

**Course Syllabus**  
**ENGL1301: Composition I**  
**Section: 617 (TTh 4:00)**  
**Lubbock Downtown Center**

**Instructor:** Ms. Lesley Shelton, Assistant Professor  
**Office:** Rm. #2025, Lubbock Downtown Center  
**E-mail Address:** [lshelton@southplainscollege.edu](mailto:lshelton@southplainscollege.edu)  
**Office Phone:** 806-716-2178

**FALL 2022 OFFICE HOURS**  
**ALL Office Hours are held in Room #2025.**  
**Zoom meetings available by appointment.**

Monday	Tuesday	Wednesday	Thursday	Friday
	10:00-11:00 a.m.		10:00-11:00 a.m.	10:00-11:00 a.m.
12:00-1:00 p.m.	1:30-2:30 p.m.	12:00-1:00 p.m.	1:30-2:30 p.m.	
5:30-6:00 p.m.	5:30-6:00 p.m.	5:30-6:00 p.m.	5:30-6:00 p.m.	

Office hours will be conducted in my office (room #2025). If you prefer, you may request a ZOOM meeting during office hours. Each meeting type has its advantages: Walk-in meetings are convenient in the moment if you are in the building. ZOOM meetings are convenient if you can't come up to the building. If you would like to meet via ZOOM during office hours, please call 806-716-2178 for the ZOOM room to be opened.

Meetings are available to students on a first come-first served basis during scheduled office hours. The office hours schedule above shows the times I am available.

**If you are unable to attend regularly scheduled office hours**, please send me an email explaining your availability conflicts, and I will do my best to accommodate you. These are usually conducted via Zoom. Send me an email with your date and time preferences to schedule the meeting. **You may want to get contact info for a few of your classmates for future reference.**

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**PREFERRED METHODS OF COMMUNICATION**

**Face-to-Face:**

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. I will designate a time for questions during each class. You are encouraged to ask questions at that time.

However, if you have a concern that requires a more confidential setting (questions about grades or other more sensitive issues), you should plan to meet during scheduled office hours. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

PLEASE NOTE: The 15 minutes between classes is my personal time. Even if I am at the podium in the classroom, this is not the time for student questions. Please ask during class or office hours.

**Phone / Voicemail:**

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. My office phone number is 806-716-2178. Voicemail can also be very effective when used properly. 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 SPC 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 email will automatically include the course and section number. Allow 1-2 business days for a reply. If you need to reach me right away, you may call or stop by my office during office hours, or talk to me during class. **Do not use Blackboard Messages. I do not check it and I will not see the message.**

**IMPORTANT:** Check your official SPC email (Outlook 365) regularly. All email correspondence from me will automatically be sent to your SPC 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!

**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:

- Demonstrate knowledge of individual and collaborative writing processes.
- Write essays that exhibit logic, unity, development, and coherence.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.

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

## **REQUIRED MATERIALS**

**Textbook: Provided through TexBook (formerly Inclusive Access, see below for more information)**

McWhorter: *Successful College Writing* + Achieve from Macmillan

For Cengage Customer Support, please contact <https://www.cengage.com/coursepages/studentsupport22>

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

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (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 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **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 fee 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](mailto:tfewell@texasbook.com) / **Phone:** 806-716-2399 / Levelland

**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610 / Reese

### **Blackboard and Internet Access:**

Blackboard is a website host for our class, where you 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. Should it become necessary, you may also attend online-synchronous class meetings.

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. For problems with your login or password, problems accessing your SPC email account or SPC network outages and even some computer problems, [Information Services Help Desk](#) at 806 716-2600.

While it may be helpful for me to know when you experience technology problems, I am not the person to contact to resolve those issues. You should attempt to resolve your issue by going through the proper

channels before you email me. Merely emailing me to tell me you had technical issues is not sufficient and will not get you an extension on any assignment.

