

COURSE SYLLABUS AND POLICIES

English 1301 South Plains College

Composition I Fall 2017

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COURSE WEBSITE: Blackboard

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CLASS MEETINGS:	Mondays and Wednesdays		
	SECTION 004	9:30-10:45	CM 105
	SECTION 007	11:00-12:15	CM 121
	SECTION 011	1:00-2:15	CM 105

OFFICE HOURS: MTWR: 8:15-9:15 & 2:15-2:30
F: 8:30-11:30

*Also available by appointment and via Skype

Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours, on Skype or via the telephone. But, you must communicate with me; I won't know if you're struggling in my class unless you tell me!

REQUIRED COURSE MATERIALS:

- Kirsznner, Laurie G. and Stephen R. Mandell, ed. *Patterns for College Writing: A Rhetorical Reader and Guide*. 13th ed. Boston and New York: Bedford/St. Martins, 2015. Print. (Referred to in the syllabus as *PCW*.) ISBN: 978-1-319-01312-7
- *Criterion* Access Card – purchased from the SPC Levelland Bookstore

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- Microsoft Word (preferable)
- Adobe Reader (Free download online)

Folder (Something to put your papers in and keep them organized), paper (spiral or loose), a pen/pencil, and one highlighter for every class meeting.

[Recommended] Flash Drive/ Thumb Drive/Google Drive/Drop Box/etc. to store each of your typed assignments for this course.

Save often to avoid heartache later: "My computer crashed with my assignment on it, so I had to start over, and that's why my paper is late," is not an acceptable excuse. Save your work in numerous places, and save it frequently.

CATALOG 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.

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.

CORE OBJECTIVES

- 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
- Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

GRADED REQUIREMENTS:

Participation	5%
Preparedness & Collaboration	7%
Essay 1	8%
Essay 2	10%
Essay 3	15%
Exam (2 parts @ 7.5% each)	15%
Summary & Analysis	5%
Writing Narrative & Portfolio	20%
Essay Components & Participation	15%
<u>Final Exam (Comprehensive)</u>	<u>5%</u>

GRADE TOTAL:

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

METHODS OF EVALUATION: All assignments must be completed and turned in at the *beginning* of the class period identified on this syllabus unless otherwise noted. Major-assignment deadlines are **firm**. Late work will NOT be accepted. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment. Numerical grades are assigned for convenience in averaging grades only. If you are absent, you are still responsible for turning-in assignments on time, especially essays or essay components.

Failure to attend the final examination at the appointed place and time will result in a failing grade for the course, regardless of the student's grade at the time. *Students who have zero absences (or the equivalent thereof with tardies) or have earned a grade of "A" or "B" at the time of the final, will be exempt from the final exam.* Students with a grade lower than a "B" will be required to take the final exam regardless of the number of absences, he/she has accrued.

QUIZZES AND EXAMS: Announced and unannounced quizzes will be given throughout the semester. There will be *no* make-ups for daily quizzes, exercises, or in-class writings. Additionally, if a student is late to class, he/she will not be able to make-up the missed quiz. A student must

be present to receive credit for exercises graded as quizzes. ***Caps and hats will not be worn in class during exams.***

Grammar Quizzes: On weeks that include a reading from OWL , there could be a grammar quiz in addition to or including the reading quiz.

ESSAY AND WRITING ASSIGNMENT EVALUATION STANDARDS:

- **The "A" essay** is perfectly formatted, with three or fewer spelling/wrong word and/or grammatical errors. It also has an excellent title, strong thesis, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- **The "B" essay** at the 1301 level contains all of the above with one or two more errors.
- **The "C" essay** has a thesis, introduction, and conclusion, but lacks support and has multiple errors.
- **The "D" essay** contains one or more of the following problems: lack of a strong thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- **The "F" essay** does not meet the minimum requirements for a 1301-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.
- o **No Essays (0)**: Any essay or other assignment not submitted at the required time or that does not meet the expected standards of academic integrity will earn a "0," which will be averaged into the student's grade as such. Assignments turned in late will be graded in accordance with the procedures outlined above.

