

Course Syllabus
ENGL1301: Composition I
Section: 602 (MW)
Lubbock Downtown Center

Instructor: Ms. Lesley Shelton, Assistant Professor

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FALL 2023 OFFICE HOURS

ALL Office Hours are held in Office #2025.

Limited availability by appointment (F2F or by ZOOM).

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-10:30 a.m.
2:30-3:00 p.m.	12:30-1:00 p.m.	2:30-3:00 p.m.	12:30-1:00 p.m.	

- I try to answer emails within 24 hours Monday-Thursday and Friday morning.
- I do not, as a rule, answer emails after 6:00pm or on weekends.
- Required for emails: Type your name, course-section number, and subject in the subject box of your email to me (example: *Jane Doe – ENGL 1301-002 - Question about Week 2*).
- **Do NOT message me on Blackboard, I will not answer.**

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.

Credit: 3 **Lecture:** 3 **Lab:** 0

This course 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 successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.

6. Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Student Learning Outcomes Assessment: A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Your official email account is your lifeline to the school. You must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@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 here](#)
 - 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.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
 - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
 - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
 - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu

- Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
 3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Course Syllabus and Organization:

- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the Syllabus and Schedule tab.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.

Assignment Deadlines:

- The weekly assignment deadline is Sunday at 11:59 PM unless otherwise stated.

Course Evaluation: A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Grading of Course work:

Project 1: Language Story Essay with Statement of Goals and Choices	10%
Process Work: Project 1 (Drafts, Peer Feedback, Participation, and Evaluation)	5%
Project 2: Summary & Synthesis Essay with Writer's Memo	15%
Process Work: Project 2 (Drafts, Peer Feedback, and Participation)	5%
Project 3: Standard Persuasive Essay	20%
Process Work: Project 3 (Drafts, Peer Feedback, and Participation)	10%
Project 4: Multimodal Remix Project with Statement of Goals and Choices	20%
Process Work: Project 4 (Drafts, Peer Feedback, and Participation)	10%
Project 5: Final Multimodal Remix Showcase	5%

**Up to 3 extra credit points may be earned by completing extra credit assignment(s).*

***Any assignment that does not meet at least 50% of the minimum length requirement will receive an automatic zero.*

Process work includes reading assignments, in-class brainstorming, drafting, workshops, written feedback to peers, etc. This work, while informal, will be some of the most important work we do for the course. Your collective process work counts as a percentage for each project (see above), and failure to complete process work will have a significant impact on your grade. The goal of this regular writing and practice is to generate ideas, thinking on the page, not about having a finished product. Your process work grade should be a reflection of your continued engagement and preparation, not of perfection or mastery.

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.

“A” Essay (Superior)

To earn an “A,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

“B” Essay (Strong)

To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

“C” Paper (Acceptable)

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay's purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

“D” Paper (Developing)

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

“F” Paper (Unacceptable)

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an “F.”

Class 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 attendance 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 & Officially Documented Accommodations

Students involved in school-sponsored activities or with officially documented accommodations must present appropriate documentation **before** they are absent from class. At that time, students may arrange to complete 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 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. Process work, 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. Email or call a classmate for needed information between classes. You may also come to scheduled office hours for additional clarification.

Student Responsibilities: Students are expected to:

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be courteous to others, especially by reducing distractions caused by electronic devices
6. Submit all assignments in accordance with due dates, formats, and requirements
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
8. Ask questions when something is unclear.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time, if you need to take a call, please step into the hallway.
- Please do not text during lecture or discussion time. Do not watch shows or videos during class.
- All mobile devices are to be put away during quizzes and tests.
- *If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.*

Composition Requirements

1. All compositions must successfully adhere to the requirements of the assignments.
2. All compositions should use the conventions of standard grammar.
3. All compositions must be properly developed.
4. All compositions must be properly unified and coherent.
5. All compositions must properly utilize logic, facts, and argumentation to advance the thesis.

DUE DATES

Major Projects must be submitted in Blackboard by the due date and time listed. ***Major Projects will be accepted for 3 days after the due date. 10 points will be deducted for each day past the due date. After 3 days, it will not be accepted for any reason.*** Assignments cannot be accepted after the course has ended.

If you have trouble submitting your work on Blackboard for any reason, email me and include a copy of your completed assignment, along with an explanation of the technical problem, before the deadline for the assignment. As soon as possible, you must submit your assignment as usual. **Any exceptions to this policy must be arranged with me before the assigned due date and time.**

Process Work must be completed by the due date. Late work will not be accepted. The nature of process work requires that it be completed according to the schedule.

Always backup your electronic files. Best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Dropbox or Microsoft OneDrive, a flash drive, or another mechanism. *A lost file or a crashed computer is not an excuse for late work in this class.*

Academic Dishonesty

Students are expected to do their own work on all projects, quizzes, assignments, and papers. It is your responsibility to establish authorship of work that you turn in. You should keep all prewriting and notes, annotated sources, outlines, versions of drafts, and any other materials. If requested, you will have to produce this work.

If anomalies are found in an assignment submission, that assignment will receive a zero, and the student will be notified by email that more information is needed. The student will be asked to produce all necessary materials to determine which writing concepts need to be clarified and/or to establish the original authorship of the submission. The student will have 48 hours to request a meeting and produce the required materials. If the student fails to do so, the zero will become the final grade for the assignment.

Failure to comply with this policy will result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations and/or references or works cited.

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, texting, internet, Quizlet, etc.) 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.

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 or call 806-716-2538.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of “W” is **April 27th**. 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 regularly, 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>.

ADDITIONAL SYLLABUS STATEMENTS

COVID-19: For information and resources about COVID-19, please visit

<https://www.southplainscollege.edu/emergency/covid19-faq.php>.

For information regarding official South Plains College statements about **Diversity, Disabilities, Non-Discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry**, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>.

Ms. Shelton reserves the right to make reasonable changes in course policy at any time.