

**Course Syllabus**  
**ENGL 2341 - 601**  
**Introduction to Writing about Film**  
**Lubbock Downtown Center**

**Instructor:** Ms. Lesley Shelton, Assistant Professor  
**Office:** Rm. #2025, Lubbock Downtown Center  
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**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. Some important emails will go to your email in-box marked "Other." Be sure to check both! If you fail to check your email, you may miss important and often time-sensitive messages. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

**ENGL2341 Course Description**

This course presents the study of one or more literary genres including, but not limited to, poetry, fiction, drama, and/or film.

**Prerequisite:** Successful completion of ENGL 1301 & 1302

**This course satisfies a Core Curriculum Requirement:** Language, Philosophy, and Culture Foundational Component Area

**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
- **Social Responsibility**—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Student Learning Outcomes:** Upon completion of this course, the student will show competence in the course objectives listed below:

1. Critically evaluate works of drama and film in terms of the elements of drama (plot, characterization, staging, and theme), elements of film (mise-en-scène, cinematography, editing, sound, narrative film & other genres) and general literary elements (setting, symbolism, tone, figurative language, etc.)
2. Understand the biographical, cultural, and historical contexts of dramatic works and films written or produced during particular time periods
3. Evaluate the distinguishing characteristics of works of film, especially in order to analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods
4. Show an understanding and refinement of the skills of expository and argumentative writing already developed in English 1301 and 1302
5. Apply critical thinking to the study of drama/film and to the writing of analytical papers
6. Use a library and relevant internet sources for research purposes
7. Research and write an accurately documented paper, using MLA style.
8. Participate in class discussions or group work over the films studied in the course

**REQUIRED MATERIALS - Textbook**

**Textbook:** *Essential Cinema with MindTap*

Author: LEWIS

Published Date: 2014

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

### **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

### **Watching movies is an integral part of this class**

You will be expected to watch assigned movies weekly, take extensive notes, and produce writing assignments related to those movies. Movies will be made available through the Swank database on the SPC Library's website. You will need reliable internet sufficient to stream the movies. In addition, the larger the screen you watch on the better, as you will be required to make detailed observations to support claims made in your writing assignments.

### **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](mailto: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 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.

#### **DELIVERY OF INSTRUCTION**

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

#### **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 the roll is taken. Furthermore, you must attend the whole class session until class is dismissed.

**TARDY:**

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

**ABSENT:**

If you are not present for a regularly scheduled class, you will be marked absent. In addition, if you arrive late to class *and* leave early, you will be marked absent. Only absences related to school sponsored activities or qualified, documented accommodations are 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 & DOCUMENTED ACCOMMODATIONS:**

Students involved in school-sponsored activities must present documentation from the appropriate coach/sponsor **before** they are absent from class. Likewise, confirmation of documented accommodations must be presented, discussed, and arranged before a student is absent from class. At that time, students may arrange 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/MindTap will remain in effect.

**NOTES, ANNOUNCEMENTS, & MISSED ACTIVITIES:**

Because attendance for this class is required, you are responsible for all material presented or discussed during class—including changes to the schedule—even when you are absent or tardy. You must still turn in all in-class or online assignments by the posted due date, even when absent, unless prior arrangements have been made. Participation activities or quizzes that you miss due to being tardy or absent cannot be made up.

**I do not answer emails about what you missed in class.** Please refer to your notes, the Blackboard Weekly folders, and/or the course schedule for this information. I suggest that you exchange contact information with classmates in case you need information between classes. You are always welcome to meet with me during scheduled office hours (face-to-face or ZOOM) to discuss this information.

**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.

**Grading Policy**

Your current grades and course average will be continuously available for you to view in our Blackboard course. Grades will be updated every couple of weeks. I recommend that you check your grades regularly.

Your final grade will be based upon the earned average at semester's end, with no "rounding up" of grades.

Grades are assigned according to this scale:

- A Excellent work that exceeds expectations; 90% to 100% on graded work.
- B Very good work that is above average; 80% to 89% on graded work.
- C Average work that meets the basic goals of the assignment; 70% to 79% on graded work.
- D Below average work that is deficient in one or more area; 60% to 69% on graded work.
- F Unsatisfactory work that does not meet the minimum expectations of the assignment, work that is incomplete or does not follow the assignment instructions, work that is found to have been plagiarized; 0 to 59% on graded work.

**Essay Assessment Guidelines:**

- The "A" essay is perfectly formatted, with few to no spelling, wrong word and/or grammatical errors. It also has an excellent title, strong thesis, excellent organizational strategies, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- The "B" essay contains all of the above with one or two more errors.

The "C" essay	has a thesis, introduction, and conclusion, but may lack support and/or has other obvious errors.
The "D" essay	contains one or more of the following problems: lack of a clear thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
The "F" essay	does not meet the minimum expectations for a 2300-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.

## **Graded Course Work**

*Assignments to Include Any or All of the Following:*

<b>Online Homework (MindTap)</b> Average of all scores	10% Total
<b>Project 1: Movie Review</b>	5%
<b>Process Work: Project 1</b> (Draft, Peer Feedback, Participation, and Evaluation)	5%
<b>Project 2: Genre Preference - Presentation</b>	5%
<b>Process Work: Project 2</b> (Proposal, Drafts, Peer Feedback, and Participation)	5%
<b>Project 3: Mise-en-Scène Analysis &amp; Presentation</b>	5%
<b>Process Work: Project 3</b> (Proposal, Drafts, Peer Feedback, and Participation)	5%
<b>Project 4: Cinematography Analysis &amp; Presentation</b>	5%
<b>Process Work: Project 4</b> (Proposal, Drafts, Peer Feedback, and Participation)	5%
<b>Project 5: Editing Analysis &amp; Presentation</b>	5%
<b>Process Work: Project 5</b> (Proposal, Drafts, Peer Feedback, and Participation)	5%
<b>Project 6: Film Sound Analysis &amp; Presentation</b>	5%
<b>Process Work: Project 6</b> (Proposal, Drafts, Peer Feedback, and Participation)	5%
<b>FINAL PROJECT:</b>	
<b>Researched Film Analysis Essay</b>	15%
<b>Presentation of Researched Film Analysis</b>	15%
<b>Process Work: Final Project</b> (Proposal, Drafts, Peer Feedback, etc.)	10%

\*NOTE: One short assignment (10%) will be dropped at the end of the semester. However, drop grades will not apply for assignments deemed to have been plagiarized, copied from another source, or not authored by the student turning in the work for credit.

**Process work** includes in-class brainstorming, proposals, drafts, workshops, written feedback to peers, workshops, practice for presentations, 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, as you can see. 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.

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.**

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.*

## **LATE WORK**

**I do not accept late assignments** except in very rare situations; therefore, if you forget to do an assignment or miss a deadline, do not send me an email asking if you can make it up although I do encourage you to come to class so you can benefit from observing the work of your peers.

The collaborative nature of this class along with the process work associated with each project requires that all students stay up with the assignments and bring the necessary materials to class to complete that day's activities. Furthermore, we do not have time in the schedule for students to give presentations on days other than the scheduled date. While limited exceptions can be made, the circumstances would have to be extraordinary. Suffice to say, those who come to class prepared for each day's activities will have a much better experience and result than students who miss class frequently or fail to complete homework.

## **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.

**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 Tutors:**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

#### **Tutor.com:**

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access Tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

Friday 6pm – Monday 8am

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

### **WITHDRAWAL POLICY**

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