COURSE POLICIES AND PROCEDURES

ATTENDANCE: In accordance with college policy, students may be dropped from classes, at the discretion of the professor, due to excessive absences. All absences, excused and unexcused, are included in this count. A differentiation is not made between "excused" or "unexcused" absences. ***After your 4th absence (consecutive or not), you could be dropped from the class with an F or X if it is clear that you will be unable to be successful in the course.*** This policy is firm. Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course.

Additionally, a student accrues an absence each time he or she accumulates a total of three tardies. A tardy is defined as being between 1-10 minutes late. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. If a student is more than 30 minutes late to class, that student will be counted absent.

Because this is a student-oriented class, regular attendance is crucial to understanding. With each absence, your participation grade will be impacted. If you are not prepared for workshop assignments, you may be asked to leave class and will be given an absence. If you must be absent, be sure to check Blackboard and check with another class member for any changes in the syllabus so that you can be prepared for the next class meeting. You will still be responsible for the material you have missed and for the upcoming material for the next class. "I was absent, so I didn't know that was due," is not an acceptable excuse.

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Finally, reading quizzes may sometimes be used to evaluate attendance. Should you earn less than a 50 on a reading quiz, you could be counted absent for the day at the instructor's discretion.

Failure to appear without prior notification at required conferences will constitute an absence.

On "Editing" days (as listed on the schedule), any student who does not bring a completed and printed copy of his/her essay to class will be counted absent and will not be able to participate in class that day.

BE PREPARED. Being prepared means that the student has carefully read all required readings and completed any out-of-class writing assignments.

BE PROFESSIONAL. All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. Disruptive behavior is not restricted to behavioral issues alone; it can include interruptions from cell phones, iPods/mp3 players, sidebar conversations, or beeping watches. None of these behaviors is conducive to the environment we hope to promote this semester.

Tobacco, alcohol, and/or drugs will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Students may bring (quiet) snacks to class, but not full meals – and may consume non-alcoholic beverages in closed containers. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

"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. Repeated violations of disrupting a class will result in the student being dropped from the course" (South Plains College Student Guide 11).

BE HONEST. Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion. There are no extenuating circumstances for cheating of any kind. My recommendation – for the very first offense – will be for a failing grade for the course at a minimum and, very likely, recommendation for suspension from South Plains College. I have zero tolerance for cheating. If I suspect a student or group of students of cheating, I will drop him/her/all involved without discussion. Please believe me when I say that I have ways of determining whether or not a student has cheated that he/she/they cannot get around.

The *SPC General Catalog* specifically addresses academic integrity as follows. "It is the aim of the faculty of South Plains College to foster a spirit 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 and renders the offender liable to serious consequences, possibly suspension" (23). "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" (23). Students
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must consult the General Catalog for the college's detailed policies on plagiarism and cheating. Ignorance of the college's policies and procedures is not a viable defense for plagiarism or cheating.

BE MENTALLY PRESENT. Unless otherwise instructed, the use of any electronic devices (cell phones, iPhones, iPods, Blackberry, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate and **out of sight; texting under the desk/in your lap is NOT** out of sight. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day, but will be counted absent; I will not interrupt class to dismiss you. (However, I understand that sometimes emergencies occur. If you *need* to have your cell phone on during class for an emergency, please discuss it with me before class begins that day.) Laptops will be allowed only with prior approval.

EMAIL: I typically check my email twice a day (Monday-Friday at noon), once in the morning and once again in the afternoon. If students have a question, please feel free to email me; however, please allow at least 48 hours for a response. If I have not responded to your email within 48 hours, please send it again, as it may have been overlooked. Additionally, I do not check my email Friday afternoon – Sunday; any emails sent on those days will be responded to on the following Monday. Students should limit emails to “quick” questions. My office hours or appointments are the best way for us to address more complex questions and concerns about the course. **If the answer to your question can be found in the textbooks, course website, or syllabus, please do not email me as I will only refer you to one of these sources.**

Please note: if you use the “Email Instructor” function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages.

