

English 1301: Composition I
Policy Statement
Fall 2023

Welcome to 1301 Online! My name is Natasha Newsom, and I will be your instructor for this online course.

Office hours are below, though I check my email frequently, and email is typically the best way to reach me. I may be emailed either through my main SPC email or via the “email” function on Blackboard.

Do not message me through the “Message” function outside the course. Only use the email link within the course itself.

Never hesitate to contact me with questions, or for advice.

Office Hrs:

*Office hours are online, with in-person meetings by appointment.

Email: nnewsom@southplainscollege.edu (I may also be emailed over Blackboard—just make sure to check your student inbox for my reply)

Remind: This is a text-based messaging system through which you may contact me. See the PDF titled “Remind Invite”.

IMPORTANT: Make sure to always check your SPC email address (accessed through MySPC). When students email me through Blackboard, my replies automatically go to SPC mailboxes. Be sure to check this email account frequently, especially if you have emailed a question to me through Blackboard.

DO NOT utilize the “Message” function in Blackboard to contact me. These do not go to my email, and thus will not be seen.

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.

Prerequisites:

- Students must be TSI-compliant in both writing and reading.
- International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

Credit: 3 Lecture: 3 Lab: 0

Purpose of Course: The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English language. Our goal is to help students think well by teaching them to read and write. The focus will be the writing process, the use of grammar and diction, the use of logic, and on different methods of essay development. Research skills will be applied. Supplementary readings may also be included.

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. Exhibit logic, unity, development, and coherence to create essays.
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 or a smaller number of longer essays.

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Required Texts:

Langan. College Writing Skills with Readings. 11th Ed.

**Possible supplemental readings by various authors. Any extra readings will be provided.

Supplies:

- Three-ring binder to keep class notes, PowerPoint printouts, and essay materials.

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. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but 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:**
- If you need to check out a Chromebook or Wi-Fi hotspot for the semester, contact the SPC Library here:
<https://library.southplainscollege.edu/c.php?g=1097174&p=8122883>
 - Open computer labs are available free to students with an SPC I.D. on three SPC campuses (Levelland, Lubbock CTC, 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**

Ebook Help:

- McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2
- TexBook Information (Inclusive Access):
<https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://support.vitalsource.com/hc/en-us/categories/360001056774>
- SPC Bookstore: tfewell@texasbook.com

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.

FREE TUTORING:

- Visit the Tutoring Information link to view the drop-in tutoring schedule or to learn how to book an appointment:
<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
- Tutor.com is also FREE to you when SPC tutors are not available. You have three hours per week for free to utilize these after-hours tutors.
 - To access Tutor.com, log into Blackboard and click on Course Resources. Use the Tutor.com link provided on that page.
 - Tutor.com hours:
 - Monday-Thursday 8:00 PM-8:00 AM
 - Friday 6:00 PM-8:00 AM
 - Saturday-Sunday 24/7
 - Tutoring Questions:
 - Email: tutoring@southplainscollege.edu
 - Phone: 806-716-2538

SPC TexBook Syllabus Statement

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

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publishers') 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 portions of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:*

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

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

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.
- A weekly planner and assignment checklist is provided for each week.

Assignment Deadlines:

- The weekly assignment deadline is Tuesday at 9:00 AM with the following exceptions, which are due Friday at 9:00 AM in the weeks they are assigned:
 - Outline Review Groups (each student is assigned a peer's outline to review)
 - Peer Review Workshops (each student is assigned a peer's essay draft to review)

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 error types (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 error types (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 error types (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 major error types (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.”

Blackboard:

Course materials and assignments are accessed through Blackboard. To simplify, each week’s objectives and assignments will be available in designated folders, labeled week by week. Supplemental Powerpoint presentations will accompany some of the readings. In some cases, the Q&A may be based upon Powerpoint presentations, or upon other materials (such as WebQuests).

Weekly Assignments will be broken down in each Week’s Designated Folder.

Hyperlinks will link directly to materials.

Using Blackboard:

Log in with your student ID and password (these will be the same as your MySPC)

Click on “Content” for list of assignments. Each week will have a corresponding folder.

Student work is evaluated in terms of A, B, C, D, and F: Superior, Good, Average, Poor, and Unacceptable. All assignments must be completed and turned in on the due date.

****Please note: This is a college course. In college, a “C” is an average paper; it does not have anything “wrong” with it; it simply does not go above and beyond the average.**

Objectives/Outcomes:

Upon completion of the course, the student should

1. Write a clear, concise, coherent 5-paragraph essay which substantially conforms to the following criteria:

A. Is thesis or specific purpose-oriented

B. Contains effective introductory and concluding elements

C. Has adequate, clear support or development within the body of the essay

D. Is logically organized in its support or body paragraphs, all of which should exhibit unity, coherence and specific or concrete development

E. Is relatively free of the following:

1. ineffective sentence fragments
 2. subject-verb agreement errors
 3. pronoun-antecedent agreement errors
 4. comma splices
 5. fused or run-on sentences
 6. excessive vague or imprecise diction
 7. excessive misspelled words
 8. pronoun reference errors
2. Have an understanding of usage, mechanics, and organization on written assignments;
 3. Have a fuller awareness of language and communication through the writing process.

