

Nimi Finnigan

Office Hours or Use Google Voice Number to get in touch with me. Zoom meetings are also possible

Mon/Wed (8:45-9:30 am & 12:15-12:40 pm) & Tues/Thurs (8:45-9:30 am)

Friday (9:30 am-1:40 pm)

Google Voice Cellphone: (806) – 341 – 9122

Text me via the Remind App.

Email: nfinnigan@southplainscollege.edu

Course Website: Blackboard

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ENGLISH 1301

Section

181

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Composition I

*Dear Students, Please Note: The course schedule/calendar is subject to change. The instructor will notify the class of any changes within a sufficient time frame. **It is the student's responsibility to take note of the changes.***

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-complete or waived in both writing and reading.

Credit: 3 Lecture: 3 Lab: 0

COURSE 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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essay.

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.

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COURSE EVALUATION

Students will complete the following assignments:

Exemplification Essay

Descriptive Essay

Revised Descriptive Essay

Persuasive Essay

Bibliography Project & Bibliography Essay Review

Portfolio Project

Peer Review Assignments

Homework Assignments/quizzes: Written Assignments, Flipgrid Videos, Feedback Fruits.

COURSE MATERIALS

REQUIRED TEXTBOOKS & SUPPLIES

- No textbook. All materials will be provided on Blackboard.
- A comprehensive dictionary or collegiate dictionary (such as *The American Heritage Dictionary* or *Merriam Webster Collegiate Dictionary*).
- A notebook to write in
- Access to a computer with internet access and a printer

DETAILED COURSE REQUIREMENTS

BIBLIOGRAPHY PROJECT

- Students will write a bibliography according to MLA guidelines
- Students will also write a short review essay on the process of collecting the sources, identifying the sources, and properly structuring the bibliography according to MLA guidelines
- 10% of grade

IN-CLASS WRITING ASSIGNMENTS & HOMEWORK

- Students will complete several in-class writing assignments/quizzes and/or outlines as well as homework paragraphs in order to practice the skills required for their official paragraphs/essay
- Several of these assignments will be completed on Blackboard.
- Two of the homework paragraphs will be revised and polished for inclusion in the portfolio
- Writing prompts will be provided.
- 10% of course grade.

ESSAYS

- Students will complete 3 essays: an exemplification essay, descriptive essay, persuasive essay.
- No late submissions accepted.

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- 40% of course grade.

PEER REVIEW ASSIGNMENTS

- Students will complete peer review assignments over major essays.
- 15% of course grade.

FINAL PORTFOLIO

- Students will turn in a writing portfolio which includes:
 - A well-written and thoroughly structured reflection essay on the evolution of their reading/writing skills throughout the semester.
 - An evaluation of their grammar errors and the grammar areas where they have improved.
 - Essay Package
 - Initial Version of Essay
 - Workshop suggestions for Revision
 - Revised Version of Essay
 - Persuasive Essay
 - One polished paragraphs from in-class or homework writing
 - Two new paragraphs from extra writing prompts list
- No late submissions.
- 25% of course grade

PARTICIPATION GRADE (extra-credit)

- Students who actively participate in class and during workshops may receive an additional 2-3 points. It is up to the discretion of the instructor.
- Additional participation grade assignments may be suggested throughout the semester through Connect Writing Assignments. The number of points remains at the discretion of the instructor.
- IMPORTANT NOTE: students who fail to actively participate in class will lose 2% of their final grade points.

GRADE/POINT BREAKDOWN

- Bibliography Project (10%)
- Essays (40%)
- Peer Review (15%)
- Homework (10%)
- Final Portfolio (25%)

TOTAL PERCENTAGE – 100

A RANGE 90 – 100: Document exemplary. It exceeds assignment objectives. No revisions necessary.

B RANGE 80 – 89: Document is good. It meets assignment objectives. Minor revisions are necessary.

C RANGE 70 – 79: Document is satisfactory but marginal. It does not meet all assignment objectives. Revisions are necessary.

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D RANGE 60 – 69: Document is unsatisfactory. It meets few of the assignment objectives. Major revisions are necessary.

BELOW 60 -> F: Document is unacceptable. It does not meet assignment objectives. Major revisions are necessary.

All of these margins are strict margins. This means that 89.8% does not get you an A. You need 90% to be in the A range. **No exceptions.**

COURSE POLICIES

SIGNING UP FOR REMIND

All students need to sign up for Remind (through Remind.com) which will send class updates/notifications directly to your phone. Instructions will be given in class on how to register for the notifications. This will keep you updated on any changes to the class schedule and/or location, reading list, and any class cancellations.

GRADING TIME FRAMES

When your assignments are evaluated, you will have them back and a grade will appear on Blackboard. **Please do not inquire as to whether or not your papers/exams are graded.** Guideline for a typical grading time frame: 14-17 days from **the date of submission if submitted on time**, but this is not always a guarantee.

LATE WORK

While I do accept late work, any **assignments submitted after the due date will not be prioritized at all for grading.** Late assignment grades may be returned to you by the end of the semester. Moreover, late work will not receive any commentary.

Late Portfolios will receive a grade of zero.

ONE WEEK (7 DAYS) PRIOR TO THE LAST CLASS DAY: LATE WORK NO LONGER ACCEPTED.

THE LAST DAY TO SUBMIT LATE WORK IS 7 DAYS BEFORE THE LAST CLASS DAY.

