

Course Syllabus
ENGL1301: Composition I
Section: 607 (MW)
Lubbock Downtown Center

Instructor: Ms. Lesley Shelton, Assistant Professor
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Office Phone: 806-716-2178

SPRING 2023 OFFICE HOURS
ALL Office Hours are held in Room #2025.
Zoom meetings available by appointment.

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

Office hours will be conducted in my office (LDC 2025), as well as via ZOOM. If you would like to meet via ZOOM during office hours, please call 806-716-2178 for the ZOOM room to be opened.

Meetings are available to students on a first come-first served basis during scheduled office hours. The office hours schedule above shows the times I am available.

If you are unable to attend regularly scheduled office hours, please send me an email explaining your availability conflicts, and I will do my best to accommodate you. These are usually conducted via Zoom. Send me an email with your date and time preferences to schedule the meeting.

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. Often, students have the same or similar questions, and those issues are best addressed during our regularly scheduled class time. I will designate a time for questions during each class. You are 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. 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 & Blackboard Messages:

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](#).

Every email you send to me for this class **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.

Blackboard Messages can also be used for course correspondence. Because the messages are hosted from within Blackboard, you need not include course or section number. Messages will be answered during scheduled office hours every weekday morning.

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 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!

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:

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.

- **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. 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

Blackboard and Internet Access:

Blackboard is a website host for our class, where you access the e-book & quizzes, view and access homework, view and print supplemental materials, turn in your assignments, check your grades, view the syllabus, and email me. Should it become necessary, you may also attend online-synchronous class meetings.

You should visit the [Instructional Technology Help Page](#) for many resources to help you familiarize yourself with Blackboard. If you experience technology issues with Blackboard, please visit [the Blackboard Help Page](#) and complete the form. For problems with your login or password, problems accessing your SPC email account or SPC network outages and even some computer problems, [Information Services Help Desk](#) at 806 716-2600.

While it may be helpful for me to know when you experience technology problems, I am not the person to contact to resolve those issues. You should attempt to resolve your issue by going through the proper channels before you email me. Merely emailing me to tell me you had technical issues is not sufficient and will not get you an extension on any assignment.

Computer with Reliable Internet Access:

You must have access to a computer with a reliable internet connection with sufficient bandwidth to accommodate the needs of this class. While some of your assignments can be completed using a smartphone, you will need access to a laptop or desktop computer for many of your most heavily weighted assignments. If you do not have a computer with reliable, high-bandwidth internet access, you must plan time into your weekly schedule to use the SPC computer labs on one of the campuses or find a computer with reliable internet access that you can use on a regular basis. **This is required for the class.**

You must also have access to a word processing program that you can use to produce essays and other assignments that adhere to our formatting requirements. I recommend that you use Microsoft Word, although you are free to use other programs. You will not be exempted from fulfilling any part of the formatting

requirements based upon the program you choose to use. Some file types are not accepted through our online interface; you must produce work that can be uploaded **and** opened, or you will receive a zero.

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.

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 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 exempted from this policy. **All other absences, even absences due to periodic illness or doctor's visits, count toward your absence totals.**

SCHOOL-SPONSORED ACTIVITIES & 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 for completing 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.

EXCESSIVE ABSENCES AND TARDIES:

This class is scheduled to meet 30 times (minus holidays) during the semester. You should make every possible effort to attend every class. If you think that you might miss more than three classes, you may want to consider dropping this class. More than three absences are considered excessive. Attendance is required and necessary for your success in this class. Arriving late to class is also considered a partial absence. When evaluating your attendance, tardies are also considered.

While I may refer you for academic counseling if you accumulate excessive absences and tardies, I will not drop you from this course. If you quit attending class and are not planning to return, I suggest you drop yourself before the last day to drop, which will result in a W on your records. Dropping will also remove you from the class roster, and you will no longer receive class emails. There may be other consequences of dropping a class, financial or otherwise. Check with an academic or financial aid advisor.

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	10%
JustInTime+ exercises in Mindtap	10%
Participation Assignments	10%

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.

LATE WORK

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.

Low & High Stakes Writing: These are heavily weighted assignments, accounting for 70% of your overall grade, so MindTap 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.

NOTE: Some assignments (such as peer reviews and discussions) 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 need to complete these tasks as assigned.

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.

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 at the 1301 level 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 1301-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.

ACADEMIC DISHONESTY

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant. Academic dishonesty will not be tolerated (see *General Catalog*, 23).

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; this includes improper collusion with other students;
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.

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 or call 806-716-2538.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of “W” is **April 27th**. It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated regularly, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not.

For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ADDITIONAL SYLLABUS STATEMENTS

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

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

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

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

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