South Plains College
Syllabus: ENGL 1301-153-155

Revised Jan 2025

Department: English and Philosophy
Division: Arts and Sciences
Course Number: English 1301
Course Title: Composition I
Format: Online
Campus: Levelland

Contents

Instructor: Ms. Mollie Moore

Office Location: Communication Building (CM) 102, Levelland Campus
Office Hours: Tuesday/Thursday 11:00 AM-1:00 PM (and any arranged time you may need)
Office Phone: 806-716-2444
Email: mmoore@southplainscollege.edu. *Use your SPC student email address to email me, or you can use the message system in Blackboard (I tend to check email more frequently, though). I will do my best to reply to emails within 24 hours on business days. Emails received over weekends or holidays will be answered the next business day.*
Teams: this app can be used to make an audio or video call to anyone in the SPC organization

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

Core Curriculum: this course partially fulfills Communication Core 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 and Core Curriculum Objectives

Assessment: Students must write a proctored diagnostic essay before access to the course

material is granted. The departmental essay rubric will be used to determine the extent of improvement that the students have gained during the semester.

Required Textbook (ebook):

Langan, John. *College Writing Skills with Readings*. 11th ed., McGraw-Hill: ISBN for ebook in TexBook (Inclusive Access) program: 9781266135910 <mark>(This course section has been placed in the TexBook program; the ebook is included in the cost of the course)</mark>

- McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2
- TexBook Information (Inclusive Access): https://www.southplainscollege.edu/texbook.php
- This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course and is provided for you via the Bibliu platform from Day 1 of class.
- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the BibliU support pages, or contact Bibliu support via the email: support@bibliu.com
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option and will need to purchase the content through a different method. If you opt-out, the fee will be refunded to your account.
- Useful contacts:
    - Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com
    - Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com (Phone: 806-716-2097)
    - Bibliu Support: email support@bibliu.com (Phone: 806-716-2397)

Technology Requirements:

1. **SPC username and password:** email 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).

- 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, sign in to Microsoft 365
- 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:**
   o Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Lubbock Downtown Center, Lubbock Career and Technical Center, Plainview).
   o The SPC Library maintains a limited number of Chromebooks and Wifi hotspots for students to check out. Visit the SPC Library webpage and click on Library Technology for more information.
   o 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.
   o 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. **Google Docs:** Since the advent of AI technology, I ask students to use Google Documents to write papers for this course. Google Docs allows students to prove their process of writing through the history of a document. If you do not already have a Google account, it is free to set up here: Create your Google Account

6. **Microsoft 365: Word, OneDrive, PowerPoint, Teams**: You are required to use Microsoft Word to save and turn in your papers after writing in Google Docs. As a member of the SPC community, you have free access to Microsoft 365, which includes free online access to Microsoft Word, Excel, PowerPoint, and 1TB of free online storage with OneDrive. You may use Microsoft 365 online or download it for free and install to your computer.
   o To access Microsoft 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.
   o 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.

7. **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, or username and password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:

1. **Get Help by Email:** 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.

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
- Phone: 806-716-2538

Course Organization:

- The course is organized into sixteen weeks.
- Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from 1:00 PM Tuesday to 1:00 PM of the following Tuesday.

Assignment Deadlines: The weekly assignment deadline is Tuesday at 1:00 PM with the following exceptions, which are due Friday at 1:00 PM in the weeks they are assigned:

- Outline Review Groups (each student is assigned peers' outlines to review)
- Peer Review Workshops (each student is assigned a peer's essay draft to review)

Grade Calculation:

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, initial drafts, peer review workshops, and final draft.

Exemplification Paragraph Portfolio Grade: • Outline and Outline Review Group 10% • Final Draft 90%	**5%**
Definition Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	**10%**
Comparison/Contrast Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	**15%**

Cause/Effect Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	**15%**
Argument Essay Portfolio Grade: • Essay Outline and Outline Review Group 10% • Initial Draft and Peer Review Workshop 20% • Final Draft 70%	**20%**
Quizzes/Assignments Average: (4 lowest scores are dropped)	**15%**
Midterm Exam:	**5%**
Final Exam:	**10%**
Attendance and/or Reflections Grade:	**5%**
TOTAL:	**100%**

