ENGL-1301

Composition I (Face-to-Face)

Spring 2020

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Office Hours:

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

Scope/Purpose

The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

Core Curriculum Objectives Addressed

- **Communication 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 essays.

Required Access Code

The *Accelerate: Comp Foundations* workbook and an access code to the Mindtap English Handbook are required for this course and are included as part of your course fee. Access to Mindtap is through our Blackboard course.

Software and Computer Requirements

You are required to have access to the following technologies:

- **Computer and high-speed internet connection**—understand that computer or internet connection problems may occur for you at some point in the semester. If that occurs, **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. You can find computers and/or Wi-Fi in the following places:
    o SPC Reese Campus Student Computer Lab (806-716-4666)
    o SPC Levelland Campus Student Computer Lab (806-716-2179)
    o SPC Levelland Campus Library Computer Lab (806-716-2299) – this lab is open on Sundays also
    o Your local city library
    o Restaurants or cafes with free Wi-Fi
    o Neighbors or friends (line up at least three)
    o **Computer help:** helpdesk@southplainscollege.edu or 806-716-2600
- **Web browser--** Blackboard is designed to work best with the Mozilla Firefox browser. Mac users may use either Firefox or Safari.
- **Blackboard** account
    o For help with Blackboard, 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 email account is monitored from 8:00 am to 10:00 pm Monday through Sunday. You can expect a response within 24 hours by email.
    o You may also receive help with Blackboard by phone by calling 806-716-2180 between the hours of 8:00 am and 4:00 pm Monday through Friday except holidays.
- **Office 365 Word and PowerPoint programs** (papers will only be accepted in .doc or .docx format). As a member of the SPC community you have free access to Office 365.

- o To access Office 365, go to www.office.com and sign in with your SPC email address and password.
- o You can then click the install office link towards the top right to install the application to your computer.
- **Mindtap account** (more information can be found in Blackboard, and access is included as part of your course fee)
- **SPC student email account**—While we will be using Blackboard course messages for communication in this course, it is important that you activate your SPC student email account if you haven't already done so. Not only will you need to access your SPC email account to receive TurnItIn digital paper submission receipts for this class, but SPC also sends many important messages to your SPC email address. I recommend that you set up access to your SPC email account through a mobile phone app such as your default Mail app or the Outlook app.

The following technology is optional, but useful:

- Blackboard app for smart phones

Communication

The best way to reach me is through the Blackboard course messages tool or by stopping by my office during office hours.

I do my best to return Blackboard course emails within 24 hours, with the exception of Sundays and holidays. This is going to require some planning on your part; you won't be able to wait until the last minute to complete assignments.

We will use the Blackboard email tool exclusively for this course; you may access it via the "Course Messages" link within our Blackboard course.

How to send me a message inside our Blackboard English course:
1. Click on Course Messages under the Course Tools menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").
7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

Attendance and Participation Policy

Regular, consistent attendance is required for this course. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's

achievement. Accordingly, this course requires student attendance and participation in order for students to remain enrolled in this class.

There are several main things to remember about attendance for this course:

1. An absence is an absence—there are no excused absences, even if you have a doctor's note.

2. I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending but don't complete the coursework will receive an F at the end of the semester.

3. I *do* take attendance every class period, and your attendance will count toward your final grade. Students who do not bring their textbook, are late, or leave early will receive a zero for the day; students who are on time and present throughout the entire class period will receive a 100 for the day.

4. There are several days this semester that require special attention: the days that we'll conduct small group workshops. These are listed on the course calendar If you miss one of these, you cannot make them up, and you'll receive a 0 for the assignment. Missing these days will immensely impact your grade.

5. Late work is not accepted for any reason.

6. When you're absent, be sure to get the notes and information about what you missed from a classmate. I can't reteach the material you missed one-on-one. However, if you need handouts or assignment instructions, etc., be sure to see me during office hours.

Please notify me when you are going to be out of town for a school-sponsored event. I will let you work ahead so that you don't miss any deadlines. However, please know that no exceptions will be made to the late assignment policy.

Grading Policy

Your final grade in this course will be based upon your performance on course projects. Each area of your work will make up a specific percentage of your final grade in this course.

