

# Course Syllabus

ENGL 0301 (3:3:0)  
Section 001

## Basic Developmental English

Instructional Area: English

Department of English

Division of Arts and Sciences

Levelland Campus

South Plains College

Fall 2023

Instructor: Dr. Buffy Rattan,  
Associate Professor of English

**Please tear this page from the packet and return it, signed, to the instructor and keep your copy of the policy statement for reference throughout the semester.**

*“My signature below indicates that I have read the syllabus and policies for this course, that I understand them, and that I agree to abide by them.”*

PRINT YOUR NAME: \_\_\_\_\_

SIGN YOUR NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

**English 0301: Basic Developmental  
English Course Syllabus – Fall 2023  
Section 001**

**Instructor:** Dr. Rattan  
**Office:** CM100, Levelland Campus  
**Email:** [mrattan@southplainscollege.edu](mailto:mrattan@southplainscollege.edu)  
**Telephone:** (806) 716-2434

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 AM - Noon	10:00 AM - Noon.	11:00 AM - Noon	10:00 AM - Noon	9:30 AM – 11:30 AM

**Course Description:**

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a fundamental review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

**Core Curriculum Objectives**

- This course will address the following core curriculum competencies:
- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Learning Outcomes:** Upon the successful completion of this course, students will:

1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

**Textbook: \*\*\*IMPORTANT\*\*\*You do not need to buy a textbook or access code for our class. Our required textbook is provided in Blackboard. You will have access to the ebook versions on the first day of class. OPTIONAL: if you would like to rent or own a print copy of our textbook, you are welcome to obtain it through the SPC Bookstore, the publisher website, or another book vendor.**

- **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 **pwells@texasbook.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:** pwells@texasbook.com / **Phone:** 806-716-2097

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

#### Blackboard and Internet Access:

Blackboard is a website host for our class, where you are able to view and access homework, view and print out class PowerPoint lessons, check your grades, and view the syllabus. **You will need internet access to complete some assignments, so you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that you can use on a regular basis.** The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>

My Blackboard Username: \_\_\_\_\_

My Blackboard Password: \_\_\_\_\_

#### Attendance Policy

1. **I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.**
2. **If you arrive late to class, let me know at the end of class, or you will remain marked absent for the day. If you are 10 or more minutes late to class, you will be marked absent for the day. Three tardies equal one absence.**
3. **If you leave class before you have been dismissed, you will be counted absent.**
4. If you accumulate excessive absences after **November 30th, 2023**, (last day to drop a course), you will receive an F for the course.
7. On the other hand, if you miss class only twice during the entire semester and tardiness has not been a problem, or if you have an "A" average, you may be exempted from the final exam. If your course average is below 60% at the end of the semester, you will be required to take the final exam no matter what your attendance record is.
8. **Students involved in school-sponsored activities need to show me their documentation from the appropriate coach/sponsor before they are absent from class. Students will make arrangements at that time for completing any in-class assignments they may miss.**

### Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. I usually update grades every week or two, and I highly recommend that you check your grades that often.

The following grades will be assigned when:

- A 90% or better is achieved on graded work; you have made excellent progress in writing skills.
- B 80% or better is achieved on graded work; you have made good progress in writing skills.
- C 70% or better is achieved on graded work; you have made fair progress in writing skills.
- D 60% or better is achieved on graded work; you have made minimal progress in writing skills.
- F 59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

If your grade is borderline (e.g. 69, 79, 89), I may take your attitude and absences/tardies into consideration when deciding whether to assign the higher or lower letter grade. **Regardless of your final average, I reserve the right to assign a grade of C or better only if I believe you can be successful in the corequisite course.**

### Grade Calculation

Paragraph 1 Process (Outline, Rough Draft, etc.)	18%
Revision of Paragraph 1	5%
Paragraph 2 Process	18%
Revision of Paragraph 2	5%
Paragraph 3 Process	18%
Quizzes/ Daily Work	26% (2 lowest grades will be dropped)
Final Exam	10%

### In-Class Paragraph Writing

All paragraphs are created and typed during class time and in the classroom. Normally three class periods are provided for writing one paragraph, with guided instruction and one-on-one feedback from me on each step. Paragraphs are not to be worked on outside of class. **I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

### Daily Work and Quizzes

**All daily work and quizzes must be completed in class on the day they are assigned. If you miss class, you will have missed the daily assignment and/or quiz.**

### 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 paragraphs and other assignments. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Submitting a paper written by Artificial Intelligence is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

### Late Work Policy

**I do not accept late assignments unless you have received approval prior to the due date.** I will drop your two lowest daily work/quiz grades.

