Instructor: Wendy Esch

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Email: wesch@southplainscollege.edu

Skype: **https://join.skype.com/invite/yCBkMsbc0EtB** By appointment only.

This Skype link can be found in Blackboard under Communications on the Left.

Telephone: (806) 716-2446

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
2:15 – 3:30 p.m.	2:15 – 3:30 p.m.	2:15 – 3:30 p.m.	2:15 -- 3:30 p.m.	9:00 – 12:00 p.m.

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.

Core Curriculum Objectives

This course will address the following core curriculum competencies:

- **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
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include 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. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.
4. Write appropriately for audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
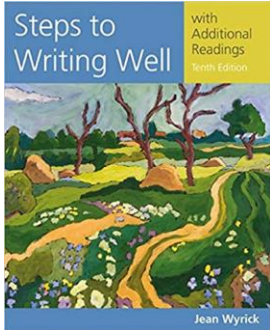7. Write a minimum of six 500-word essays.

Required Supplies

The following are requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

- 3-ring binder for your loose-leaf book and paper for notetaking
- Composition Notebook- Recommended for face-to-face classes
- Writing utensils

Textbook and Access Code

A loose-leaf textbook and online access code are required for this course. This bundle is available for purchase in the SPC Bookstore.

- **Bundle: Steps to Writing Well with Additional Readings, 2016 MLA Update, Loose-Leaf Version, 10th +**
- **MindTap English, 1 term (6 months) Printed Access Card**

- **ISBN 9781337490429**

How to access your MindTap assignments Online

Registration

1. The first time that you click on the MindTap assignment in Blackboard you will be required to register.
2. Have your access code ready and follow the prompts to register your MindTap course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 07/24/2019 during your free trial. After the free trial ends you will be required to pay for access. Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- Microsoft Word (more information can be found on the 'Required Technologies' page in Blackboard)

Communication

You can reach me in one of three ways: you can email me at wesch@southplainscollege.edu, call my office at 806-716-2446 and leave a message, drop by during office hours, or make an appointment to meet in-person.

I return emails and calls within 24 hours. However, I may not be immediately available to you should you need something, so please do not wait until the last minute to complete assignments.

Your South Plains College email is the official communication for this course. Plan to check it every day.

Remind text alerts will also be active for this course to notify you in case of instructor absence or class location changes. We will set that up in class during the first week of the semester.

Announcements

Any information sent-out via announcements in Blackboard, in 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.

Attendance and Participation Policy

This is an online class. Students must be responsible for checking into Blackboard daily, for announcements/assignments and submitting work in a timely manner.

There is no on-campus attendance requirement for this course.

* Instructor's note: You must be present in your own life! When a course is structured to be completed online, you must hold yourself accountable for communication (with both your Instructor and your classmates), and for checking on and completing work.
This is the key to your success in the course!

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments	
Essay	40%
Essay Work	20%
MindTap Assignments	20%
Discussion Board	15%
Final Exam	5%
Total	100%

GRADE TOTAL

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

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

Essays

You will be required to submit three full essays. There will be several steps to complete for each essay. You will submit an initial draft, participate in peer reviews, and then submit a final draft. If you do not submit an initial draft, you will not be allowed to participate in peer review, which will affect your grade. Due dates can be found on the course calendar, and specific assignment details can be found in the module folders in Blackboard. Rough Drafts and Peer Review (Essay Work) are worth 20% of your total grade while Final Draft Essays are worth 40%.

MindTap Coursework

Throughout the semester, you will be required to complete several online MindTap exercises, quizzes, and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. Although you will access these assignments via Blackboard, you must have purchased the access code to complete these assignments. When averaged together, these assignments are worth 20% of your final grade, so the completion of your daily assignments is very important.

Discussions

Collaboration and communication are essential to success in both the academic and professional setting. To practice these skills and further our knowledge of the subjects we cover in this course, each student will be required to participate in weekly video discussions.

There are two parts to each module discussion assignment. The first is an **initial post**. The second part includes 1 or 2 **response** to your peers, which will be due in the second half of each module. A point deduction will be applied to initial posts not posted by the first deadline, and no response posts will be counted for credit after the second deadline. The discussion posts are worth 15% of your grade.

Post Course Exam

A MindTap final exam will be given at the end of the course which will be worth 5% of your semester grade.

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 are graded.

Due Dates

Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 7 days of the due date to receive partial credit. After 7

days, papers will not be accepted, and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

Due times are <u>midnight</u> on the date listed on the calendar.

Although I will post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

Assignment Submission

<u>I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.</u>

As an online student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date or check your SPC email for submission acknowledgement to verify it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.

4. Additionally, all files must be submitted as .docx documents (Microsoft Word). Other file formats such as .gdoc, .pages, .odt, .rtf, or .txt files will not work with Turnitin. If you submit anything other than a .docx file, your assignment will be considered late and incur the late deduction. **If you are writing your essay on Google Docs, you will need to download the paper to your computer in Microsoft Word format before submitting to Turnitin.**

Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806) 716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted properly.

Style Guide

We will use the MLA formatting and documentation in this course. Specific rules regarding this particular style guide can be found in Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a References page, should follow MLA guidelines for citation.

Academic Integrity

"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 paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, 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.
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. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.

Disclaimer

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.

