

Course Syllabus
ENGL1301: Composition I
Section: 273
Lubbock Center

Instructor: Ms. Lesley Shelton, Instructor of English
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E-mail Address: lshelton@southplainscollege.edu
Office Phone: 806-716-2178

SPRING 2021 Office Hours

Room	Scheduled Days	Scheduled Time
125H & ZOOM	T/Th	8:30 a.m. – 9:00 a.m.
125H & ZOOM	M/W	11:00 a.m. – 12:00 p.m.
125H & ZOOM	T/Th	1:30 p.m. – 3:30 p.m.
125H & ZOOM	M/W	4:00 p.m. – 4:30 p.m.

Limited Friday and Evening Hours Based Upon Availability*

By appointment ONLY. Email time preferences to schedule.

Due to safety precautions surrounding the COVID-19 pandemic, I will be conducting office hours via ZOOM, as well as in my office. Each meeting type has its advantages: ZOOM meetings require no physical contact while providing screen-sharing tools and can be recorded to review again later. Walk-in meetings are convenient in the moment if you are in the building and provide a face-to-face experience but require social-distancing and masks for safety.

Meetings are available to students on a first come – first served basis during scheduled office hours. If additional students are waiting for help, time may be limited, and some students may have to come back during the next office hours period. The office hours schedule above shows the times I am available.

If you are unable to attend during regularly scheduled office hours, please send me an email explaining your availability conflicts, and I will do my best to accommodate you. There are limited evening office hours, by appointment only and based upon my schedule. Email date and time preferences to schedule the meeting. No shows will lose evening meeting privileges.

You may want to get contact info for a few of your classmates for future reference.

Name: _____ **Phone/Email:** _____

Name: _____ **Phone/Email:** _____

Name: _____ **Phone/Email:** _____

Delivery of Instruction

This class requires attendance twice per week at the scheduled class time. You are committing to attend class for the duration of the class period each week. Attendance is required and necessary for your success. Do not schedule work or other activities during class time if at all possible. When you miss class, you will be counted absent, and this can have a negative impact on your outcomes.

This class is designed for face-to-face instruction, based upon the social distancing guidelines that are in place at the time of the class. This means that as guidelines change our face-to-face policy will adapt to conform to those guidelines. The preferred method of delivery is face-to-face, but current guidelines require limits on the number of students in the classroom at one time. For this reason, only 12-14 students can attend face-to-face instruction at one time. During the first week of classes, we will set up the schedule for which day(s)/time(s) you will be required to attend in the classroom. This schedule is subject to change at any time, and you should expect that the groupings will be subject to change throughout the semester.

Even though you may only be coming into the classroom once per week, you are still required to attend class EVERY class period. On days that you are not scheduled for face-to-face instruction, you will attend using our online-synchronous classroom in Blackboard Collaborate. Even if you are quarantined, you will still be able to attend all class meetings using Blackboard Collaborate. Please read the instructions for attending Collaborate **Scheduled Sessions** at the [linked page](#), beginning at the section, [Entering a Scheduled Session from Blackboard](#), to the end of the page.

Preferred Method of Communication

The best way to communicate with me is to raise your concerns during class. Often, students have the same or similar questions, and those issues are best addressed during our regularly scheduled class time. However, if you have a concern that requires a more confidential setting (questions about grades or similar issues), you should plan to meet during office hours. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

Voicemail:

Voicemail can be very effective when used properly. If you are calling with questions during scheduled office hours (and I am not already helping another student), a quick phone call can resolve many issues. If you must leave a voicemail, be sure to speak clearly. Leave your **full name, course, and section number and clearly state what information you need** from me. **Include your email address** so that I may reply via email if I cannot return your call. Remember that I cannot call you back unless I happen to be in my office; this means I will NOT be returning any calls after office hours or on weekends. Voicemail messages that do not provide complete information will not be answered, so **be prepared before you place the call**. Oftentimes, an email is a preferred way to document your concerns.

Email:

Email correspondence can be very effective when used properly. Please follow the proper format for business email correspondence (appropriate subject line, salutation, complete sentences in the body, closing, and signature). You can find a good description of the expectations for professional communication here: [How to Write a Professional Email](#).

