

**Course Syllabus**  
**ENGL1301 + INRW0300**  
**Composition I – CoRequisite**  
**Sections: C604 (TTh 9:30-12:15)**  
**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 2023 OFFICE HOURS**

ALL Office Hours are held in LDC 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.**

**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. You are always 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 in my office. 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 better suited to your needs.

**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](#).

Emails **MUST specify BOTH Course & Section number in the subject line**; if this information is missing, the email will be returned to you, no exceptions. 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.

**IMPORTANT:** Check Blackboard and your official SPC email (Outlook 365) regularly. All email correspondence from me will automatically be sent to your SPC email address. 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 for ENGL1301****Textbook:**

Wyrick: Steps to Writing Well with Additional Readings + MindTap

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

**INRW 0300 COURSE DESCRIPTION**

INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

**Departments:** English and Philosophy/The Teaching and Learning Center

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

- Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.
- Identify and analyze the audience, purpose, and message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
- Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
- Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
- Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
- Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Recognize and apply the conventions of Standard English in reading and writing.

**REQUIRED MATERIALS – Textbook for INRW0300**

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

Wilson & Glazier: *The Least You Should Know About English: Writing Skills* + MindTap from Cengage

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

**What You Need to Know about the SPC TexBook program**

- **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 by links inside your Blackboard course. Our Cengage 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 contact Cengage Support.
- **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.

*\*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](mailto: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](mailto:pwells@texasbook.com) / Phone: 806-716-2097**

**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.

**Technology Requirements**

1. **SPC username and password:** email [helpdesk@southplainscollege.edu](mailto: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](mailto: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](mailto:helpdesk@southplainscollege.edu)
- 806-716-2600

**Blackboard Help:**

1. **Get Help by Email:** [blackboard@southplainscollege.edu](mailto: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 and course calendar are available on the **Syllabus and Schedule** page in our Blackboard course.

- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.

**Assignment Deadlines:**

- Please refer to the assignment schedule for due dates.

**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).

**COREQUISITE CLASSES PLEASE TAKE NOTE**

You are registered for TWO (2) separate courses that CANNOT be completed separately. You are committing to attend both class sections for the duration of both class periods each week. These classes require attendance two days per week at the scheduled class times. Do not schedule work, appointments, or other activities during class time if possible. **When you miss class, you will be counted absent**, which can have 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 also means you are responsible for completing the work for both courses: ENGL1301 and INRW0300. Each course has its own separate (although related) homework assignments. There will be a substantial amount of reading and writing in these two courses. These two courses are graded separately, and you will receive two grades at the end of the semester.

ENGL1301 is the college credit-bearing course and is a prerequisite for many more advanced college level courses. It is the more demanding and challenging of the two courses. This is a transferrable credit that will follow you to any future college that you apply to.

INRW0300 is NOT a college credit-bearing course; however, the grade you receive will be factored into your SPC grade point average, which can affect your ability to qualify for financial aid, compete for scholarships, etc. It will not transfer to a university, but it will appear on your transcripts and may affect your admission at some institutions.

You are registered for two separate but conjoined and required courses; you must complete them both. You may not drop one course and still complete the other. If you drop the courses, you will be dropping two 3-credit hour courses (6 total hours of credit). Furthermore, you will be required to retake BOTH courses on your next attempt unless you retake and pass the TSI to allow you to enroll in ENGL1301 alone.

**Class Attendance Policy**

**Attendance is required and necessary for your success.** 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. 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 exempt 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.

**NOTE:** If circumstances such as a documented family emergency, hospitalization, or an extended illness 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: 25% Total**

Five writing assignment each worth 5% of the overall grade.

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

Three writing assignments each worth 15% of the overall grade.

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

Online Reading Quizzes in MindTap	<b>10%</b>
JustInTime+ exercises in Mindtap	<b>10%</b>
Participation Assignments	<b>10%</b>

**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.

**Online Homework – MindTap**

Most of your weekly readings and homework assignments will be accessed through Blackboard in the MindTap interface. Readings should be completed prior to the class in which the material will be discussed; those dates are in your schedule. Reading quizzes & Just In Time Plus (JIT+) quizzes will always be due on Friday (before 11:59pm) of the week assigned unless otherwise noted.

MindTap 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.

**INRW0300-COREQ COURSE EVALUATION****GRADED ASSIGNMENTS:**

Grammar & Participation Quizzes	30%
Paragraph Writing Assignments	30%
Reading Response Worksheets	20%
Vocabulary Journals	20%

**Final Exam**

There is no final exam for this course.

**LATE WORK POLICY**

**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.

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 (the same document that you emailed) as usual. **Any exceptions to this policy must be arranged with me before the assigned due date and time.**

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.*

**Low & High Stakes Writing:** These are heavily weighted assignments, accounting for 70% of your overall grade, so Blackboard is set up to accept late submissions. Late submissions will receive a 10-point deduction

for each day late, up to five days late. After five days, you will receive a zero for the assignment. There is no guarantee that you will receive credit for work beyond the 5-day grace period; nevertheless, you should always submit your work as soon as possible, as no submission guarantees a zero.

**Online Homework:** There is a 5-day grace period for the online MindTap reading quizzes and JIT+ quizzes. Late submissions will receive a 20% penalty. However, I will drop your two (2) lowest online reading quiz grades and two (2) lowest JIT+ quiz grades at the end of the semester. These accommodations are 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 class.

**NOTE:** Participation assignments and Peer Reviews depend upon timely submissions and interaction with your peers. Due to the nature of these assignments, it is imperative that you turn in your work on time or you will not be able to complete the assignment. There will be no extensions or accommodations for late work for these assignments. You must complete these tasks as assigned to receive credit.

**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.

### **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.

#### **“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, body paragraph structure, and conclusion).
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, body paragraph structure, and conclusion).
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, body paragraph structure, and conclusion).
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, 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 or evidence of academic dishonesty.

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.”

### **ACADEMIC DISHONESTY**

**Plagiarism and Cheating:** 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 prewriting 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.

**I REPORT ALL INSTANCES OF PLAGIARISM, CHEATING, AND OTHER FORMS OF ACADEMIC DISHONESTY TO THE DEAN OF STUDENTS’ OFFICE.**

### **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 offers tutoring for all students. More information will be coming soon!

#### **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.

### **WITHDRAWAL POLICY**

The last day to withdraw/drop with a grade of “W” is **November 30**. 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. You should not drop any course without speaking first with a financial AND academic advisor, as well as your instructor or professor.

For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

### **ADDITIONAL SYLLABUS STATEMENTS**

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, use the following link:

[Syllabus Statements \(southplainscollege.edu\)](https://www.southplainscollege.edu/syllabus-statements).

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