Diversity Statement

In this course, the teacher 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 be and can be.

Writing Center - CM112

We have free writing help on each campus in our Writing Centers. The Levelland campus Writing Center is housed in the Communication building Room CM112. Because this is a writing class, I highly recommend that you take advantage of the free tutoring available here. The tutors are only available during select times throughout the day so be sure to run by there to check the schedule. The Writing Center is also equipped with computers and a printer if you need to print out an assignment. It also houses cozy couches if you have a few minutes between classes to relax.

Please 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. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set forth in this syllabus by the instructor.

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your instructor and/or Blackboard.

Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 7 days of the due date to receive partial credit. Assignments submitted more than 7 days past the deadline will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please note that if there are readings or assignments due *on* a certain date, you need to be working on them and have them completed *before* they are due on the schedule. You are responsible for all outside work and assignment submission.

All MindTap assignments are to be completed by due dates as indicated by the schedule. Your Instructor will only reopen assignments based on circumstances which can be reasonably supported with documentation. This is a working schedule and is subject to change during the semester. I will notify students of any modifications and will make sure all adjustments are reasonable.

ENGL 1301 Online Course Schedule

Week 1 & 2 – Introductions – Course Review – August 26 – Sept 8

First Week Reading

Review the Syllabus and Calendar

Assignments For This Week

Discussion Board Part 1 (Introductions)…………….………………………. Due Sept 1

Take the Syllabus Quiz………………….....…………….…………………………. Due Sept 8

Plagiarism Video/Quiz………………………….…………………………….......... Due Sept 8

MindTap Pre-Test ……………………………………………….………….. Due Sept 8

Module 1- Descriptive Essay   Sept 9 – Oct 6

Module 1 Reading

The following chapters should be reviewed in your *Steps to Writing Well 10th edition textbook:* before beginning your MindTap assignments or Descriptive Essay.

Chapter 1: Prewriting

Chapter 2: The Thesis Statement

Chapter 3: The Body Paragraphs

Chapter 4: Beginnings and Endings

Chapter 5: Drafting and Revising: Creative Thinking, Critical Thinking

Chapter 6: Effective Sentences

Chapter 16: Description

Assignments For This Module

Essay 1 Topic Submission …………………………………………………………….Due Sept 13

Discussion Board Part 2 (2 Replies) ……………………………………….....…...Due Sept 15

Essay 1 Descriptive Rough Draft……………………………………...…………. Due Sept 22

Essay 1 Peer Editing (Sept 23 – Sept 30) …....………………………...………….....Due Sept 30

Module 1 MindTap Assignments (Sept 9 – Oct 6)……..….………...…………. Due Oct 6

Essay 1 Final Draft………………………………….…………….……...Due Oct 6

Module 2 Reading

The following chapters should be reviewed in your ***Steps to Writing Well 10th edition*** *textbook:* before beginning your Discussion post, MindTap assignments, or Essay.

Chapter 11 Comparison and Contrast

Chapter 12: Definition

Chapter 13 Division and Classification

The following topics can either be reviewed in your textbook or watched in video format in your Module Two MindTap folder.

Writing Topic Sentences

Varying Sentence Structure

Making Subjects and Verbs Agree

Revising Sentence Fragments

Revising Run-on Sentences and Comma Splices

Run-On Sentences and Comma Splices

Assignments For This Module

Discussion Board Part 1 (Initial Post)…....………….……………….………...Due Oct 13

Essay 2 Topic Submission …………………………………………….………Due Oct 16

Essay 2 Comparison/Contrast Rough Draft..………………………………………. Due Oct 20

Discussion Board Part 2 (1 Reply) ………………………..………….…. Due Oct 27

Essay 2 Peer Editing (Oct 21 - 27) ……………………………….....….… Due Oct 27

Module 2 MindTap Assignments (Oct 7 – Nov 3)………...…………………...… Due Nov 3

Essay 2 Final Draft………………………………………………….…....*Due Nov 3*

<mark>**Module 3 -- Argument Essay**   **Nov 4 – Nov 26**</mark>

Module 3 Reading

The following chapters should be reviewed in your *Steps to Writing Well 10th edition textbook:* before beginning your Discussion post, MindTap assignments, or Essay.

Chapter 15: Argumentation

Chapter 19: Conducting Research and Using Sources

Chapter 20: Documenting Sources

The following topics can either be reviewed in your textbook or watched in video format in your Module Three MindTap folder.

Using Commas

Including Supporting Ideas

Choosing Appropriate Language

Understanding Sound Alike and Look Alike Words

Assignments For This Module

Discussion Board Part 1 (Initial Post)…………………….………..………………… Due Nov 10

Essay 3 Topic Submission …………………………………………………………… Due Nov 13

Essay 3 Argument Rough Draft ….……………………………………….….......... Due Nov 17

Essay 3 Peer Editing (Nov 18 – Nov 23- note this deadline is a Sat) ..………..……... Due Nov 23

Discussion Board Part 2 (2 Replies) …………………………………….…..…... Due Nov 24

Module 3 MindTap Assignments (Nov 4 – Dec 6) ………...………...……………… Due Dec 6

Essay 3 Final Draft…………………………………………............................. *Due Nov 26*

MindTap Post-Test……………………………*FINAL EXAM WEEK -- DECEMBER 9 - 12*