



**Instructor: B. Kyle Keltz**

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**Office Hours: M/W 2:30pm-4:30pm; F 10:00am-11:00am**

**Department: English**

**Campus: Reese**

**Course Number: Engl 0301-004**

**Course Title: Basic Developmental English**

**Semester/Year: Spring 2019**

## **I. Course Description**

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a basic review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

## **II. Required Resources for the Course**

Langan, John. *Exploring Writing: Sentences and Paragraphs*. 3<sup>th</sup> ed., McGraw-Hill Education, 2013. ISBN: 978-0073533346.

## **III. Student Learning Outcomes**

Upon successful completion of the course, students will:

1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.

5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard American English.

**IV. Grading of Course Work:**

Paragraph 1	20%	Grade Total:	
Revision of Paragraph 1	5%	A (Excellent):	90-100
Paragraph 2	20%	B (Good):	80-89
Revision of Paragraph 2	5%	C (Average):	70-79
Paragraph 3	20%	D (Below Average):	60-69
Homework, Quizzes, Assignments	20%*	F (Failure):	0-59
Final Exam	10%		

\*I will drop the two lowest homework/quiz/textbook assignment grades.

**V. Late Work:**

I do not accept late assignments. I will drop your two lowest homework/quiz/textbook assignment grades.

**VI. Attendance:**

Any student who accrues **more than four** unexcused absences **shall be dropped** with a grade of “X” if the student has a passing grade average at that time. If the student is failing, due to poor work or missing assignments, the student will be given a grade of “F.” An absence will only be excused if the student misses class for a legitimate, unavoidable reason (for example, because of an illness or official trip authorized by the college), the student notifies the instructor before the class is missed, and the student provides confirming documentation (for example, a doctor’s note).

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.

**VII. 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.

If a student is exhibiting disruptive behavior (for example, talking loudly without permission), I will give him or her a warning. The second time this happens, I will tell the student to leave class, and the student will be counted absent for the day. I will also contact the dean. The dean will usually contact the student to schedule a time to discuss the cause of the disruptions. After this, if there is a third disruption, I will ask the student to leave class and drop the student from the course with a grade of “F.”

### **VIII. Cell Phones, Head Phones, Ear Buds, Laptops, and Tablets**

Creating an environment free of distractions for all students is important for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. Keep cell phones on silent mode or powered off (not on vibrate\*) and placed in the “Cell Phone Zone” at the front of the room. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (\*Students who need to leave their cell phones on vibrate must visit with me to inform me of their situation.)
2. Wearing head phones and ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class. All in-class computer work is to be done on the classroom computers.

### **IX. Plagiarism and Cheating:**

Students are expected to do their own work on all quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant it.

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. Giving an in-text citation only at the end of a paragraph.

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; or
7. Copying another's work during an examination or on a homework assignment.

#### **X. 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, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **XI. Nondiscrimination Policy:**

The instructor will do his best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

#### **XII. Diversity Policy:**

In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

#### **XIII. Campus Concealed Carry**

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following:

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit <http://www.southplainscollege.edu/campuscarry.php>.

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.

Week	Date	Topics	Readings	Assignments
1	Jan. 14 Jan. 16	Introduction to Course How to Email Your Instructor	Course Syllabus	
2	Jan. 21 Jan. 23	<b>Martin Luther King Holiday</b> Spelling Improvement/Omitted Words	<b>No Class</b> Chap. 31-32 (pp. 396-407)	<b>No Class</b> Email Writing Assignment (Jan. 26)
3	Jan. 28 Jan. 30	Commonly Confused Words Subjects and Verbs	Chap. 33 (pp.408-423) Chap. 6 (pp. 153-161)	Spelling and Commonly Confused Words Quizzes (Feb. 02)
4	Feb. 04 Feb. 06	Subjects and Verbs Fragments	Chap. 6 (pp. 153-161) Chap. 7 (pp. 162-178)	Subjects and Verbs; and Subject, Verb, Prepositional Phrases Quizzes (Feb. 09)
5	Feb. 11 Feb. 13	Run-Ons Intro to Writing/The Writing Process	Chap. 8 (pp. 179-194) Chap. 1-2 (pp. 4-43)	Fragments and Fused Sentences and Comma Splices Quizzes (Feb. 16)
6	Feb. 18 Feb. 20	Four Steps/Bases of Writing/Revising Exemplification	Chap. 3 (pp. 46-84) Chap. 4 (pp. 85-91)	Four Steps for Writing/Revising; Unity, Support, Coherence Quizzes (Feb. 23)
7	Feb. 25 Feb. 27	Exemplification Exemplification	Chap. 4 (pp. 85-91) Chap. 4 (pp. 85-91)	Topic Sentences and Transitions Quizzes (Mar. 02)
8	Mar. 04 Mar. 06	Sentence Variety I Standard/Irregular English Verbs	Chap. 9 (pp. 195-208) Chap. 10-11 (pp. 210-230)	Sentence Types Quizzes (Mar. 09)
9	Mar. 11 Mar. 13	<b>Spring Break</b>	<b>No Class</b>	<b>No Class</b>
10	Mar. 18 Mar. 20	Subject-Verb Agreement Consistent Verb Tense	Chap. 12 (pp. 231-240) Chap. 13 (pp. 241-244)	Regular and Irregular Verbs Quizzes (Mar. 23)
11	Mar. 25 Mar. 27	Cause or Effect Cause or Effect	Chap. 4 (pp. 104-107) Chap. 4 (pp. 104-107)	Subject-Verb Agreement and Verb Tense Quizzes (Mar. 30)
12	Apr. 01 Apr. 03	Cause or Effect Pronoun Reference, Agreement, Types	Chap. 4 (pp. 104-107) Chap. 15-16 (pp. 252-275)	Fused Sentences and Comma Splices and Fragments Review Quizzes (Apr. 06)
13	Apr. 08 Apr. 10	Faulty Parallelism Apostrophes	Chap. 20 (pp. 296-304) Chap. 26 (pp. 343-354)	Identifying Pronoun and Pronoun- Antecedent Quizzes (Apr. 13)
14	Apr. 15 Apr. 17	Apostrophes Commas	Chap. 26 (pp. 343-354) Chap. 28 (pp. 366-379)	Pronoun Types and Point of View Quizzes (Apr. 20)
15	Apr. 22 Apr. 24	<b>Easter Break</b> Argumentation	<b>No Class</b> Chap. 4 (pp. 120-124)	<b>No Class</b> Faulty Parallelism Quizzes (Apr. 27)
16	Apr. 29 May 01	Argumentation Argumentation/Final Exam Review	Chap. 4 (pp. 120-124) Chap. 4 (pp.120-124)	Apostrophes and Commas Quizzes (May 04)
17	May 06 May 08	Finals Week	<b>No Class</b> Final Exam Study Guide	<b>No Class</b> <b>Final Exam (10:15am-12:00pm; May 8)</b>