Please note: Improperly Submitted Assignments do not get graded in a timely manner and will receive little to no commentary. Improperly Submitted Assignments will be considered late assignments.

ATTENDANCE POLICY

- In online asynchronous classes, your timely completion and submission of our assignments counts as you being present in the course, so make a point to log into your Blackboard account and email at least on a weekly basis (if not daily). Any missed activity stands as non-attendance and will adversely impact your overall grade for the course.
- Reasons for missing assignments need to be discussed with instructor, and ultimately, student's grade is at the discretion of the instructor
- Absences due to religious observance will not affect course grade.

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- All excused absences require documentation and are still subject to instructor's approval.

CLASSROOM BEHAVIOR

- Face-to-Face students: The use of any electronic device is prohibited in class unless the student requires electronic media in order to perform academically. If student uses either cell phone, laptop, or other electronic media (i.e. iPod, media player, pagers) instructor reserves the right to require that the student leave the classroom. In that event, the student is automatically considered absent, thus his/her assignment is considered not turned in for that class period.
- Online students: during our peer-to-peer reviews, make sure to be kind and respectful with your commentary..

VISITING DURING OFFICE HOURS: PREFERRED METHOD OF CONTACT.

Students are encouraged to come see me in my office during the hours listed above. Those hours are reserved for answering your questions & concerns, so please do feel invited to stop in and voice any questions or concerns.

I also **prefer** meeting and visiting with students in person or via zoom instead of email. If you can't make my office hours, let's try and arrange for an appointment at another time that works for both of us.

Important Note about Office Hours and/or Appointments with Instructor:

These meetings are important for both you and I, but most importantly for you. There are times when I may be running late. Please be patient. If we made an appointment, I will always honor that appointment.

If I can't make it, there will be an announcement on the course website and/or an email sent to you, or there will be an announcement posted on my door. I will also send out a notification through Remind.

EMAIL CORRESPONDENCE:

Keep in mind that this is **not** my preferred method of contact.

If you need to contact me via email, you may do so at my primary email address at South Plains Email.

- Netiquette: I expect students to use professional language and tone in all communications with me, including in emails. To this end, emails should clearly **identify who the sender is, what course they are taking, present proper grammar, include salutations**, and should be void of vernacular turn of phrases or "texting" expressions.
- Emails that do not follow proper netiquette will most likely not be answered.
- Given that I prefer face-to-face interactions, students are encouraged to come and speak to me after class.
- Students are responsible for checking their South Plains email regularly.
- **Please make sure that your email includes your full name and section number and/or class meeting times.** I teach several sections and that information will allow me identify your account more quickly.
- Please wait between 24-48 hours before expecting a response to your submitted email.

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ACADEMIC INTEGRITY AND PLAGIARISM

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 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 and/or revise 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;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

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.

Protocol Regarding Zero's on Assignment.

If you receive a zero on an assignment, please complete the following steps:

1. Read the commentary associated with the assignment. Commentary will be either in Blackboard or on Turnitin
2. Upon reading the explanation for your zero, you are welcome to get in touch with the instructor via email or make an appointment to see the instructor in person. This meeting with the instructor will determine if your zero will be removed or maintained.

In regards to plagiarism or AI issues, understand that a **second** occurrence of these issues will result in an automatic F for the assignment, and an F for the course. **Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.**

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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.

SYLLABUS AS CONTRACT:

HIGHLIGHT POINTS

Blackboard. Please note that Blackboard is used for this course.

Email. You **must use your South Plains Email** account for the course. This is not accessed through Blackboard. There will be a demonstration on how to access your South Plains email on the first day of class. All electronic communication will be through your South Plains email.

Sign up for Remind (if used in our course) @Remind.com. This is an integral tool for the course. I will send out announcements such as class cancellations, due dates, change of schedule via Remind. If you do not sign up for it, you understand that you are still responsible for the material/announcement included in the message.

Netiquette. Please send emails that are written appropriately, correctly punctuated and free of grammar errors. Respect proper conventions when sending out emails. This shows respect.

Responsibility. This is a college course. You are responsible for your actions, for the level of effort you put into the course, and for your performance.

Assignments. Paragraphs/Essays/Exams are typically graded within 14-17 days from date of submission, but this is not a guarantee. There is no need to inquire about your assignment until 14-17 days have passed from the date of on-time submission.

Grade. Make sure that you understand how you will be graded in this course and how the grading system works.

Textbook. It is your responsibility to have the proper edition of the textbook. If you choose to use another textbook, it is your responsibility to figure out how you are going to complete your assignments. **(If you are signed up for Inclusive Access or if we do not use a textbook, this clause about textbooks does not apply to you)**

Participation Grade. Doing additional work/more exercises than the ones assigned is encouraged and will definitely help your progress in the course; however, this does not entitle you to more participation points. The rules for participation points stand as defined in the syllabus.

Covid-19 Policies. Make sure that you understand and are willing to follow the course and SPC's rules/requirements regarding any issues related to covid-19.

Your signature at the bottom of this contract (or message to me via Course Messages with the sentence at the bottom included) signifies that you have read and agree with all of the points/elements in the syllabus as well as outlined in the Highlight Points. Turning in this signed form in person or via Course Messages on Blackboard counts as participation.

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I have read and agree to abide by all of the policies outlined/discussed in the syllabus for this course.

Name: _____ Date: _____

Complete Section number or the Day & Time of class: _____