

English 0301: Basic Developmental Writing

Fall 2021

Course Syllabus

Instructor: Katherine (Kaytee) Jackson (she/her/hers)

Sections: 0301.271 (MW, 1:00 – 2:15)

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Office: Lubbock Center, 125I

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
2:30 - 3:30	12:30 - 2:30	2:30 - 3:30	12:30 - 2:30	12:00 – 2:00

Course Description

This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

- Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose
- Determine and use effective approaches and rhetorical strategies for given writing situations
- 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
- Evaluate relevance and quality of ideas and information to formulate and develop a claim
- Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Edit writing to conform to the conventions of Standard English.

Textbook & Supply Requirements

TextBook Program: This course is in the SPC TextBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TextBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TextBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word

definitions, build study guides, print select pages, and download up to 20% of the book for offline access.

- **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*Please consult with your professor before deciding to opt-out.

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399

Email: agamble@texasbook.com / Phone: 806-716-4610

Other Materials

You are required to have access to the following technologies:

- Blackboard
- Microsoft Word
- MindTap (Included in Course)
- Remind

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all course communications and important messages through SPC email. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to. You can find instructions to access your SPC email account below.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.

- Your SPC Email address is: yourSPCusername@southplainscollege.edu
- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC and click the Unread Messages: South Plains College O365 link at the bottom of the page.
- You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
- Check with the SPC Help Desk for assistance: 806-716-2600.

Attendance

This course is a standard, face-to-face course with no capacity restrictions. This means that hybrid or virtual attendance, which some of you may have become familiar with over the past year and a half, is not part of our course structure. To be very clear, synchronous virtual attendance is not something planned for this course unless we are instructed otherwise from SPC administration. If you are unable to attend class for a reason unrelated to COVID or I have not received instructions from the Health & Wellness department on your behalf for COVID protocol below, you should plan to use one of your allowable absences and take responsibility for catching up coursework.

This course relies on your active attendance and participation. Missed classes or lack of engagement will adversely affect your learning experience. Each day, you will log your attendance via Microsoft Forms by answering an attendance question. This question will be available on the projector screen during class with the QR code to mark yourself present. Failure to answer the attendance question during our allotted class time counts as an absence. If you arrive after the attendance question has been shown, it is essential that you ask to see the question at the end of class to make sure you're counted present.

In a standard semester, you are allowed three (3) absences without penalty. The fourth absence results in being dropped from the course with a F. With the exception of documented COVID-19 protocol (see below), this is the policy for the course.

In general, I prefer that you do not send or deliver doctor's notes, obituaries, letters from your parents, or other documents to "excuse" an absence. I generally do not distinguish between "unexcused" or "excused" absences, and your allotted absences are for you to do with as you wish. I encourage you to save those days for emergencies that inevitably arise during the semester.

COVID Protocol

As we continue to find ourselves in a pandemic situation, I urge each of you to take every precaution possible to protect yourselves from contributing to the spread of the virus. However, SPC has instructed all faculty to ensure students who may need to quarantine are accommodated and will be able to stay caught up with their coursework. In the event that you need to quarantine due to exposure or a positive COVID test, you must contact DeEtte Edens (information below) to receive

accommodations. While synchronous virtual attendance is not an option, I will record class materials for students with documented quarantine from the Health & Wellness department and provide them to you.

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Grading

Grades will be evaluated as follows

A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Final Drafts	25%
Peer & Process	20%
MindTap	20%
Daily Work	10%
Midterm	5%
Final	10%
Journal	10%

Major Essays—Final Drafts

You will complete five major paragraph & essay assignments for this course. Each of these assignments will entail a prewriting process, rough draft, peer review, revision, and final draft. The final drafts of all five assignments will be averaged together to account for 25% of your overall course grade. Make sure you have reliable access to a computer. If you don't have one at home, plan to use any of the various SPC computer labs before an assignment's deadline.

All assignments should be submitted as a Microsoft Word (.docx) document. I will not accept any other file format. Failure to submit the correct file format will be counted late until the proper file type is submitted.

This is a firm guideline. I cannot stress this enough—do not, for any reason whatsoever, assume that I will accept a PDF, Google Doc, or other processor file. Turn in a Microsoft Word file or your grade will be affected.

Late Writing Assignment Policy:

If you submit after the deadline, 20% is automatically deducted from your grade. If your assignment is more than 48 hours late, 50% will be deducted from the earned score. Assignments over a week late will earn a score of 0%. In the event of technical difficulties that prevent you from online submission, email me ASAP (yes, even at 11:58 p.m.) to let me know and attach the assignment. This will ensure your assignment is counted on-time. I will not, however, grade emailed assignments. You're expected to upload the final draft appropriately after technical issues are resolved. *****Note that this policy only applies to writing assignments. Late work is not accepted for any other graded component (MindTap, Peer & Process, Homework, Exams) of the coursework.*****

All major writing assignments must be completed in order to pass the course.

