
ENGLISH 1301: COMPOSITION I

COURSE SYLLABUS

FALL 2022

Instructor: Katherine (Kaytee) Jackson (she/her/hers)
Sections: 1301.614 (TR 11:00 – 12:15, LDC 2035)
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Office: Lubbock Downtown Center, #2027

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
11:00a – 12:00p	8:15a – 9:15a	11:00a – 12:00p	8:15a – 9:15a	10:00a – 2:00p

& by appointment

To schedule an appointment via Calendly:

<https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01>

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.

Prerequisite: Students must be TSI-complete or waived in both writing and reading.

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 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, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.

→ Write a minimum of six 500-word essays.

Textbook & Supply Requirements

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 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 TexBook?* 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

Required Software & Materials

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. Laptops will be available during class for your use; however, these cannot be taken home. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see:

<https://library.southplainscollege.edu/c.php?g=1021659&p=7400614>

In addition, the City of Lubbock Public Library System will allow you to check out various technology (WiFi hotspot, laptop, or tablet) with a free library card for Lubbock residents. For more information, see: <https://ci.lubbock.tx.us/departments/library/services>

You are required to have access to the following technologies:

- Blackboard
- Microsoft Word
- Connect (Included in Course)

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary.

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 is a face-to-face course, which means that regular and active course attendance is required in order to complete the course successfully. I have a professional responsibility to ensure that any student has met the course learning outcomes in order to receive credit for English 1301. Quite simply, I cannot do this if you're not here!

Your attendance is taken at the beginning of class each day via Microsoft Forms. You must answer a unique question that is only provided during class to be counted present. If you arrive after your attendance question has been given, it's your responsibility to ask for it at the end of class. If you miss more than 15 minutes of class time, you are counted absent for the day.

You are allowed three absences without penalty this semester. On your third missed class, I will file an early alert for the advising office to contact you and discuss a strategy to get back on track. This is considered your first warning. After an early alert has been filed, the next absence will result in a final email warning from me giving you one week to come see me in person to discuss your options or withdraw yourself from the course. After that week has passed, you'll be dropped with a grade of X. While I encourage you to be in open communication with me about legitimate absences, such as doctor's notes or family emergencies, you should expect to accrue an absence for every day you are not present, regardless of reason. I will accommodate extenuating circumstances at my discretion.

Finally, be aware that you must be mentally present in class to be counted present for the day.

Grading

Grades will be evaluated as follows

Narrative Essay	5%
Definition Essay	10%
Cause & Effect Essay	10%
Argument Essay	15%
Grammar Quizzes (4)	10%
Peer & Process	20%
Daily Work & Activities	15%
Connect	10%
Final Self Reflection	5%

General Guidelines for Major Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: <https://www.scribbr.com/mla/formatting/> Final drafts should be ***double-spaced***, and written in a 12-pt, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be 1" on all sides. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

All major assignments should be submitted as ***Microsoft Word files (.doc or .docx)***. I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of the submission link. **Incorrectly submitted files are counted late until the appropriate file type is uploaded.** This is a firm guideline. I cannot stress this enough—do not, for any reason whatsoever, assume that I will accept anything that does not end in .doc or .docx.

Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive confirmation and a readable preview through Blackboard after submission.

Late Assignment Policy for Major Assignments:

All deadlines are at 11:59 p.m. If you submit after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade each day until submission. 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 major assignments. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

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

Grading Procedure:

Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via Blackboard. You are responsible for reading and understanding all grading feedback. You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so.

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.

Essays submitted with less than half the required word count earn a zero by default.

Peer and Process Score

For each major writing assignment, you will follow the writing process which entails several steps, including but not limited to prewriting, outlining, drafting, peer reviewing, and 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 essays, 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 a high grade 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.

Peer & process scores are the most heavily weighted element of your course average. It does not matter if your talent as a writer is at the unicorn-level of impressive. If you do not participate in these activities, your average will be affected. Just to make it clear how important Peer & Process scores are:

If you earn a C on every paper and assignment this semester...

- 90%+ on your P&P score would result in a B overall.
- 75% on your P&P score would result in a C-/D+ overall.
- 50% on your P&P score would be a D- overall.
- 0% on your P&P would be an F overall.

Grammar Quizzes

You will take four quizzes over the semester to test your learning on grammar and sentence skills. These may take place on Blackboard during class or as timed assessments outside of class. Quizzes

will be timed and limited to a single attempt. No make-up quizzes will be given. There are no exceptions.

We will do an interactive live review prior to every quiz. During this live review, there will be opportunities to earn dropped Daily Work scores or even, in certain contexts, to be exempted from the quiz. You are responsible for ensuring you're connected to the live review when it happens. If you're not confident in your device or connection, you should come to class in person and use the lab our class is in.

Daily Work

We will complete daily work and activities during class in the vast majority of our meetings. The average of these activities will be worth 15% of your course grade. They must be completed during class when instructions are given. If you are absent, you may not be able to complete that day's work for credit. For students below the absence limit, up to six daily work scores are dropped at the end of the semester.

Connect

We will use McGraw-Hill Connect, an online assessment tool, to conduct a portion of your work. This access code is included with your tuition—you do not need to purchase anything else to use Connect. I will provide instructions for registering Connect during the first week of class.

Each week of coursework will have one Connect assessment due over the textbook material for the week. These assessments are due by Friday at 11:59 p.m. The average of these Connect assessment scores will constitute 10% of your overall course grade.

I will not reopen a Connect assignment for any reason after the due date passes—there are no exceptions.

Final Self Reflection

The final exam for this course is your Final Self Reflection. Instructions will be provided through Blackboard. Final Self Reflections are due during the final exam period.

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.

COVID Statement

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test 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. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

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. Extra credit is available for students who carefully and thoroughly read the syllabus. In order to receive these extra points, email me a photo or link to a photo of your favorite animal and a fun fact about them. These points are for students who are still reading this document carefully at this point—do not disclose this opportunity to other students. They must find it on their own for points.

Screens and Technology

During class, we will be speaking to each other the majority of the time. It's rude to stare at your phone while someone is speaking to you. Be courteous and polite adults with your phone and screen usage. If you have an emergency, you may step outside to use your device. If you are using technology for something unrelated to the course, it will affect your daily work grade and could potentially result in being marked "absent" for that class period.

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.

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. I cannot stress this enough—do not under any circumstances use words you didn't write in an essay without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. 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. 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 Department at 806-716-2396 or 9-1-1.