Core Objectives Addressed:

- **Communication skills:** written communication using modern technology, as addressed through discussion posts, peer reviews and written assignments.
- **Critical Thinking:** student responses to weekly questions and Discussion posts, research and argumentative process
- **Teamwork:** Discussion Posts and Peer Reviews help students assess and critique one another's progress.
- **Social Responsibility:** Readings/responses/discussions over variety of cultural and social issues.
- **Personal Responsibility:** Research/argument assignment requires objective and critical examination of issue at hand, including facts, evidence, and credibility of sources.

Essay Portfolios Folder:

1. The Essay Portfolios folder is located in Blackboard toward the top of the Course Content page. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed through TURNITIN:
 - Outlines
 - Outline Review Groups
 - Initial Essay Drafts

- Peer Review Workshops
 - Final Drafts
2. Outline Review Groups: these are like little peer review groups for the essay outlines. Students review another student's outline and their own, focusing mainly on the thesis, topic sentences, and rephrased thesis.
 3. Peer Review Workshops: these are comprehensive peer review experiences. Students review another student's initial draft, rating it on the rubric criteria of unity, support, coherence, and sentence skills.

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). Essay portfolio grades are usually made up of an essay outline, outline review, initial draft, peer review workshop, and final draft.

Exemplification Essay Portfolio Grade:	20%
Essay Outline and Outline Review Group	10%
Final Draft	90%
Compare/Contrast Essay Portfolio Grade:	20%
Essay Outline and Outline Review Group	10%
Initial Draft and Peer Review Workshop	20%
Final Draft	70%
Argument Essay Portfolio Grade:	25%
Essay Outline and Outline Review Group	10%
Initial Draft and Peer Review Workshop	20%
Final Draft	70%
Quizzes/Assignments:	20% (4 lowest scores are dropped)
Midterm Exam:	5%
Final Exam:	10%
Total:	100%

Final Exam:

The final exam will be due on Tuesday, December 12th

Students With Disabilities:

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

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](tel:806-716-2529)

Accommodations: The Americans with Disabilities Act (ADA) regulations do not require or allow the college to alter operating policy as an accommodation. Anyone with concerns regarding health and the face covering policy may contact DeEtte Edens, BSN, RN at 806-716-2376 to request a reasonable accommodation. Reasonable accommodations may include allowing a person to wear a scarf, a loose face covering, or face shield instead of a face mask, offering appointments by telephone or video calls, or offering enrollment in online courses.

Plagiarism and Cheating:

Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

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

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;

3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

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.

Basic Needs:

Any student who faces challenges securing food or housing and believes this may affect his/her performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. The SPC food pantry is also available for this purpose. For more information, call 716-2236.

Levelland Food Pantry: PE Complex

Reese Food Pantry: Reese Center Building 8

Campus Concealed Carry:

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Statement of Nondiscrimination:

It is this instructor's policy not to discriminate on the basis of color, age, gender, ethnicity, national origin, race, religion, sexual orientation or veteran status. Moreover, harassment based on individual differences is inconsistent with my instructional mission, and such behavior will not be tolerated from any student. All students will be expected to display respect and courtesy for the instructor as well as their peers. To that end, the instructor will approach all students with equal respect.

Privacy Policy:

You are considered a college student. To that end, you and you alone are responsible for your assignments, and your grades can be disclosed only to you. Parents may not obtain grades from the instructor.

ENROLLMENT: It is the student's responsibility to make sure he/she is enrolled in the course. If a student's name is not appearing on class rolls, then that is an indication that the student is not enrolled and will need to contact Vanessa Olivo with the Registrar at volivo@southplainscollege.edu.

NUMERIC GRADES: Numeric grades are posted along with letter grades. If they do not appear on MySPC, all requests for numeric grades should be submitted to Vanessa Olivo at volivo@southplainscollege.edu.

CONTENT ADVISORY:

Once more, this is a college-level course, in which we will read, study and review various and diverse pieces of literature, including essays. Some of the selections may contain language or content that might be considered offensive to some individuals. If you are one of these individuals, it is recommended that you drop the course.

TURNITIN: Formal written assignments and peer reviews will be submitted through Turnitin.com. This is accessed through Blackboard. Instructions will be linked in Weekly Assignment folder.

LAST DAY TO DROP:

November 30

