

English 1301: Composition I
Policy Statement
Levelland Campus
Fall 2022

Instructor: Kay McClellan
Office: Cm 101
Office Phone: 806-716-2437
E-Mail: kmcclellan@southplainscollege.edu
Office Hours: MTWT 12:15-1:00; MW 2:15-2:30;
TR 2:15-4:00; Fri. 12:00-1:00; and by appointment

Section 004: 11:00--12:15 MW Cm 123

Section 006: 1:00-- 2:15 MW Cm 123

Health Concerns/Sickness:

*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 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.

*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.

***Exposed individuals will not be required to quarantine**, but SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested. Please be considerate of the classmates who sit around you.

Credit: 3 Lecture: 3 Lab: 0

Prerequisites: *Students must be TSI-compliant in both writing and reading.

*International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

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.

Required Materials: **Kay McClellan: English 1301: Workbook* and a **flashdrive**

This course satisfies a Core Curriculum Requirement:

Yes--the Communication Foundational Component Area

Core Curriculum Objectives addressed:

- **Communications skills**—having effective written, oral and visual communication
- **Critical thinking skills**—employing creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Teamwork**—employing the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—using 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 writing processes.
2. Exhibit logic, unity, development, and coherence to create essays.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays.

Course Requirements: The **Writing Process** must be followed for all writing in the class.

Workshop Style:

This class is being taught in Workshop Style, so as much of the writing as possible will be done in class in a casual atmosphere where the student can take breaks as needed and get help from classmates or the instructor. And, because studies have shown that greater focus and concentration are achieved without outside distractions, **no earbuds can be worn in class. Also, anyone who leaves class before the day's assignment or before class is dismissed will be counted absent.**

Peer Editing:

*students who don't have a Rough Draft when class starts at the first of the period will not be allowed to Peer Edit--with no exceptions;

***not doing Peer Editing will drop a student's essay grade by one letter grade;**

*circle any problems that you see on other people's papers; otherwise, don't write on other people's papers;

*answer all the questions on the editing sheets; use n/a for non applicable;

*spell out all words on the editing sheets, even "yes" and "no".

Course Evaluation:

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not turned in all assigned essays by the final drop day for instructors will be dropped from the course.**

Essay/Paper Assessment Guidelines:

- *The "A" essay should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.
- *The "B" essay contains all of the above with one or two types of major grammatical errors.
- *The "C" essay has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.
- *The "D" essay contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.
- *The "F" essay doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

Grading Policy: 90.00%--Essays
 10.00%--Final
 100.00%--Total

Final Course Grade: Portfolio Grading:

If a student has turned in all the assigned essays and has **three grades of the same kind that are the student's highest grades, they represent the majority of the student's writing**, so the student's course grade will be whatever grade those three essays are. Otherwise, the student's grades will be averaged according to the above grading scale.

The Final:

- ***If a student who is not exempt from the Final skips the Final**, he/she will be given a 0 for the Final, and his/her grade will be averaged on the scale of 90% Essay Average and 10% Final.
- ***If during the semester, there appears to be a discrepancy between a student's essays that are submitted for grades and the student's actual writing**, the student will be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of a student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

Two Ways To Be Exempt From the Final: 1. having **1 or 0 absences**; or
2. having an **A average**.

Student Responsibilities: Students are expected to

1. Be on time and regularly attend class.
2. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus.
6. Submit all assignments in accordance with due dates, formats, and requirements.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration.
8. Ask questions when something is unclear.

SPC Attendance Policy:

According to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. **The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.**

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.

My Attendance Policy:

Students who miss 30 minutes of a class period will be counted absent. **Students with more than four absences don't meet the minimum standards of the class and will be dropped,** unless the student is quarantined, or all absences are the result of school trips (documentation is required for either instance). Students who are borderline (59,69,79,89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences.** **Students who are 5 or more minutes late will be counted absent each time after the second time. The class will be working from the *Workbook* each day, so students who habitually don't bring their *Workbook* to class will be counted absent, starting with the third time.**

My Policies Regarding Covid (Including Attendance):

*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

*If you are quarantined and/or catch Covid:

1. please stay home until you're safe to be around others;
2. please email me about the situation: kmcclellan@southplainscollege.edu
3. please contact **DeEtte Edens: 806-716-2376** or dedens@southplainscollege.edu

*she's the one who'll send me (and all your other professors) documentation so that your absences can be excused

*If you have questions, either email me kmcclellan@southplainscollege.edu or call me: **806-716-2437**, and I'll be happy to try to answer them.