Final grades will be assigned based on the following percentages:

Essays	40%
Essay Exams	10%
Small Group Workshops	10%
Final Drafts	20%
Mindtap Exercises (average of all)	20%
Response Papers (average of all)	20%
Participation (average of all)	5%
Comp Foundations and Homework (average of all)	10%
Course Post-Test (Final)	5%

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to make contact.

Late Work

You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete weekly assignments.
- Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the noon deadline on Fridays.
  - **Pretend that the deadline is Thursday at midnight instead of Friday at noon.**
- Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

Methods of Evaluation

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).

- Blackboard quizzes and parts of the major exams are graded electronically and your grades will be available when I release them.

- Papers can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments. **MAJOR ERRORS are grade killers!** The major errors are fused sentences, comma splices, fragments, subject-verb agreement errors, pronoun-antecedent agreement errors, pronoun reference errors, three spelling/wrong word errors. Here's how major errors can affect your papers: if your paper has great content and contains no major errors, it could earn an A. Great content with one or two major errors would earn a B; great content with three or four major errors earns a C; five or six major errors drops it to a D; seven or more major errors receives a failing grade. In other words, don't let MAJOR ERRORS prevent your papers from earning the scores that your great content deserves! The absence of major errors, on the other hand, does not guarantee a good grade; content, organization, development, etc. must also be exemplary.

"A" Essay (Superior) To earn an "A," a paper meets all of the criteria below:

- The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).

- **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.

- **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.

- **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).

- **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:

- The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).

- **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.

- **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.

- **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).

- **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:

- The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).

- **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.

- **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.

- **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).

- **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:

- The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).

- **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.

- **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.

- **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).

- **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:

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

- **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.

- **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.

- **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).

- **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."

TURNITIN (where you submit papers in our Blackboard course):

- TURNITIN is where papers are submitted and graded inside our Blackboard course.

- Submit your papers using Microsoft Word only.

- Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.

- After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.

- Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and **I don't accept late papers**.

- Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Essays

You will be required to submit three full essays. There will be several steps to complete for each essay. The first step is the completion of a rough draft. The second is participation in a peer review session. The third is the submission of a revised draft. If you do not complete the rough draft, you won't be able to participate in peer review, lowering your grade further. Due dates and specific assignment details can be found in the module folders in Blackboard. Late work will not be accepted for any reason. Together, the initial drafts, peer reviews, and final drafts are worth 40% of your final grade. The essay rubric can be found in Blackboard.

Response Papers

You will be required to write three response papers for this course – one for each module. Instructions for these assignments can be found in Blackboard.   These assignments will be worth 20% of your final grade. I do not accept late work for any reason. The Response Paper rubric can be found in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you are also required to watch recorded video lectures. Reading and video lecture assignments can be found in Blackboard.

Mindtap Coursework

Several Mindtap exercises must be completed over the course of the semester. Availability and due dates are available on the course calendar. Mindtap exercises will help you review your grammar and help you improve your reading skills and think about the writing process.   You will access these assignments via Blackboard.   Averaged together, these assignments long with any quizzes are worth 20% of your final grade. I do not accept late submissions for any reason.

Style Guide

We will use the APA style guide for formatting and documentation in this course. Specific rules regarding this particular style guide can be found by clicking the APA Resources link in Blackboard. All documents you submit should be formatting using APA standards, and all citations you write, whether in-text or on a References page, should follow APA guidelines for citation.

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism,

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Giving an in-text citation only at the end of a paragraph.

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, text messaging, internet) 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; or
7. Copying another's work during an examination or on a homework assignment.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated.

Due Dates

Due dates are posted in Blackboard, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

As a college student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules. It is your responsibility to make sure the assignment submitted properly before the due date. Double check each assignment for proper submission. No documents will be accepted after the submission deadline has passed for any reason.

Additionally, all files must be submitted as .docx documents (Microsoft Word). I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files.

In-Class Computer and Cell Phone Use

Students will not be allowed to use personal electronics in this course, including but not limited to cell phones, tablets, or laptop computers unless previously agreed to by the instructor. Failure to adhere to this policy will affect your attendance and participation grade.   If it is a persistent issue, you will be asked to leave class.

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

Health and Wellness

Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm

Basic Needs

Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

Student Code of Conduct

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 which 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.**

Discrimination Policy

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy

In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.