:30a – 9:15a

**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.

**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:**

- Demonstrate knowledge of individual and collaborative writing processes.
- Write essays that exhibit logic, unity, development, and coherence.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
- Write a minimum of six 500-word essays.

## **Textbook & Supply Requirements**

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This course uses an inclusive access text. This means that your course materials, including the eBook and MindTap access, were included in your tuition. You do not need to purchase any additional material for this course. For more on inclusive access text, see below.

### **Inclusive Access:**

- *Textbook:* The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- *E-book features:* Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- *Upgrading to a physical textbook:* Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.
- *How to opt out of Inclusive Access:* As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

### ***Other Materials***

You are required to have access to the following technologies:

- Blackboard
- Microsoft Word
- MindTap (Included in Course)
- Zoom
- PollEverywhere
- Remind

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary.

## Communication

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The best way to contact me is via email at [kejackson@southplainscollege.edu](mailto:kejackson@southplainscollege.edu). During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all course communications and important messages through SPC email. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to. You can find instructions to access your SPC email account below.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

*SPC Student Email Account:* If you haven't already, you must go ahead and activate your SPC student email account.

- Your SPC Email address is: yourSPCusername@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 and click the Unread Messages: South Plains College O365 link at the bottom of the page.
- 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.

## Attendance

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This course relies on your active attendance and participation. Missed classes or lack of engagement will adversely affect your learning experience. For this reason, attendance is taken twice per class period. I will verbally call attendance at any point during class. In addition, you will have a Daily Work assignment each class period to turn in. These assignments must be turned in during the class period they are assigned, and they must be submitted to Blackboard. Both methods of attendance are essential to credit for the day. If you fail to turn in the Daily Work assignment, you may be counted absent for the day regardless of whether you were present during verbal roll call. If you are attending on Zoom, you will be counted absent if you either log out before instructed to or fail to answer when called upon (verbally or via chat).

In a standard semester, you are allowed three (3) absences without penalty. The fourth absence results in being dropped from the course with a F. With the exception of documented COVID-19 protocol (see below), this is the policy for the course.

In general, I prefer that you do not send or deliver doctor's notes, obituaries, letters from your parents, or other documents to "excuse" an absence. I generally do not distinguish between "unexcused" or "excused" absences, and your allotted absences are for you to do with as you wish. I encourage you to save those days for emergencies that inevitably arise during the semester.

### ***COVID Protocol***

In this semester taking place during the ongoing COVID-19 pandemic, you are expected to attend every day unless you have extenuating circumstances. If you or someone in your household is exposed to or contracts the virus, you should first email our Health Coordinator, DeEtte Edens (dedens@southplainscollege.edu). In addition, you should email me and let me know how you plan to manage the course during your quarantine or illness. If you are told to quarantine by a medical professional, do not come to a face-to-face class or office hours. If you need to quarantine, you may continue attending classes via Zoom as much as your health permits. I will make arrangements for this on a case-by-case basis. At any rate, it's important that you keep me updated should this happen so we can make sure you're not falling too far behind.

If you are experiencing personal challenges for any reason this semester, such as a loved one in critical care, the unexpected death of a close relative or friend, or significant mental health decline, I encourage you to reach out to me personally so we can facilitate your academic success alongside any personal struggle. I am here to help you succeed in whatever way I can—do not hesitate to reach out if you need to.

### **Hybrid Class Procedures and Zoom Meetings**

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Our classroom labs are generally large enough to safely accommodate a full class; however, the official format for this course is a hybrid structure. You will have the option of attending face-to-face or virtually via Zoom, or any combination that suits you individually on any given day.

While this entire course is designed to serve students in either delivery mode, I do want to acknowledge that many students choose Zoom in a hybrid structure due to convenience. I cannot stress this enough—Zoom classes are significantly more challenging for the vast majority of students than a typical face-to-face setting. If you are not confident in your ability to take a digitally delivered class, or if you are a student who learns better with a face-to-face dynamic, I encourage you to attend in person so you receive the best instruction possible. Our course will make safety our primary concern for everyone who chooses in-person classes. With that in mind, if you feel comfortable attending exclusively in a virtual setting or need to attend virtually during the semester at any point, you do not need to seek permission beforehand.

Bear in mind that you, and solely you, are responsible for your engagement. If you are falling behind in virtual delivery, my primary recommendation would be to come to class in person.