**Computer with Reliable Internet Access:**

You must have access to a computer with 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 internet access that you can use on a regular basis. **This is required for the class.**

You must also have access to a word processing program that you can use to produce essays and other assignments that adhere to our formatting requirements. I recommend that you use Microsoft Word, although you are free to use other programs. You will not be exempted from fulfilling any part of the formatting requirements based upon the program you choose to use. Some file types are not accepted through our online interface; 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.

**DELIVERY OF INSTRUCTION**

Attendance is required and necessary for your success. **This class requires attendance twice per week at the scheduled class time.** You are committing to attend class for the duration of each class period each week. Do not schedule work, appointments, or other activities during class time if at all possible. **When you miss class, you will be counted absent**, which has a negative impact on your outcomes. You may also miss graded participation activities that cannot be made up. It is your responsibility to be present for scheduled classes.

**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 if guidelines change our face-to-face policy will adapt to conform to those guidelines.**

**ATTENDANCE POLICY**

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

Attendance will be taken for ALL students, regardless of registration date, beginning on the first scheduled day of class. Attendance in this class is required and necessary for your success. You are expected to arrive on time, ready to participate, and attend the whole scheduled session. Every class day, you will be counted as **present, tardy, or absent.**

**PRESENT:**

To be counted as present, you must be present in the classroom when class begins and roll is taken. Furthermore, you must attend the whole class session until class is dismissed.

**TARDY:**

Arriving late to the beginning of class and leaving class before dismissal can create a disruption for you and your classmates. If you arrive late **or** leave early, you will be counted tardy. **If you arrive late *and* leave early, you will be counted absent.**

**ABSENT:**

If you are not present for a regularly scheduled class, you will be marked absent. In addition, if you arrive late to class *and* leave early, you will be marked absent. Only absences related to school sponsored activities or qualified, documented accommodations are exempted from this policy. **All other absences, even absences due to periodic illness or doctor's visits, count toward your absence totals.**

**SCHOOL-SPONSORED ACTIVITIES & DOCUMENTED ACCOMMODATIONS:**

Students involved in school-sponsored activities must present documentation from the appropriate coach/sponsor **before** they are absent from class. Likewise, confirmation of documented accommodations must be presented, discussed, and arranged before a student is absent from class. At that time, students may arrange for completing any in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements OR 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.

**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 assignments by the posted due date, even when absent, unless prior arrangements have been made. 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 Weekly folders, and/or the course schedule for this information. I suggest that you exchange contact information with classmates in case you need information between classes. You are always welcome to meet with me during scheduled office hours (face-to-face or ZOOM) to discuss this information.

**EXCESSIVE ABSENCES AND TARDIES:**

This class is scheduled to meet 30 times (minus holidays) during the semester. You should make every possible effort to attend every class. If you think that you might miss more than three classes, you may want to consider dropping this class. More than three absences are considered excessive. Attendance is required and necessary for your success in this class. Arriving late to class is also considered a partial absence. When evaluating your attendance, tardies are also considered.

While I may refer you for academic counseling if you accumulate excessive absences and tardies, I will not drop you from this course. If you quit attending class and are not planning to return, I suggest you drop yourself before the last day to drop, which will result in a W on your records. Dropping will also remove you from the class roster, and you will no longer receive class emails. There may be other consequences of dropping a class, financial or otherwise. Check with an academic or financial aid advisor.

**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). They can help you request accommodations from your professors and connect you with resources that may help you through difficult times. **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.

**ENGL1301 COURSE EVALUATION**

**LOW STAKES WRITING ASSIGNMENTS:** 20% Total

**HIGH STAKES WRITING ASSIGNMENTS:** 45% Total

**ATTENDANCE, HOMEWORK, QUIZZES, PARTICIPATION, & EXAMS**

Attendance	7%
Online Reading Quizzes in Achieve	7%
Learning Curve	7%
Participation Assignments	7%
Final Exam Essay	7%

**Writing Assignments – *Low and High Stakes***

As you can see, the majority of your grade depends on successful completion of your writing assignments. Your writing assignments should be your number one priority in this class, as you cannot pass the class if you fail to complete and turn in your writing assignments.

