

**English 1301: Composition I**  
**Policy Statement**  
**Levelland Campus**  
**Fall 2023**

**Instructor:** Kay McClellan  
**Office:** Cm 101  
**Office Phone:** 806-716-2437  
**E-Mail:** kmcclellan@southplainscollege.edu  
**Office Hours:** MTWT 12:15-1:00; MW 2:15-2:30;  
TR 2:15-4:00; Fri. 12:00-1:00; and by appointment

**Section 004:** 11:00--12:15 MW Cm 123

**Section 006:** 1:00-- 2:15 MW Cm 123

**Required Materials:** \**Kay McClellan: English 1301: Workbook* and a flash drive

**Health Concerns/Sickness:**

\*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

\*If you're running a fever or think you have the flu, Covid, or another virus, please do not attend class.

**\*For COVID-19 [from Nurse DeEtte Edens]:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please notify DeEtte Edens: [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376

**Nurse Edens will send documentation to your professors so that your absences can be excused.**

\*The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN

\*Please notify **DeEtte Edens** if you test positive to verify dates before returning to class.

\*A student is clear to return to class without further assessment if they have completed the 5-day isolation period, the symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication.

\*Please contact DeEtte Edens prior to your return date if still symptomatic at the end of the 5-day isolation.

\*Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

\*SPC will follow the recommended 5-day isolation period for individuals who test positive. **Please note that day 0 is the date of positive test. Day 1 begins the next day after the date of positive test.**

## **Health Concerns/Sickness: (continued)**

\*Please email me about the situation: [kmcclellan@southplainscollege.edu](mailto:kmcclellan@southplainscollege.edu)

\***Exposed individuals will not be required to quarantine for Covid**, but SPC does request individuals closely monitor themselves. Please be considerate of the classmates who sit around you.

\*If you're only quarantined for a week, you can catch up when you get back to class.

\*If you're quarantined for more than a week of class, please email your assignments to me as **attachments in Word; I don't accept documents sent in Google Docs or Blackboard.**

\*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible, timely manner and keep up with the rest of the class.

**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.

## **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.

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

**This course partially fulfills the Communication Core 010:**

### **Core Curriculum Objectives addressed:**

- **Communications skills**—having effective written, oral and visual communication
- **Critical thinking skills**—employing creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Teamwork**—employing the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—using 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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays.

## Course Evaluation:

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not turned in all assigned essays by the final drop day for instructors will be dropped from the course.**

## Essay/Paper Assessment Guidelines:

\*The "A" essay should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.

\*The "B" essay contains all of the above with one or two types of major grammatical errors.

\*The "C" essay has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.

\*The "D" essay contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.

\*The "F" essay doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

**Course Requirements:** The Writing Process must be followed for all writing in the class.

## Workshop Style:

This class is being taught in Workshop Style, so as much of the writing as possible will be done in class in a casual atmosphere where the student can take breaks as needed and get help from classmates or the instructor. And, because studies have shown that greater focus and concentration are achieved without outside distractions, **no earbuds can be worn in class. Also, anyone who leaves class before the day's assignment is done or the class is dismissed will be counted absent.**

**Grading Policy:** 90.00%--Essays  
                   10.00%--Final  
                   100.00%--Total

## Final Course Grade: Portfolio Grading:

**If a student has turned in all the assigned essays and has three grades of the same kind that are the student's highest grades, they represent the majority of the student's writing, so the student's course grade will be whatever grade those three essays are. Otherwise, the student's grades will be averaged according to the above grading scale. However, if a student who is not exempt from the Final skips the Final, he/she will be given a 0 for the Final, and his/her grade will be averaged on the scale of 90% Essay Average and 10% Final.**

## **Ethics: Plagiarism and Cheating:**

- \*Complete honesty is required in all course work. Everyone is required to do his or her own work; copying from another person or paper, having someone else write a paper, or using artificial intelligence (*ChatGPT* or other AI *apps* or programs) will cause the student to fail the paper and the course, as it is intellectual dishonesty.
- \*All drafts of papers should be saved separately to the student's folder on the hard drive of the student's computer.
- \***Plagiarism, collusion, or cheating of any kind will result in an F in the course.**
- \***During the semester, if there appears to be a major discrepancy in student's writing between the student's essays that are submitted for grades and the student's in-class writing,** the student will be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of the student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

## **SPC English Department Plagiarism and Cheating Policy:**

\*Students are expected to do their own work on all projects, quizzes, assignments, and papers. A failure to comply with this policy may result in an F for the assignment and/or being dropped from the course with an F if circumstances warrant.

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

1. Using Artificial Intelligence (AI) 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.

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

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

**Student Responsibilities:** Students are expected to

**1. Be on time and regularly attend class.**

2. 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.

**3. Have respectful behavior toward instructor and classmates** in order to contribute to the atmosphere necessary for learning.

**4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.**

5. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus.

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.**

**Two Ways To Be Exempt From the Final:** 1. having **1 or 0 absences**; or  
2. having an **A average**.

### **SPC Attendance Policy:**

According to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. **The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.**

*When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.*

*Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.*

### **My Attendance Policy:**

This course is taught in Workshop style, so for students to learn what they should in the class, they need to be in class. Students who miss 30 minutes of the class period will be counted absent. Students who leave class before getting a checkmark on their work or before the class is dismissed will be counted absent. **Students with more than 4 absences don't meet the minimum standards of the class, and will be dropped from the course with an X.** Students who are borderline (59, 69, 79, 89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences.** **Students who are 5 or more minutes late will be counted absent each time after the second time. The class will be working from the *Workbook* each day, so students who habitually don't bring their *Workbook* to class will be counted absent, starting with the third time.**

### **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.**

### **Disability 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 at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

### **Intellectual Exchange Statement:**

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Nondiscrimination Policy:**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Diversity Statement:**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **CARE (Campus Assessment, Response, and Evaluation) Team:**

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

## **Campus Concealed Carry Statement:**

Texas 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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

**Papers:** \* **In Class Writing:** \*No paper will be accepted from students who do not write a significant portion of their paper in class.