### ***Zoom***

You will likely have to attend some classes via Zoom this semester due to the current pandemic. You can set up a free Zoom account here: <https://zoom.us/>

When you are attending via Zoom, I will open the Zoom classroom a few minutes prior to the start of class. Zoom attendees should be logged in the minute class begins. It disrupts class for me to have to admit students from the waiting room every few minutes after we've already begun. Class starts at the same time every day. Plan to be there on time just as you would a F2F class.

For the best experience, you should treat Zoom meetings the same as F2F classes. As much as absolutely possible, I ask that you leave your camera on and you actively engage with the distance lecture. Throughout class, I might ask Zoom students to check in via the chat function or with a verbal response; leaving your camera on ensures that you won't be counted "missing" from the Zoom room should you miss a check-in. If your camera is turned off and you do not respond to a check-in, you will be counted absent. You should leave your microphone muted unless you are speaking.

I encourage you to find a quiet place with as few distractions as possible. Do not plan to conduct your Zoom sessions in an environment that is not conducive to learning—laying down in bed, in your car on a commute, from the kitchen counter while you make breakfast, while you're at work, etc. You should not participate in any behavior while on Zoom that you would not ordinarily participate in during class.

**If you choose to attend on Zoom, I am not responsible for poor internet connection, lagging devices, or anything otherwise technologically out of my control. It is your responsibility to ensure that you have necessary equipment to attend virtually. If your internet connection or device is prone to poor functionality, Zoom is not the right choice for your learning experience.**

## Grading

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Grades will be evaluated as follows

<b>Narrative Essay</b>	5%
<b>Definition Essay</b>	10%
<b>Cause &amp; Effect Essay</b>	10%
<b>Argument Essay</b>	15%
<b>Grammar Quizzes (4)</b>	10%
<b>Peer &amp; Process</b>	20%
<b>Daily Work</b>	10%
<b>MindTap</b>	15%
<b>Final Self Reflection</b>	5%

### ***Major Essays—Final Drafts***

You will complete four major essays for this course. Each of these assignments will entail a prewriting process, rough draft, peer review, revision, and final draft. Each of these components factor into your grade, but the final draft will account for each assignment's weight in the overall grade breakdown.

Make sure you have reliable access to a computer. If you don't have one at home, plan to use any of the various SPC computer labs before an assignment's deadline.

**All assignments should be submitted as a Microsoft Word (.docx) document. I will not accept any other file format. Failure to submit the correct file format will be counted late until the proper file type is submitted. This is a firm guideline. I cannot stress this enough—do not, for any reason whatsoever, assume that I will accept a PDF, Google Doc, or other processor file. Turn in a Microsoft Word file or your grade will be affected.**

### ***Late Assignment Policy:***

If you submit after the deadline without prior approval for an extension from me, 20% is automatically deducted from your grade. If your assignment is more than one week late, 50% will be deducted. In the event of technical difficulties that prevent you from online submission, email me ASAP (yes, even at 11:58 p.m.) to let me know and attach the assignment. This will ensure your assignment is counted on-time. **I will not, however, grade emailed assignments. You're expected to upload the final draft appropriately after technical issues are resolved.**

All major writing assignments must be completed in order to pass the course.

### ***Grading Procedure:***

Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via Microsoft Word comments, and I will return a PDF of my feedback for your convenience. I spend a considerable amount of time on each essay, and I provide the most thorough feedback that I can. I encourage you to read every piece of grading feedback you receive. It is fundamentally not possible for your writing to evolve if you're not listening and adapting to the feedback you are given. I also encourage you to meet with me if anything is unclear. If you would like to discuss any assignment grade for any reason, you are welcome to do so. However, I ask that you wait at least 24 hours after the assignment has been returned to you before contacting me.

### ***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.

## **Peer and Process Score**

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For each major writing assignment, you will follow the writing process which entails several steps, including but not limited to prewriting, outlining, drafting, peer reviewing, and revising & editing. You will receive a grade for your engagement with each of these steps. This portion of your course average is designed to promote not only good essays, but good practices for your future writing at the college level. Process grades are not a matter of quality, but a matter of effort. If you submit all the required drafting activities in a completed fashion on-time, you will earn a high grade for each of these scores. If you submit incomplete or late elements of your process credit, your score will fall

substantially. If you do not participate in these activities or submit drafting elements that are less than 50% complete, you will earn a zero for each instance.