Grading Procedure:

I will provide feedback in TurnItIn's Feedback Studio. You should review your feedback in detail and keep track of your progress. I expect every student to read their feedback within 48 hours from the time you are notified that it is posted. If you would like to discuss your grade, you may only do so if you have first reviewed the feedback provided. I also ask that you wait **a minimum** of 24 hours after the assignment is returned before contacting me about individual assignment grades.

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

Peer and Process Score

For each major writing assignment, you will follow the writing process which entails several steps: 1) prewriting, 2) outlining, 3) drafting, 4) peer reviewing, and 5) revising & editing. You will receive a grade for your engagement with each of these steps. This portion of your course average is designed to promote not only good essay, but good practices for your future writing at the college level.

Process grades are not a matter of *quality*, but a matter of *effort*. If you submit all the required drafting activities in a completed fashion on-time, you will earn 100 for each of these scores. If you submit incomplete or late elements of your process credit, your score will fall substantially. If you do not participate in these activities or submit drafting elements that are less than 50% complete, you will earn a zero for each instance.

Following each major assignment, we will take time during class to collaborate on your process score for that assignment. Essentially, you will "grade" yourself. I will review these grades and make necessary adjustments, but I do take your own evaluation of yourself into account. That does not mean you should inflate your own self-evaluation; rather, you should be **critical and honest** with your evaluation of yourself. The ability to self-evaluate your work effectively will be an asset to the calculation of these scores.

For the outline and rough draft portion of each assignment, you will participate in peer review. Sometimes, these will take place during class. A substantial amount of peer review will take place online via Blackboard discussion. Failure to participate in peer review will result in a 0% for both the peer review and revision components of the assignment's grade.

MindTap

We will use Cengage MindTap, an online assessment tool, to conduct a portion of your work. This access code is provided with the textbook bundle from the bookstore. You may also purchase MindTap direct from Cengage through Blackboard. I will provide instructions for registering MindTap during the first week of class.

MindTap assignments are grouped into weeks and all MindTap assignments will be due the Sunday of their corresponding week at 11:59PM. There are two categories of MindTap assignments: Reading & Graded Activities. Reading assignments are ungraded portions of the textbooks for you to review over the course of the week. Graded assignments are exactly what they sound like—the MindTap assignments that go in the gradebook! You can find all MindTap assignments and due dates in the MindTap calendar on Blackboard.

I will not reopen a MindTap assignment for any reason after the due date passes. No late work will be accepted. At the end of the semester, I will drop up to ten of the lowest MindTap scores for students with two absences or less.

Midterm & Final Exams

You will take two exams in this course—a midterm and a final. The midterm will take place during class time.

The final will be comprehensive and include information related to the writing process and grammar. The final will take place online via Blackboard for all students. It will be timed and you will only be allowed one attempt. Be prepared when you open it!

Journal

You will complete a large journal portfolio over the course of the semester. Early in the term, I will distribute a list of potential journal topics; additionally, I will add topics that might interest you over the semester. You will work on the journal at your own pace over the course of the semester. I will provide a rubric that details the way these assignments will be evaluated. The complete journal is worth 10% of your overall course grade.

Although there may be periodic check-ins about your journal progress, it is up to you to work on this throughout the semester. Journals are not graded for grammar. These are designed to provide you with platform to write freely without concern for “correctness.” Regardless, the final journal will be the largest single writing artifact you produce all semester; I strongly encourage you stay motivated with the journal throughout the course.

Final journals will be turned in online in a single word file by the due date.

Cell Phones and Technology

You should prevent your phone from buzzing, dinging, ringing, or vibrating in a distracting way during class. If you have an emergency, step outside the classroom to use the phone. Laptops and tablets are permitted in F2F sessions for class related purposes only. Headphones or earbuds are not permitted during F2F lecture unless otherwise specified. If you are using technology for something unrelated to the course, it will affect your participation grade and could potentially result in being

marked “absent” for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you’re taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Student Code of Conduct

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 which 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.**

Academic Integrity and Plagiarism

It is the aim of the faculty at South Plains College to foster a spirit of 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.

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. Missing in-text citations.

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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Pro-Tip: Self-plagiarism is a thing. Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval.

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. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course. Plagiarism will automatically result in an F for the assignment and can, in many cases, result in getting dropped from the course with an F.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

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.

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.

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 exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Special Services

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.

Title IX Pregnancy Accommodation 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 Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@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 D