\* **Papers not abiding by current MLA formatting will not be accepted:**

\***Font:** use Courier New #12

\***Spacing:** double space throughout the paper (even in heading)

\***Margins:** have a one inch margin all around the page

\***Header:** the student's last name and page number should be in the top right corner of each page

\***Heading** (on first page only): student's first and last name

Prof. McClellan

Engl 1301--section number

Due date of paper

\* **Late Papers:** will be accepted on the due date or on the following class day without penalty; **after that, the paper be dropped a letter grade for each day (Mon.-Fri.) it's late**, unless the student has documentation for an illness or a hospital stay or has made previous arrangements with me.

## Technology:

\***SPC username and password:** email: [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu) or  
call: the SPC Help Desk at 806-716-2600

### \*SPC student email access:

\*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.

\***Computer Help:** need help with your computer, laptop, email address, username, or password?  
[helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)  
806-716-2600

### \*Blackboard Help:

\***Email:** [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu)

\*Be sure to include your full name, your instructor's name, the course and section number, 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.

\***Phone:** 806-716-2180 (available 8:00 AM-4:00 PM Monday through Friday, except on holidays)

\***Online:** click on the Help link listed in the Blackboard course menu.

## Tutors:

\***Levelland English Dept. Writing Lab:** CM 112

Hours: Mon.: 9:00 a.m.-12:00 p.m.

Wed. 8:00 a.m.-2:00 p.m.

### \*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, get to know the tutors, and view tutoring locations:

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

- **Email:** [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu)
- **Phone:** 806-716-2538

\***Tutor.com:** You have 180 FREE minutes of tutoring on tutor.com each week; your hours reset every Mon. morning.

\***To access Tutor.com:** log into Blackboard  
click on Course Resources  
use the Tutor.com link provided on that page.

\***Tutor.com tutor hours:** Mon.-Thurs. 8:00 PM-8:00 AM  
Fri. 6:00 PM-8:00 AM  
Sat.-Sun. 24/7

## Class Rules

**\*Violating a class rule can result in a student's being dropped from class with an F.**

**\*Students will be dropped with an F if they:**

- \*Create a hostile working and learning environment; this could be by slamming books, muttering under their breath, yelling, being combative, or otherwise demonstrating abusive behavior.
- \*Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- \*Take pictures of example papers, quiz answers, or test answers.
- \*Plagiarize, have someone else write the paper, or use artificial intelligence when writing papers.

**\*Hoods, Earphones, and Earbuds may not be worn in class.**

**\*Example Papers:**

- \*Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- \*Anyone who leaves the classroom with an example paper will be given an **F in the course**.

**\*Computer Etiquette:** \*Do not change ANY of the settings on the computers.

**\*Classroom Etiquette:**

- \*You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- \*You shouldn't make inappropriate remarks, use profanity, or be combative.
- \***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- \*You shouldn't be talking when I'm talking or when a classmate is asking a question.
- \*Drinks should have lids or caps.

**\*Writing Perimeters:** Do not write on things that are:

- \*illegal
- \*X rated
- \*offensive (including using a condescending or inflammatory tone)
- \*concerning hate groups
- \*concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

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

**Kay McClellan**  
**Engl 1301-Syllabus--all--Sections 004 & 006**  
**Fall 2023**

**\*This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

**Week 1:** Course Introduction; Diagnostic Essay

\***much of this class is self-paced**; that is, you write the papers at your own speed

\*there is in-class writing only; no writing can leave the classroom until after it's graded

\*flash drives are not permitted until the end of the semester

**Week 2:** The Writing Process; Traditional Essay Structure; Grammar Review;  
Practice Writing--Introductions and Conclusions

**Week 3:** Introductions and Conclusions; Practice Writing--Introductions and Conclusions

**Week 4:** Practice Writing--Introductions, Conclusions, and Topic Sentences

**Week 5:** Grammar Review; Process Analysis;  
Finish Practice Writing--Introductions, Conclusions, and Topic Sentences

**Week 6:** Grammar Review; Process Analysis; Peer Editing

**Week 7:** Process Analysis; Grammar Review; **Essay #1 due**;  
Diction, Tone, and Style; Readings: Faulkner, Hemingway, Hammett, and McDonald

**Week 8:** Grammar Review; Persuasion; **Essay #2 due**; Diction, Tone, and Style: Readings

**Week 9:** Grammar Review; Causal Analysis; Logic

**Week 10:** Causal Analysis; Grammar Review; **Essay #3 due**; Diction, Tone, and Style: Readings

**Week 11:** Grammar Review; Classification; **Essay #4 due**

**Week 12:** Grammar Review; Argument; **Essay #5 due**

**Week 13:** Engl 1301: Critical Concepts; Comparison or Contrast;

**Week 14:** Persuasion; Diction, Tone, and Style; Tandem Writing; Makeup Work; Review for Final

**Final:** **Section 004 (11:00 MW):** Mon., Dec. 11: 10:15 Cm 123  
**006 ( 1:00 MW):** Wed., Dec. 13: 10:15 Cm 123