Each week, click on the **Gradebook** link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

Essay Portfolios Folder (TURNITIN LINKS):

1. The **Essay Portfolios folder** is located in Blackboard on the **Course Content** page. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed through TURNITIN:
   o Outlines
   o Outline Review Groups
   o Initial Essay Drafts
   o Peer Review Workshops
   o Final Drafts
2. **Outline Review Groups**: these are peer review groups for the essay outlines. Students review other students' outlines and their own, focusing mainly on the thesis, topic sentences, and rephrased thesis.
3. **Peer Review Workshops**: these are comprehensive peer review experiences. Students review other students' initial drafts, rating them on the rubric criteria of unity, support, coherence, and sentence skills.
4. Always confirm that an assignment you submitted to TURNITIN was successfully uploaded. Locate your **TURNITIN digital receipt** by following instructions here: https://help.turnitin.com/feedback-studio/turnitin-website/instructor/making-a-submission/locating-digital-receipts.htm
5. After a paper is graded, go back to TURNITIN to review the grading rubric results and read the feedback I gave.

General Guidelines for Written Assignments:

1. All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: https://www.scribbr.com/mla/formatting/. Final drafts should be double-spaced, and written in a 12-point, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be one inch wide on all sides. A correct heading and running header are required. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

2. All major assignments should be submitted as Microsoft Word files (.docx). Do not submit PDF, gdoc, .pages, .odt, .rtf, or .txt files. Incorrectly submitted files are counted late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive a successful submission confirmation message from TURNITIN. Essays submitted with less than half the required word count earn a zero by default.

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."

Student Responsibilities:
1. Be on time and regularly attend class. For an online class, this means logging into the course regularly and turning in all work accordingly.
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. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
4. Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
5. Be courteous to others, especially by putting away cell phones and other distractions while in class
6. Write down all grades and apply them to the grading scale used for the class, which is shown in the 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 and unauthorized AI usage
9. Ask questions when something is unclear

Attendance:
To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.
1. Students who enroll in a course but have "Never Attended" (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
3. You must present an official SPC/school notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
4. It is your responsibility to drop the course if you stop attending.
5. I will accommodate extenuating circumstances at my discretion.

Late Work Policy

1. The late policy applies only to **major assignments** (final essay drafts and the Midterm Exam—with limits). Late work is not accepted for any reason on all other assignments, such as essay outlines, rough drafts, peer reviews, quizzes, activities, or reflections.
2. If you submit a final essay draft after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Final essay drafts will not be accepted more than one week after the deadline.
3. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

Dropping the Class: Before dropping this class, talk to me. The last day to withdraw/drop from a course this semester is listed on the academic calendar 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 available in the Blackboard Gradebook. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php. The online drop form link is in the Course Resources folder in Blackboard.

Academic Integrity: Plagiarism 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.

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 or submitting work that has been purchased, borrowed, or downloaded from another writer or from an online site or is the product of collusion with another person or mechanism;
3. Copying 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.

Academic Integrity: Artificial Intelligence

I have an ethical responsibility to ensure that all students receive credit only for work that they have originally and ethically produced, and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. Do not use AI tools (such as ChatGPT, Grammarly, Quillbot, Microsoft Editor, Draft Coach, translators, etc.) for any of these prohibited tasks:

- Allowing AI to generate any words, sentences, or written language for an assignment
- Allowing AI to "brainstorm" ideas, thesis statements, research topics, or claims
- Allowing AI to outline, organize, or otherwise direct the composition of your work
- Allowing AI to elevate, spin, enhance, or improve your own words, sentences, or ideas

Using AI to write or heavily revise your writing can lead to severe consequences, including grade penalties, zeroes, Academic Dishonesty reports, and failure or dismissal from class. AI revision tools can be useful, but in this composition course, the goal is to help YOU learn to write effectively and correctly. The lessons in this course will teach you how to write thoughtful, clearly-organized paragraphs and essays composed of well-constructed, grammatically correct sentences. If you need help along the way, don't turn to AI. Instead, make frequent (daily/weekly) use of the free tutoring resources available to SPC students. The Course Resources folder in Blackboard tells how to schedule free sessions with tutors through the SPC Writing Centers (in-person or online) or Tutor.com (online only).

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/.