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# BASIC DEVELOPMENTAL ENGLISH: ENGL 0301

## FALL 2022

### COURSE SYLLABUS

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

**Sections:** 0301.602

**E-mail:** [kejackson@southplainscollege.edu](mailto:kejackson@southplainscollege.edu)

**Office:** Lubbock Downtown Center, #2027

#### Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
11:00a – 12:00p	8:15a – 9:15a	11:00a – 12:00p	8:15a – 9:15a	10:00a – 2:00p

*& by appointment*

*To schedule an appointment via Calendly:*

<https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01>

#### Course Description

This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

#### Course Objectives

After completion of this course, the student will be able to:

- Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose
- Determine and use effective approaches and rhetorical strategies for given writing situations
- Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies
- Evaluate relevance and quality of ideas and information to formulate and develop a claim
- Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Edit writing to conform to the conventions of Standard English.

#### 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.

### **Required Software & Materials**

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You will need access to a laptop or computer for this course to complete your writing activities and class assignments. If you do not have a personal device, laptops will be available during class for your use; however, these cannot be taken home. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see:

<https://library.southplainscollege.edu/c.php?g=1021659&p=7400614>

In addition, the City of Lubbock Public Library System will allow you to check out various technology (WiFi hotspot, laptop, or tablet) with a free library card for Lubbock residents. For more information, see:

<https://ci.lubbock.tx.us/departments/library/services>

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary. You are required to have access to the following technologies, all of which are provided by SPC and/or included in the course:

- Blackboard
- Microsoft Word
- MindTap

You do not need to purchase any additional textbooks or software for the course.

### **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 is a face-to-face course, which means that regular and active course attendance is required in order to complete the course successfully. I have a professional responsibility to ensure that any student has met the course learning outcomes in order to receive credit for English 0301. Quite simply, I cannot do this if you're not here! Your attendance is taken at the beginning of class each day via Microsoft Forms. You must answer a unique question that is only provided during class to be counted present. If you arrive after your attendance question has been given, it's your responsibility to ask for it at the end of class. If you miss more than 15 minutes of class time, you are counted absent for the day.

You are allowed three absences without penalty this semester. On your third missed class, I will file an early alert for the advising office to contact you and discuss a strategy to get back on track. This is considered your first warning. After an early alert has been filed, the next absence will result in a final email warning from me giving you one week to come see me in person to discuss your options or withdraw yourself from the course. After that week has passed, you'll be dropped with a grade of X. While I encourage you to be in open communication with me about legitimate absences, such as doctor's notes or family emergencies, you should expect to accrue an absence for every day you are not present, regardless of reason. I will accommodate extenuating circumstances at my discretion.

Finally, be aware that you must be mentally present in class to be counted present for the day.

## COVID Statement

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If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

## Grading

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Grades will be evaluated as follows

A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

<b>Paragraph Assignments</b>	40%
<b>MindTap</b>	10%
<b>Midterm</b>	10%
<b>Final Exam</b>	10%
<b>Journal</b>	10%
<b>Final Revision with Writer's Memo</b>	10%
<b>Participation</b>	10%

## Major Essays—Final Drafts

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You will complete four major paragraph assignments for this course. Each paragraph portfolio's grade will consist of the following:

- Paragraph Plan           10%
- Plan Peer Review       10%
- Final Draft               80%

Make sure you have reliable access to a computer to submit each element of your paragraph portfolio. If you don't have one at home, plan to use any of the various SPC computer labs before an assignment's deadline. Instructions will be provided during class.

*Late Writing Assignment Policy:*

No late work is permitted for the paragraph plan or peer review portion of each paragraph portfolio. If you submit a final draft after the deadline, 20% is automatically deducted from your portfolio grade. Final drafts over a week late will earn a score of 0% for the portfolio. 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:*

I will provide feedback in TurnItIn's Feedback Studio. You should review your feedback in detail and keep track of your progress. I expect every student to read their feedback within 48 hours from the time you are notified that it is posted. If you would like to discuss your grade, you may only do so if you have first reviewed the feedback provided. I also ask that you wait a **minimum** of 24 hours after the assignment is returned before contacting me about individual assignment grades.

*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.

Essays submitted with less than half the required word count earn a zero by default.

## **Participation**

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Your engagement with the course is important to our class community. You will complete regular work in class that earns participation points. As well, your participation grade will be influenced by your engagement with the course during class meetings. The average of these scores will be worth 10% of your course grade.

## **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 provided with the textbook bundle from the bookstore. You may also purchase MindTap direct from Cengage through Blackboard. 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. There are two categories of MindTap assignments: Learning & Graded Activities. Learning assignments are ungraded portions of the textbooks for you to review over the course of the week. Graded assignments are exactly what they sound like—the MindTap assignments that go in the gradebook! You can find all MindTap assignments and due dates in the MindTap calendar on Blackboard.

I will not reopen a MindTap assignment for any reason after the due date passes. No late work will be accepted. At the end of the semester, I will drop up to ten of the lowest MindTap scores for students with two absences or less.

### **Midterm & Final Exams**

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You will take two exams in this course—a midterm and a final. The midterm will take place during class time. Face-to-face students will complete the exam in class; Zoom students will complete the exam on Blackboard. For Zoom students, the exam will only be open during the given class period and **must** be completed during the allotted meeting. Students scheduled to Zoom who wish to complete the exam in-person or vice versa should make arrangements with me well in advance of the midterm.

The final will be comprehensive and include information related to the writing process and grammar. The final will take place online via Blackboard for all students. It will be timed and you will only be allowed one attempt. Be prepared when you open it!

### **Journal**

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You will complete a large journal portfolio over the course of the semester. Early in the term, I will distribute a list of potential journal topics; additionally, I will add topics that might interest you over the semester. You will work on the journal at your own pace over the course of the semester. I will provide a rubric that details the way these assignments will be evaluated. The complete journal is worth 10% of your overall course grade.

Although there may be periodic check-ins about your journal progress, it is up to you to work on this throughout the semester. Journals are not graded for grammar. These are designed to provide you with platform to write freely without concern for “correctness.” Regardless, the final journal will be the largest single writing artifact you produce all semester; I strongly encourage you stay motivated with the journal throughout the course.

Final journals will be turned in online in a single word file by the due date.

### **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.

### **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.

Pro-Tip: Self-plagiarism is a thing. 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. 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 Tutors**

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Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

### **Tutor.com**

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You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

### **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.

### **Diversity Statement**

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In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

### **Disabilities Statement**

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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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **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.

### **Title IX Pregnancy Accommodations 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Campus Concealed Carry Statement**

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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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.