### Make-up Paragraph Day: Participation By Instructor Approval Only

I provide a make-up paragraph day during the last week of classes. If you fail to complete a paragraph in class during the time allotted or are absent on the day the class finishes **one** of the paragraphs, you should **immediately** submit a request to attend the make-up day. The request should be a typed persuasive paragraph of at least 150 words that explains the reason for the absence or missed deadline. Attach appropriate documentation to the paragraph. Only those students who have submitted a request to attend the make-up day **and are approved** will be allowed to attend the make-up day. Students **who are approved to come to the make-up day** will be able to substitute the make-up day paragraph for their zero on **one paragraph grade**. The makeup paragraph can substitute only for a paragraph, not for a revision grade or daily work grades. The make-up day paragraph will be hand-written during one class period.

### Cell Phones, Ear Buds, Laptops, and Tablets

Creating an environment free of distractions for all students is important for the learning process. I ask you to

respect your classmates and me by observing the following policies regarding electronic devices:

1. **Keep cell phones on silent mode or powered off and stored out of your sight during class.**
2. Do not wear headphones or ear buds during class.
3. Personal laptops and tablets must remain closed and powered off during class. **All in-class computer work is to be done on the classroom computers.**

#### Classroom Etiquette

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring paper and a pen to class on a daily basis.
4. Take care of personal needs before and after class.
5. If you leave the classroom before you are dismissed, you will be marked absent for the day.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to desist or leave the classroom.
8. Treat the computers with respect.

#### Passing the TSIA Test

1. You may sign up to take the TSIA test any time it is offered during the semester, if you feel you are ready.
2. If you attend class each scheduled meeting and you pass the TSI Assessment during the first month of the semester, show your scores to me, and you will then receive the final grade of B or C. **You do not need to drop the course.**
3. If you do not have excessive absences and you pass the TSIA test during the second, third, or fourth month of the semester, show your scores to me, and you will then receive the final grade of A, B, or C. **You do not need to drop the course.**

**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.

**WITHDRAWAL POLICY:** The last day to withdraw/drop with a grade of "W" is **November 30th**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

**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.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

## English 0301 Calendar – Dr. Rattan – Fall 2023

Textbook: *Exploring Writing: Paragraphs and Essays*, 4th edition, 2020, by Zoe Albright and John Langan

### TAKE NOTE:

1. This is NOT your homework calendar; it is an overview of the material the course will cover.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you will have to take the final exam, no matter what your attendance record is.
3. You may register to take the TSIA test at any time during the semester. If you pass it, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This is a tentative calendar, so the course may deviate from this if I deem it necessary.

### Week # | Starts On ... | Lesson Topics

Week 1	Aug. 28	Day 1: <ul style="list-style-type: none"><li>• Course Syllabus</li><li>• Log in to Blackboard</li><li>• Diagnostic Essay</li></ul> Day 2: <ul style="list-style-type: none"><li>• PPT: How to Email Your Instructor</li><li>• Complete Email Writing Assignment</li></ul>
Week 2	Sept. 5	<b>Labor Day Holiday Sept. 4<sup>th</sup> – Campus Closed</b> <ul style="list-style-type: none"><li>• Ch 33: Capital Letters</li><li>• Ch 39: Commonly Confused Words</li></ul>
Week 3	Sept. 11	Ch 22: Subjects and Verbs Ch 24: Fragments Ch 40: Effective Word Choice
Week 4	Sept 18	Ch 25: Run-Ons Ch 1 An Introduction to Writing
Week 5	Sept 25	Ch 2 The Writing Process Ch 3 The First and Second Steps in Writing Ch. 4: The Third and Fourth Steps in Writing
Week 6	Oct 2	Ch 6: Exemplification Paragraph Assignment Day 1: Choose topic, brainstorm, cluster paragraph 1
Week 7	Oct 9	Day 2: Outline, write paragraph 1  Day 3: Type, revise paragraph 1
Week 8	Oct 16	Ch 5: Four Bases for Revising  Ch 26: Regular and Irregular Verbs Ch 27: Subject-Verb Agreement
Week 9	Oct 23	Ch 28: More about Verbs  Ch 31: Adjectives and Adverbs
Week 10	Oct 30	

		Ch 10: Cause or Effect Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph 2  Day 2: Outline, type Paragraph 2
Week 11	Nov 6	Day 3: Type, revise Paragraph 2  Ch 29: Pronoun Reference, Agreement, and Point of View
Week 12	Nov 13	Ch 30: Pronoun Types  Ch 35: Apostrophes
Week 13	Nov 20	<b>Thanksgiving Holiday (Nov 22-24)</b> Ch 37: Commas  Ch 38: Other Punctuation Marks
Week 14	Nov 27	Ch 14: Argumentation Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph 3  Day 2: Outline, type Paragraph 3
Week 15	Dec 4	Day 3: Type, revise Paragraph 3  Final Exam Review Make-up Paragraph (only with instructor approval)
Week 16	Dec 11 - 14	Final Exam Week