



**Class:** ENGL 1301 Composition I

**Instructor:** Wendy Esch

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**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
10:45-1:00 p.m. 2:15-2:45 p.m.	10:45-11:45 a.m.	10:45-12:00 p.m.	10:45-11:45 a.m.	9:30 – 11:30 a.m.

**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.

**Prerequisite:** Students must be TSI-complete or waived in both writing and reading.

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

**This course 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 successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.

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.

**Student Learning Outcomes Assessment:** A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

### Textbook

**Ebook Access:** The eBooks required for this course will be provided to you through our Inclusive Access program. **You will not need to purchase them. Both eBooks will be available to you through Blackboard on day 1 of the course.**

Langan, John. *College Writing Skills with Readings*. 11<sup>th</sup> ed., McGraw-Hill.

- ISBN for ebook in TexBook program: 9781266135910
- The ebook is included in the cost of the course and will be available in Blackboard on day one of the course.

### Supplies:

- Binder to keep syllabus, class notes, PowerPoint printouts, and essay materials.

### 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. 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](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

**Ebook Help:**

- McGraw-Hill: [https://mhedu.force.com/CXG/s/ContactUs?external\\_browser=2](https://mhedu.force.com/CXG/s/ContactUs?external_browser=2)
- VitalSource Information (Inclusive Access): <https://get.vitalsource.com/inclusive-access>
- VitalSource Help: <https://support.vitalsource.com/hc/en-us/requests/new>
- SPC Bookstore: [tfewell@texasbook.com](mailto:tfewell@texasbook.com) or [agamble@texasbook.com](mailto:agamble@texasbook.com)

**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.

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

#### **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 deadlines are Tuesday at 12:00 AM (midnight) and Friday at 12:00 AM (Midnight) in the weeks they are assigned:

- Be advised – I will accept late work up to a week past the due date, but it will incur a deduction. Discussion and Peer Review assignments are the exception to the late policy. Since they are group work, they cannot be accepted late.

#### **Grading time frames:**

I grade all work as efficiently and quickly as possible (may take up to two weeks). When your assignments are evaluated, you will have them back.

**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 outline, peer review workshop, and final draft.

<b>Description Essay Portfolio Grade:</b>		<b>15%</b>
• <b>Outline</b>	<b>10%</b>	
• <b>Initial Draft/Peer Review Workshop</b>	<b>20%</b>	
• <b>Revisions</b>	<b>35%</b>	
• <b>Final Draft</b>	<b>35%</b>	
<b>Comparison/Contrast Essay Portfolio Grade:</b>		<b>18%</b>
• <b>Outline 10%</b>		
• <b>Initial Draft/Peer Review Workshop</b>	<b>20%</b>	
• <b>Revisions</b>	<b>35%</b>	
• <b>Final Draft</b>	<b>35%</b>	
<b>Argument Essay Portfolio Grade:</b>		<b>20%</b>
• <b>Outline</b>	<b>10%</b>	
• <b>Initial Draft/Peer Review Workshop</b>	<b>20%</b>	
• <b>Revisions</b>	<b>35%</b>	

• Final Draft	35%
Quizzes/Assignments:	20% (4 lowest scores are dropped)
Daily Grade:	17% (participation grade; drop 2 lowest)
Attendance:	5%
Final Exam:	5%
<b>Total:</b>	<b>100%</b>

*\*Up to 3 extra credit points may be earned by completing extra credit assignments. Extra Credit assignments are available on the **Additional Resources** page in our Blackboard course.*

### 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 errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

### **“C” Paper (Acceptable)**

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

### **“D” Paper (Developing)**

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, 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 errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

### **“F” Paper (Unacceptable)**

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).

2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

#### **Essay Portfolios Folder:**

1. The Essay Portfolios folder is located in Blackboard toward the top of the **Course Content**. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed:
  - Outlines
  - Initial Essay Drafts
  - Peer Review Workshops
  - Final Drafts
2. **Outline Review:** I will review the student's outline, focusing mainly on the thesis, topic sentences, and rephrased thesis. It is your responsibility to review the feedback and make the revisions accordingly.
3. **Peer Review Workshops:** these are comprehensive peer review experiences. Students review one other student's initial draft, rating it on the rubric criteria of unity, support, coherence, and sentence skills. Scale ratings are used and written comments are sometimes required.

#### **Daily Grades:**

- The daily assignments are designed for in-class participation activities to give students the opportunity to interact and engage on course topics.

**Post Course Exam:** A final exam will be given at the end of the course. Students will be exempt from this final if they meet the guidelines outlined here.

- 1. Students who have 2 or fewer absences with a grade of an "A" or "B" the week before final exams, will be EXEMPT from taking it.
- 2. Students with a grade lower than "B" or 3+ absences will be required to take the final exam.

**Student Responsibilities:** Students are expected to *[May vary by instructor but usually include the following.]*

1. Be on time and regularly attend class

2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. 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
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

**Attendance Policy:** To be successful in this course, you must attend consistently and punctually and participate fully. Attendance is 5% of your course grade.

- Students who are extremely late, absent, or leave early will receive 0 participation points for that day. Additionally, students who are unable to participate in discussion when called upon will receive 0 participation points for that day.
- Students who accumulate four absences and are not passing the class with a 60 or higher may be dropped from the class. Two tardies will equal one absence. Leaving class early will count as a tardy.
- Be advised – I will accept late work for one week past the due date, but there will be a deduction associated with all late assignments. If you are absent, you must complete the assigned work by the indicated due date to receive full credit. Please note that the Peer Editing are group activity assignments that will not be accepted late.
- Please notify me when you are going to be out of town for a school-sponsored event. I will work with you to avoid missing any deadlines.

**Dropping our class:** Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- To drop this class, fill out and submit this form online: [https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo\\_sEIUODEXTUFXS0JODhJOTIYM0NEV1kzRk9GMSQIQCN0PWCU](https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo_sEIUODEXTUFXS0JODhJOTIYM0NEV1kzRk9GMSQIQCN0PWCU)
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).

**WITHDRAWAL POLICY:** The last day to withdraw/drop from a course this semester is listed here. 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 grades are continually available in Blackboard each week, 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>.

**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.

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.

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.

**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/>.