

**English 1301: Composition I**  
**Policy Statement**  
**Levelland Campus**  
**Spring 2024**

**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 003:** 11:00--12:15 MW Cm 123  
**Section 004:** 1:00-- 2:15 MW Cm 123

**Required Materials:** \***Kay McClellan: English 1301: Workbook** (at SPC Bookstore)  
\*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 he/she has completed the 5-day isolation period, the symptoms have improved, and is he/she is afebrile for 24 hours without the use of fever-reducing medication.

\*Please contact DeEtte Edens prior to your return date if you're 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 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; this means that you must write for your audience and follow the assignments

## 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 students 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 will be averaged by the above grading scale.

## **Ethics: Plagiarism, AI, and Cheating:**

\*There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're 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.

\*In this class, all drafts of papers should be saved separately to the student's folder on the hard drive of the student's computer in CM 123.

\***During the semester, if there appears to be a major discrepancy in a student's writing between what's 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, AI, 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 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;
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 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

## Please access the following link for SPC Policy on:

- \*Intellectual Exchange Statement
- \*Disabilities Statement
- \*Non-Discrimination Statement
- \*Title IX Pregnancy Accommodations Statement
- \*CARE (Campus Assessment, Response, and Evaluation) Team
- \*Campus Concealed Carry Statement
- \*Artificial Intelligence Statement

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

## 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 combative, 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: (4.3.5 Attendance)

- \*Students are expected to attend all classes to be successful in a course.
- \*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 as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.
- \*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. It is the student's responsibility to verify administrative drops for excessive absences. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

## 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.**

**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. You should 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.
  - \*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.
- \***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

### \***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 a week; resetting every Mon.

- \***To access Tutor.com:**
  - \*log into Blackboard
  - \*click on the tools option in the left-hand menu bar
  - \*click on the Tutor.com link

\***Tutor.com tutor hours:** Mon.-Thurs. 8:00 PM-8:00 AM  
Fri. 6:00 p.m.--8:00 a.m. Mon. morning

**For Questions:** email: [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu)  
or call 806-716-2538

## 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--Sections 003 & 004**  
**Spring 2024**

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

**Week 1:** Course Introduction; Logic

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

**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 003 (11:00 MW):** Mon., May 6: 10:15 Cm 123  
**004 ( 1:00 MW):** Wed., May 8: 10:15 Cm 123