Every email you send to me for this class **MUST contain the course and section number for your class in the subject line**; if this information is missing, the email will be returned to you, no exceptions. Emails sent through Blackboard will automatically include the course and section number. Allow 1-2 business days for a reply. If you need to reach me right away, use the office hours ZOOM Room (office hours listed above), stop by my office during office hours, or talk to me during class.

NOTE: Check your official SPC email (Outlook 365) regularly. Blackboard will automatically send correspondence to this address. I use your official email address in student correspondence. 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!

ENGL1301 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.

ENGL 1301 partially satisfies a Core Curriculum Requirement:

Communications Foundational Component Area (010)

Core Curriculum Objectives addressed:

- **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 the 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 in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

REQUIRED MATERIALS

Textbook:

Wyrick: Steps to Writing Well with Additional Readings + MindTap, ISBN: 9781305665569

This course's required text and online access are provided through Inclusive Access. A course in the Inclusive Access program means that any required electronic/digital course materials are included in the cost of the tuition at a discounted rate. Inclusive Access provides access to your course ebook and/or digital materials in Blackboard on the first day of class.

If you do not wish to participate in the Inclusive Access textbook program for your course, you may opt out. Please check with your instructor before deciding to opt out. The deadline to opt out of Inclusive Access is February 3rd, 2021, 11:59PM EST. If you do not opt out by this date, you will not receive a refund for your course materials. If you opt out of the Inclusive Access program for a course, you will be responsible for obtaining your required textbooks and course materials for this course through an alternate method.

Blackboard and Internet Access:

Blackboard is a website host for our class, where you attend online-synchronous class meetings, access the e-book & quizzes, view and access homework, view and print supplemental materials, turn in your assignments, check your grades, view the syllabus, and email me.

You should visit the [Instructional Technology Help Page](#) for many resources to help you familiarize yourself with Blackboard. If you experience technology issues with Blackboard, please visit [the Blackboard Help](#)

[Page](#) and complete the form. While it may be helpful to know when you experience technology problems, I am not the person to contact to resolve those issues.

Computer with Reliable Internet Access:

You must have access to a computer and a reliable internet connection with sufficient bandwidth to accommodate the needs of this class. While some of your assignments can be completed using a smartphone, you will need access to a laptop or desktop computer for many of your most heavily weighted assignments. If you do not have a computer with reliable, high-bandwidth internet access, you must 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. This is required for the class. The SPC Levelland campus library lab is the only SPC library open on Sundays.

You must also have access to a computer with a word processing program that can produce essays and other assignments that adhere to our formatting requirements. 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 or a folder (to keep course assignments and notes), notebook paper or a spiral notebook.

ENGL1301 Course Evaluation:

LOW STAKES WRITING ASSIGNMENTS: **25% Total**
Five writing assignment each worth 5% of the overall grade.

HIGH STAKES WRITING ASSIGNMENTS: **45% Total**
Three writing assignments each worth 15% of the overall grade.

HOMEWORK, QUIZZES, EXAMS, ETC.

Online Reading Quizzes, Discussions, etc.	10%
JustInTime+ exercises in Mindtap	10%
Final Exam (unless exempt)	10%

Final Exam

If you have an “A” average, you are 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 the schedule (and in MindTap); this due date will always be 11:59pm on the scheduled due date. Weekly Just In Time Plus (JIT+) assignments must be completed twice weekly. 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.

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. Your final grade will be based upon the earned average at semester's end, with no rounding up of grades.

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.

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 two (2) lowest online reading quiz grades and three (3) 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 may 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** be submitted **BEFORE** you request an exception. I repeat: To be considered for credit, your assignment must be submitted **BEFORE** the request is made. Under **NO** circumstances will assignments more than one week past due be accepted unless prior arrangements have been made, and the submission is in compliance with those arrangements.

ATTENDANCE POLICY

Read this policy carefully. If you do not understand any part of the policy, ask for clarification **NOW**.