EMAIL ETIQUETTE: I expect students to use professional language and tone in all communication with me, including email correspondence. “Sooooooooooooooooo B4 u snd me a msg. B sure i can read it.” Additionally, students should include their first and last name and section number in the “subject” line of the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should *never* ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email. Finally, students should only email me from their SPC email address. Emails from Yahoo, Google, Hotmail, etc. are not delivered to my inbox. Students may also send me messages in BlackBoard.

GRADING TIME FRAMES: I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers/exams are graded.

ANNOUNCEMENTS: Any information sent-out via announcements in emails, via REMIND, or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

FINAL COURSE AVERAGES: The most efficient and effective way to achieve a desirable grade in this course is to attend each class and be prepared with all materials and readings and submit *all* course

work in a timely manner. **If you do what is required of you, you will be successful.** Remember: What you put into this course is what you will get out of it.

STUDENTS WITH DISABILITIES: 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. Students should present appropriate verification from Student Disability Services during my instructor's office hours. Please note I am not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

STATEMENT OF NONDISCRIMINATION: Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

STATEMENT OF DIVERSITY: By its very design, this course engages texts that some students might find difficult and/or controversial. In this class, the instructor 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.

CAMPUS CONCEALED CARRY - 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

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.

HEALTH AND WELLNESS: 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

COURSE OUTLINE AND CALENDAR: Students are responsible for completing the following critical reading, writing, and grammar assignments as identified in the weekly summaries. As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for the critical reading, rhetorical strategies, and grammar assignments to be completed on the appropriate due date as outlined in the schedule.

Important Fall 2017 Dates

August

28: First Class Day
28-31: Add/Drop/Late Registration (All Campuses)

September

1: Add/Drop/Late Registration
4: Labor Day Holiday
18: Last Day 70% Refund
25: Last Day 25% Refund

October

13: SPC Fall Break

November

7: December Graduation Application Due
9: Online Registration Opens for Winter Interim 2017 and Spring 2018 at 8:00 a.m.
16: Last Day to Drop Fall Semester Courses
22-24: Thanksgiving Break
22: Residence Halls Close for Thanksgiving Holidays at 9:00 a.m.
26: Residence Halls Open at 1:00 p.m.

December

11-14: Fall Finals Week
15: Residence Halls Close for Holiday Break at 9:00 a.m.

FALL SEMESTER 2017 FINAL EXAM SCHEDULE

Date	Regular Class Time	Schedule Exam Time
Dec 11, 2017 (Monday)	MW 8:00 a.m.-9:15 a.m.	8:00 a.m.-10:00 a.m.
	MW 11:00 a.m.-12:15 p.m.	10:15 a.m.-12:15 p.m.
	MW 2:30 p.m.-3:45 p.m.	1:00 p.m.-3:00 p.m.
	MW 5:30 p.m.-6:45 p.m.	5:30 p.m.-7:30 p.m.
Dec 12, 2017 (Tuesday)	TR 8:00 a.m.-9:15 a.m.	8:00 a.m.-10:00 a.m.
	TR 11:00 a.m.-12:15 p.m.	10:15 a.m.-12:15 p.m.
	TR 2:30 p.m.-3:45 p.m.	1:00 p.m.-3:00 p.m.
	TR 5:30 p.m.-6:45 p.m.	5:30 p.m.-7:30 p.m.
	TR 7:00 p.m.-8:15 p.m.	7:45 p.m.-9:45 p.m.
Dec 13, 2017 (Wednesday)	MW 9:30 a.m.-10:45 a.m.	8:00 a.m.-10:00 a.m.
	MW 1:00 p.m.-2:15 p.m.	10:15 a.m.-12:15 p.m.
	MW 4:00 p.m.-5:15 p.m.	3:15 p.m.-5:15 p.m.
	MW 7:00 p.m.-8:15 p.m.	5:30 p.m.-7:30 p.m.
Dec 14, 2017 (Thursday)	TR 9:30 a.m.-10:45 a.m.	8:00 a.m.-10:00 a.m.
	TR 1:00 p.m.-2:15 p.m.	10:15 a.m.-12:15 p.m.
	TR 4:00 p.m.-5:15 p.m.	1:00 p.m.-3:00 p.m.

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