**Attendance**

Your attendance is tracked in Blackboard and converted into an average of your total time spent in class based on whether you are present, tardy, or absent. Attendance policies are described below. The average calculated by Blackboard will count as 7% of your overall grade.

**Online Homework – *Achieve***

Most of your weekly readings and homework assignments will be accessed through Blackboard in the Achieve interface. Readings and reading quizzes & activities must be completed by the due date in the schedule. Reading quizzes and Learning Curve quizzes will always be due on Friday before 11:59pm of the week assigned unless otherwise noted.

Achieve 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 one of the libraries to complete your online homework.

**Participation – *In-Class & Online Activities***

The participation grade will be based on in-class and online activities related to your writing assignments. For example, I may ask you to bring a deliverable product to class, usually part of the writing assignment that you are working on, for group discussion and feedback. Depending on the completeness of the work you produce and the quality of your participation, you will receive a 95, 75, 55, or 0 for most assignments.

**LATE WORK**

**I do not accept late assignments** except in very rare situations; therefore, if you forget to do an assignment, do not send me an email asking if you can make it up. However, there is a built-in grace period for some assignments, with a late penalty. To be successful in college, you must turn your work in on time.

**Low & High Stakes Writing:** These are heavily weighted assignments, accounting for 65% of your overall grade. There is no guarantee that you will receive credit for work submitted after the deadline; nevertheless, you should always submit your work as soon as possible, as there is no chance for receiving credit when nothing is turned in. Due to the nature of the feedback and revision features of our writing assignments, it is imperative that you turn in work by the deadline. You may not be able to complete the final steps in the process if you do not complete the earlier ones. This will seriously affect your grade in the class.

**Online Homework:** There is a 10-day grace period for the online reading quizzes. Late submissions will receive a 10% penalty per day. However, I will drop your lowest online reading quiz grade at the end of the semester. This accommodation is designed to give grace for an occasional missed assignment.

**Participation:** There is no grace period for participation assignments. **You cannot make up missed participation grades and late work will not be accepted.** However, I will drop your two (2) lowest participation grades at the end of the semester. This accommodation is designed to give grace for an occasional missed assignment.

**NOTE:** Some assignments (LS & HS Writing, Peer Reviews, and Discussions, for example) depend upon timely submissions and interaction with me and your peers. Due to the nature of these assignments, it is imperative that you turn in your work on time or you may not be able to complete the assignment. There will be no extensions or accommodations for late work for these assignments. You need to complete these tasks as assigned.

**There will be no “extra credit” work available at the end of the semester. You earn your grade by the quality of work assigned during the semester that you turn in on time.**

## **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 few to no 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.

## **ACADEMIC DISHONESTY**

Academic dishonesty will not be tolerated (see *General Catalog*, 23). You are expected to do your own work on all submitted assignments. "Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog*, 23). Submitting portions of or complete papers copied from the internet is plagiarism. Paraphrasing without attribution is plagiarism. Allowing someone else to write any portion of your assignment is plagiarism. Submitting a paper that you wrote for another class is self-plagiarism. Copying someone else's work or answers on homework, quizzes, or tests is cheating. There may be other forms of plagiarism and academic dishonesty not specifically named here.

I REPORT ALL INSTANCES OF PLAGIARISM, CHEATING, AND OTHER FORMS OF ACADEMIC DISHONESTY TO THE DEAN OF STUDENTS' OFFICE. This report will become part of your permanent academic record. 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*).

## **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 on any campus or via teleconference.

Any student in need of food or other essentials may visit the food pantry. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

## **STUDENT TUTORING**

### **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, 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 tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access Tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am  
Friday 6pm – Monday 8am

**For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.**

## **SYLLABUS STATEMENTS**

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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 and can be.

### **Disabilities 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, Lubbock Centers (located at the Lubbock Downtown Center) 806-7164675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**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.

**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 Health and Wellness Center. 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 the Health and Wellness Center at 806-7162529 or email [dburleson@southplainscollege.edu](mailto:dburleson@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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.\***