This class is designed for face-to-face and online-synchronous class attendance (hybrid) using Blackboard Collaborate and ZOOM. On days that you are not scheduled to attend in the classroom, you will still be required to attend class meetings using Blackboard Collaborate. Attending Collaborate sessions is NOT a substitute for attending your scheduled face-to-face classes. Please read the instructions for attending Collaborate **Scheduled Sessions** at the [linked page](#), beginning at the section, [Entering a Scheduled Session from Blackboard](#), to the end of the page.

Attendance in this class is required and necessary for your success. Every class day, you will be counted as present, tardy, or absent. To be counted as present, you must be in the Collaborate classroom when class begins. If you are signed up for face-to-face attendance (on a day that f2f is an option), you must be in the classroom when scheduled to be counted present.

TARDIES:

Arriving late to the beginning of class and leaving class before dismissal can create a disruption for you and your classmates, even in an online setting. You are expected to arrive on time, ready to participate, and attend the whole scheduled session. If you arrive late or leave early, you will be counted tardy. **If you arrive late and leave early, you will be counted absent.**

NOTE: If you encounter technology problems, I can make accommodations; however, I expect these issues can and will be resolved and should NOT become a regular occurrence. If you need assistance resolving persistent technology problems, please let me know. I will help you find the appropriate help.

Three marked tardies equal one absence (see absence policy below).

ABSENCES:

You should make every possible effort to attend every class. However, periodic absences are sometimes unavoidable. If you think that you might miss more than three classes, I suggest that you consider dropping this class. **All absences, even absences due to periodic illness or doctor's visits, count toward your absence totals**, except for absences related to a school sponsored activity or documented accommodations.

SCHOOL-SPONSORED ACTIVITIES:

Students involved in school-sponsored activities must present documentation from the appropriate coach/sponsor **before** they are absent from class. At that time, students may arrange for completing in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements, they will not be counted. If no arrangements are made in advance of the absence, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

COVID ILLNESS & QUARANTINE PROCEURES

If you become ill with COVID related symptoms or have been exposed to someone who has tested positive, you should contact DeEtte Edens, Assoc. Director of Health and Wellness, 806-716-2376, dedens@southplainscollege.edu. If you don't have insurance or a primary care physician, you can go to the Student Health & Wellness Office, 806-716-2577, on the Levelland Campus. There are locations in Lubbock where you can receive free COVID testing. Contact Mrs. Edens for appropriate guidance.

Most importantly, **DO NOT COME TO THE BUILDING if you have COVID related symptoms or are under quarantine restrictions.** Be prepared to produce appropriate paperwork confirming your circumstances. Unless severe symptoms prevent you from continuing with your class (speak with me for guidance in advance if possible), please continue to attend our Collaborate classes and keep up with assignment deadlines. Arrangements will need to be made for face-to-face assignments and work that you may miss. If no arrangements are made in advance of the absences, you will not receive credit for assignments missed.

Face Covering Course Syllabus Statement – Rev. 1/4/2021

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of

COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtté Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

DROP POLICY

You may be dropped from the course if you accumulate **four (4) consecutive absences with no contact or five (5) non-consecutive absences, unless accommodations have been made in advance.** If you are dropped for excessive absences and have a failing grade in the gradebook, you will automatically receive an F for the course. If you are passing when you are dropped, you will receive an X. Once dropped, you will not be reinstated. Nevertheless, **if you are not planning to finish the course, you should drop yourself**, which will result in a W on your records.

NOTE: If circumstances, such as a documented family emergency, hospitalization, or an extended illness including COVID, make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger's office at 806-716-2380). **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. If no arrangements are made, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

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. Recordings for classes will be available to all students (unless there is some technical problem). You must still turn in all in-class or online assignments by the posted due date, even when absent, unless prior arrangements have been made. Any participation 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 your notes, the Blackboard Collaborate recordings, 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 schedule a ZOOM meeting during office hours to discuss this information.

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.

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.

“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).

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. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate office to ensure social distancing is maintained. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

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.

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. 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 Statement

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 reasonable changes in course policy at any time.