Peer & process scores are the most heavily weighted element of your course average. It does not matter if your talent as a writer is at the unicorn-level of impressive. If you do not participate in these activities, your average will be affected. Just to make it clear how important Peer & Process scores are:

If you earn a 75% on every paper and assignment this semester...

- 90%+ on your P&P score would result in a B overall.
- 75% on your P&P score would result in a C-/D+ overall.
- 50% on your P&P score would be a D- overall.
- 0% on your P&P would be an F overall.

## **Grammar Quizzes**

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You will take four quizzes over the semester to test your learning on grammar and sentence skills. These may take place on Blackboard during class or as timed assessments outside of class. Quizzes will be timed and limited to a single attempt. No make-up quizzes will be given. There are no exceptions.

We will do an interactive live review prior to every quiz. During this live review, there will be opportunities to earn dropped Daily Work scores or even, in certain contexts, to be exempted from the quiz. You are responsible for ensuring you're connected to the live review when it happens. If you're not confident in your device or connection, you should come to class in person and use the lab our class is in.

## **MindTap**

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We will use Cengage MindTap, an online assessment tool, to conduct a portion of your work. This access code is included with your tuition—you do not need to purchase anything else to use MindTap. I will provide instructions for registering MindTap during the first week of class.

MindTap assignments are grouped into weeks and all MindTap assignments will be due the Sunday of their corresponding week at 11:59PM. You can find all MindTap assignments and due dates in the MindTap calendar on Blackboard. In addition to your graded MindTap assignments, you will do your course reading through MindTap as well. MindTap scores are averaged together and your cumulative MindTap score is calculated at 15% of your overall course grade. At the end of the semester, I will drop up to ten of the lowest MindTap scores for students with three absences or less.

I will not reopen a MindTap assignment for any reason after the due date passes—there are no exceptions.

## **Final Self Reflection**

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The final exam for this course is your Final Self Reflection. Instructions will be provided through Blackboard. Final Self Reflections are due during the final exam period.

## **Cell Phones and Technology**

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You should prevent your phone from buzzing, dinging, ringing, or vibrating in a distracting way during class. If you have an emergency, step outside the classroom to use the phone. Laptops and tablets are permitted in F2F sessions for class related purposes only. Headphones or earbuds are not permitted during F2F lecture unless otherwise specified. If you are using technology for something unrelated to the course, it will affect your participation grade and could potentially result in being marked “absent” for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

## **Office Hours Policy**

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In my experience, students don’t take advantage of office hours for a variety of reasons, but I personally encourage you to stop by at any time during the scheduled office hours. These hours are set aside for me to help you! However, in light of the current pandemic, I am taking extra precautions. I cannot have more than one student in my office at a time. If the door is shut, please knock—I will always be around during the scheduled times unless I’ve notified you otherwise. Students will not be permitted inside my office without a face mask, and I will ask you to use hand sanitizer when you enter (which I will have available for you). If you are feeling unwell in any way, please book an online appointment.

I will also provide office hours digitally via Zoom by appointment through Calendly. This link will be available on Blackboard and you are welcome to book an appointment at any time.

## **Blackboard**

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We will also use Blackboard in this course. You may access the Blackboard login page at [southplainscollege.blackboard.com](https://southplainscollege.blackboard.com).

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu). Include your name, student ID, the name of the course you’re taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

## **Student Code of Conduct**

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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 which 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.

## Academic Integrity and Plagiarism

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It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense.

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. 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, text messaging, internet) 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.

Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.

**There is zero tolerance for academic dishonesty in this course. I cannot stress this enough—do not under any circumstances use words you didn't write in an essay 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, in many cases, result in getting dropped from the course with an F.**

SPC provides many tutoring services (for free!), including devoted writing tutors at Levelland, Reese, and Lubbock Center campuses. I encourage you to take advantage of these services – they will only help you improve! Be aware that hours fluctuate based on tutor availability. For tutoring schedules, you can check the Writing Center’s website:

<https://www.southplainscollege.edu/exploreprograms/artsandsciences/english/writingcenter.php>

## **Disclaimer**

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Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

## **Health and Wellness**

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Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate office to ensure social distancing is maintained. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

## **Mask Policy**

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It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

## **Diversity Statement**

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and

respecting multiples 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 exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

### **Non-Discrimination Statement**

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South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Special Services**

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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.

### **Title IX Pregnancy Accommodation Statement**

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If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

### **Campus Concealed Carry:**

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: [http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.