

Course Syllabus
ENGL1301: Composition I
Sections: 273, 274, 275, 276, 279
Lubbock Center

Instructor: Ms. Lesley Shelton, Instructor of English
Primary Office: Room 125H, Lubbock Center, South Plains College
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FALL 2019 Office Hours

Room	Scheduled Days	Scheduled Time
Room 125H	Monday/Wednesday	12:00 p.m. – 1:00 p.m.
Room 125H	Monday	4:00 p.m. – 4:30 p.m.
Room 125H	Wednesday	4:00 p.m. – 5:00 p.m.
Room 125H	Monday Night Only	5:30 p.m. – 6:00 p.m.
Room 115	Tuesday/Thursday	12:30 p.m. – 1:00 p.m.
Room 125H	Tuesday/Thursday	4:00 p.m. – 5:00 p.m.
Room 125H	Friday	9:30 a.m. – 10:30 a.m.

And by appointment as necessary

Email: lshelton@southplainscollege.edu

Email Correspondence:

Every email you send me MUST contain the course number and section for your class in the subject line or the email will be returned to you. No exceptions will be made. If you send emails through Blackboard, it will automatically include the course number and section. Please allow 24-48 hours for a reply. If you need to reach me right away, I suggest that you come to my daily office hours (listed above).

NOTE: You must check your official SPC email address regularly. Blackboard will automatically send correspondence to this address. I use your official email address. If you fail to check your email, you may miss important and often time-sensitive messages. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

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.

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.

Learning Outcomes:

Upon the 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 3000-words in graded essays & writing assignments.

Required Textbook:

Sections 273, 274, 275, 276, & 279

Perrin - BUNDLE: POCKET GUIDE TO APA STYLE, MindTap PAC for Wyrick: Steps to Writing Well with Additional Reading + Accelerate: Comp Foundations Workbook
ISBN: 9780357468753

Blackboard and Internet Access:

Blackboard is a website host for our class, where you view and access homework, view and print out class PowerPoint lessons, check your grades, view the syllabus, and email me. There are weekly graded assignments on Blackboard. You should check in at least twice per week.

Computer with Reliable Internet Access:

You must have access to a computer with reliable internet connection to complete your homework assignments, so plan time into your weekly schedule to use the SPC computer labs on one of the campuses or find a computer with reliable, fast internet access that you can use on a regular basis.

The SPC Levelland campus library lab is open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or <https://southplainscollege.blackboard.com>

You must also have access to a computer with a word processing program that can produce work meeting the criteria of formatting for our assignments. I recommend that you use Microsoft Word, although you are free to use others. You will not be exempted from fulfilling the formatting requirements if your chosen software or application makes formatting difficult. Some file types are not accepted through Turnitin and Blackboard; you must produce work that can be uploaded and opened or you will receive a zero.

Additional Supplies:

Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper.

Attendance Policy

Attendance in this class is required and necessary for your success. You should make every possible effort to attend every class. However, periodic absences are sometimes unavoidable. Read this policy carefully. If you do not understand any part of the policy, ask for clarification NOW.

ABSENCES:

If you think that you might miss more than four (4) classes, I suggest that you consider dropping this class. All absences, even absences due to periodic illness or doctor's visits, are considered unexcused, except for absences related to a university sanctioned event or documented accommodations. Other than absences for documented accommodations, you need not turn in notes from the doctor to me, although an email (including your class & section #) alerting me to your absence is appreciated.

You may be dropped from the course after you have accumulated four (4) consecutive absences with no contact or five (5) non-consecutive absences. If you are dropped for excessive absences and have a failing grade in the gradebook, you will automatically receive an F for the course. Once dropped, you will not be reinstated. I will send you an email notification if I have dropped you from the class; however, do NOT assume that I will drop you. **If you are not planning to finish the course, you should drop yourself.**

NOTE: If circumstances, such as a documented family emergency or an extended illness, make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger's office at 806-716-2380). Another resource is the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577. **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. Otherwise, all dues dates will apply for all students.

TARDIES:

Arriving late to the beginning of class and leaving class before dismissal create a disruption for you and your classmates. Nevertheless, I strongly encourage you to come even if you are running late to class. Having said that, be respectful of others; quietly enter the room and sit at the nearest desk to avoid disrupting the class. Three marked tardies equal one absence (see above absence policy).

NOTES, ANNOUNCEMENTS, & MISSED ACTIVITIES:

Because attendance for this class is required, you are responsible for all material presented or discussed during class, including changes to the schedule, even when you are absent or tardy. You must still turn in all in-class or online assignment by the posted due date, even when absent. Any activities or quizzes that you miss due to being tardy or absent cannot be made up.

I do not answer emails about what you missed in class. Please refer to Blackboard and/or the course schedule for this information. I suggest that you exchange contact information with your classmates in case you need information between classes. You are always welcome to come to my scheduled office hours to discuss this information.

SCHOOL-SPONSORED ACTIVITIES

Students involved in school-sponsored activities must present documentation from the appropriate coach/sponsor **before** they are absent from class. Students may make arrangements at that time for completing any in-class assignments they may miss. If the procedure is not followed, all policies in the syllabus and due dates posted in Blackboard will remain unchanged.

Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. Grades will be updated every couple of weeks. I recommend that you check your grades regularly.

Grades are assigned according to this scale:

- A Excellent work that exceeds expectations; 90% to 100% on graded work.
- B Very good work that is above average; 80% to 89% on graded work.
- C Average work that meets the basic goals of the assignment; 70% to 79% on graded work.
- D Below average work that is deficient in one or more area; 60% to 69% on graded work.
- F Unsatisfactory work that does not meet the minimum expectations of the assignment, work that is incomplete or does not follow the assignment instructions, work that is found to have been plagiarized; 0 to 59% on graded work.

Essay Assessment Guidelines:

- 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, excellent organizational strategies, 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 may lack support and/or has other obvious errors.
- The “D” essay contains one or more of the following problems: lack of a clear 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 expectations 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.

Course Evaluation:

***WRITING ASSIGNMENTS – Low Stakes:* 20% Total**

Each writing assignment will be worth 5% each.

- #1: Summary-Response
- #2: Explication Brief
- #3: Topic Proposal
- #4: Formal Outline
- #5: Peer Review Worksheet

***WRITING ASSIGNMENTS – High Stakes:* 50% Total**

*****All “High Stakes” writing assignments must be turned in to pass this class.*****

- #1: Annotated Bibliography (4-6 sources)
- #2: Researched Argument Essay (1000 words)
- #3: Presentation of Research

HOMEWORK, QUIZZES, EXAMS, ETC.

- Online Reading (and other) Quizzes 10%
- JustInTime+ exercises in Mindtap 10%
- Final Exam (unless exempt) 10%

<u>Assignment</u>	<u>Grade Calculation</u>
Writing Assignments	70%
Online Reading Quizzes (plus in-class graded material)	10%
JustInTime+	10%
Final Exam	<u>10%</u>
	100%

Final Exam

If you have an “A” average, you may be exempted from the final exam. If you miss three (3) or fewer classes during the entire semester, including tardies, AND your course average is 70 or above at the end of the semester, you will not be required to take the final exam.

Online Homework – MindTap

Most of your weekly readings and homework assignments will be accessed through Blackboard in the MindTap interface. There are many resources for you in mindTap. Readings and reading quizzes & activities must be completed by the due date in Blackboard (and in MindTap); this due date will always be 11:59pm the night before the next class. Weekly Just In Time Plus assignments must be completed by 11:59pm every

Sunday. MindTap must be accessed on the internet. If you do not have a computer at home with reliable internet access, you will need to make plans to use one of the computer labs on campus, in the Technology Center or in the Library to complete your online homework.

Plagiarism and Cheating

“Offering the work of another as one’s own, without proper acknowledgment, is plagiarism” and will not be tolerated (*General Catalog*, 23). Furthermore, cheating will not be tolerated (see *General Catalog*, 23). You must do your own work on writing assignments and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing or write any portion of your assignment is plagiarism. Submitting a paper written for another class is self-plagiarism. Copying someone else’s work or answers on homework, quizzes, or tests is cheating. Depending on the nature and the severity of the incident, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

Late Work Policy

Under almost all circumstances, **I do not accept late assignments**; therefore, if you forgot to do the assignment, do not send me an email asking if you can make it up. I will drop your four lowest online reading quiz grades and two of the Just In Time Plus assignment grades, but **you cannot “make up” any assignments**. There will be no “extra credit” work to complete at the end of the semester. You will have opportunities to earn bonus points on some assignments, but there will be no magic do-over at the end of the semester. You earn your grade by the quality of work you turn in on time that is assigned during the semester.

NOTE: I realize that life sometimes happens, and you may miss an important deadline. If you completed your assignment and submitted it late, and you would like to petition for partial credit, I will consider your request. However, the assignment **MUST** have already been submitted **BEFORE** you request an exception. If you come to me in class and ask for an extension after the due date is passed, the answer will always be no.

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 mode*) and stored out of your sight during class. If your phone becomes a distraction to me or anyone in the class, I will ask you to leave and you will be counted absent for the day.
2. Wearing head phones or ear buds is not permitted during class.
3. While you may work on your personal laptop during class, I expect you to use your computer **ONLY** for what we are working on in class that day.

Classroom Etiquette

I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. Come to class prepared to work. Bring your textbook, paper, and pen to class daily.
3. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency**. If you leave the classroom before being dismissed, you may be marked absent.
4. **NO** tobacco use of any kind or vaping in the classroom or in my office.
5. No sexually harassing language will be tolerated in my classroom.
6. Disruptive, offensive, threatening, or abusive behavior will **NOT** be tolerated. After one warning, you will be asked to leave the classroom. Police will be called when appropriate.

*****Students who do not comply with the above may be dropped from the course.*****

“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).

Note to 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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Diversity Statement

In this class, I 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.

Statement of Nondiscrimination

I will do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

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 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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

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.

Ms. Shelton reserves the right to make changes in course policy at any time.