

South Plains College  
 Course Syllabus: ENGL 1301: Composition I  
 Face-to-Face  
 Spring 2024

**Instructor:** Mrs. Paige Pope

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**Phone:** 806-716-4889

**Office:** Communications-English Building 103C

**Department:** English and Philosophy

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
10:45-1:00	12:15-1:00	10:45-1:00	12:15-1:00	9:30-11:30

Course Section	Time	Location
ENGL-1301-006	T/TH 8:00-9:15	CME 111
ENLG-1301-001	M/W 8:00-9:15	CME 111

**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, including revisions of your own work.

**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:**

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

- ISBN: 9781266135910 (this course is in the TexBook program. The ebook is included in the cost of the course.)

**Supplies:**

- Three-ring binder to keep class notes, PowerPoint printouts, Reflective Portfolio, 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 activate your SPC student email account. Not only will you need access to your SPC

email account to receive announcements 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
  - 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).
  - If you work from a Mac, you may encounter problems accessing your SPC One Drive, and/or submitting documents to Turnitin. The SPC technology team can assist you, but you must be proactive.
  - 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)
- TexBook Information (Inclusive Access):  
<https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://solve.redshelf.com/hc/en-us>
- SPC Bookstore: [tfewell@texasbook.com](mailto:tfewell@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:**

- 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>

#### Tutor.com

- You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. To access Tutor.com, log into Blackboard and click on **Course Resources**. Use the Tutor.com link provided on that page. You can access tutor.com tutors during the following times:
- **Monday – Thursday: 8pm-8am**
- **6pm Friday – 8am Monday morning (Yes, that is 24 hours a day on weekends)**

#### 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 schedule 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:

- Assignment deadlines are posted weekly.
- No late work is accepted.
- EXCEPTION: I will accept final draft essays for 24 hours after the due date. A late essay will receive a 20-point deduction.

**Course Grade:** 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.

#### Final Course Grade Breakdown:

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|--|-----|
| Definition Essay Portfolio Grade:  | 10% |
| <ul style="list-style-type: none"> <li>• Outline 20%</li> <li>• Final Draft 80%</li> </ul> |     |

Comparison/Contrast Essay Portfolio Grade:	10%
<ul style="list-style-type: none"> <li>• Outline 10%</li> <li>• Peer Review 20%*</li> <li>• Final Draft 70%</li> </ul>	
Cause/Effect Essay Portfolio Grade:	10%
<ul style="list-style-type: none"> <li>• Outline 10%</li> <li>• Peer Review 20%*</li> <li>• Final Draft 70%</li> </ul>	
Argument Essay Portfolio Grade:	15%
<ul style="list-style-type: none"> <li>• Outline 5%</li> <li>• Peer Review 15%*</li> <li>• Final Draft 80%</li> </ul>	
Quizzes/Assignments:	20% (3 lowest scores are dropped)
Reflections Portfolio:	10%
Attendance:	10% (3 lowest dropped)
Midterm Exam:	5%
<u>Final Exam:</u>	<u>10%</u>
Total:	100%

\*Peer Review- You must be present, in class, on the day designated for Peer Review. If you are absent, you will receive a ZERO for the assignment.

*\*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.*

#### Attendance Policy:

*You are expected to attend all classes in order to be successful in this course. However, if the occasion arises that prevents you from attending, your absence will be calculated as follows:*

Present = 100

Absent = 0

Late/Early Departure = 50

### 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.

**Essays are graded using the South Plains College English Department Rubric. The rubric may be found in the Course Resources tab.**

### Essay Portfolios Folder: (Turnitin)

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.
  - Essays may include:
    - Initial Essay Drafts
    - Peer Review Workshops
  - ALL Essays will include:
    - Outline
    - Final Draft
2. Although Turnitin accepts PDFs, I do not. A PDF is NOT an acceptable format for essay submissions. If you submit a PDF, you will be required to resubmit the essay in Microsoft Word format. If you must resubmit after the deadline, it will be considered late
3. Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.
4. **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. In order to receive credit for the Peer Review Workshop you must not only be present but also have a printed copy of your initial draft with a minimum of 300 words.

**Student Responsibilities:** Students are expected to:

1. Be on time and regularly attend class (see the attendance policy)

2. Be responsible for the learning process, including preparation for class, such as reading and homework; participate 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; do 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, including personal laptops, iPads, or tablets, while in class**
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 and utilizing AI.
8. Ask questions when something is unclear.

**Dropping our class:** Before you withdraw from this 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\\_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu)
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- **I will not drop you from this course. You will be responsible for your own withdrawal. If you are enrolled in class on the final day, you will receive the grade you earned.**
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).
- **Withdrawing from all SPC classes:** If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by

visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

### **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.

- Communicate—if you do not understand the assignment, call or send me a message through Course Email, but do so in a timely fashion. Do not wait to call or email the day or night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- Be Respectful—Be courteous in all your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and not produce the best results.

**DO NOT RECYCLE PREVIOUSLY WRITTEN PAPERS FOR THIS CLASS:** You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.

TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized.

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

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you did not write in an essay or assignment without proper documentation. If you are not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

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

1. Using Artificial Intelligence websites or apps to generate, revise, or translate 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; **(research is not allowed in this course)**
5. Submitting an assignment for this course that you also submitted to another course without my express approval;

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 Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper

SOUTH PLAINS COLLEGE POLICIES AND OFFICIAL STATEMENTS REGARDING THE FOLLOWING CAN BE FOUND USING THE PROVIDED LINK:

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

- Intellectual Exchange Statement
- Disabilities Statement
- Non-Discrimination Statement
- Title IX Pregnancy Accommodations Statement
- CARE (Campus Assessment, Response, and Evaluation) Team
- Campus Concealed Carry Statement
- COVID-19 Statement

- Artificial Intelligence Statement