*For those who are quarantined for an extended period of time (more than a week of class), please email your assignments to me as **attachments in Word; I don't accept documents sent in Google Docs or Blackboard.**

*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible, timely manner and keep up with the rest of the class. Every situation is different, and I'll do my best to help you through this.

Plagiarism and Cheating:

*Complete honesty is required in all course work.

*All class writing should be saved to the student's folder on the hard drive of the student's computer.

***Plagiarism, collusion, or cheating of any kind will result in an F in the course.**

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.

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

Title IX Pregnancy Accommodations Statement:

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

Nondiscrimination Policy:

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.

Diversity Statement:

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.

Paper Standards: Papers not abiding by the following standards will not be accepted.

***Font:** use Courier New #12 only

***Spacing:** double space throughout the paper, **(even in heading)**

***Margins:** have a one inch margin all around the page

Class Rules

***Violating a class rule at any time can result in a student's being expelled from class with an F.**

***Students will be dropped with an F if they:**

- *Create a hostile working and learning environment by disturbing the class; this could be by slamming books, muttering under their breath, yelling, or otherwise demonstrating abusive behavior, like raising their voices, calling me or their classmates derogatory names, making threats, etc.
- *Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- *Take pictures of example papers, quiz answers, or test answers.

***Hoods, Ear Buds, and Earphones may not be worn in class.**

***Example Papers:**

- *Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- *Anyone who leaves the classroom with an example paper will be given an **F in the course**.

***Computer Etiquette:**

- ***Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- *Because you'll be doing Revisions of papers in this class, save a copy of your papers on the hard drive of the computer you use in CM 123 in a folder in "My Documents." Also, save a copy of your papers in at least one other place as well; you can email a copy to yourself and/or save a copy on your flashdrive. Be leery of only saving papers to the SPC Domain because papers are occasionally lost in a black hole there.

***Classroom Etiquette:**

- *You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- *You shouldn't make inappropriate remarks or use profanity.
- ***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- *You shouldn't be talking when I'm talking or when a classmate is asking a question.
- *Drinks should have lids or caps.

***Writing Perimeters: Do not write on things that are:**

- *illegal
- *X rated
- *offensive (including using a condescending or inflammatory tone)
- *concerning hate groups
- *concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

***Note:** The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.

Kay McClellan
Engl 1301-Syllabus--Sections 004 & 006
Fall 2022

***This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

Week 1: Course Introduction; Logic

***much of this class is self-paced;** that is, you write the papers at your own speed

Week 2: The Writing Process; Traditional Essay Structure; Grammar Review;
Practice Writing--Introductions and Conclusions

Week 3: Introductions and Conclusions; Practice Writing--Introductions and Conclusions

Week 4: Practice Writing--Introductions, Conclusions, and Topic Sentences

Week 5: Grammar Review; Process Analysis;
Finish Practice Writing--Introductions, Conclusions, and Topic Sentences

Week 6: Grammar Review; Process Analysis; Peer Editing

Week 7: Process Analysis; Grammar Review; **Essay #1 due;**
Diction, Tone, and Style; Readings: Faulkner, Hemingway, Hammett, and McDonald

Week 8: Grammar Review; Persuasion; **Essay #2 due;** Diction, Tone, and Style: Readings

Week 9: Grammar Review; Causal Analysis; Logic

Week 10: Causal Analysis; Grammar Review; **Essay #3 due;** Diction, Tone, and Style: Readings

Week 11: Grammar Review; Classification; **Essay #4 due**

Week 12: Grammar Review; Argument; **Essay #5 due**

Week 13: Engl 1301: Critical Concepts; Comparison or Contrast;

Week 14: Persuasion; Diction, Tone, and Style; Tandem Writing; Makeup Work; Review for Final

Final: **Section 004 (11:00 MW):** Mon., Dec. 12: 10:15 Cm 123
006 (1:00 MW): Wed., Dec. 14: 10:15 Cm 123