

South Plains College
Course Syllabus: ENGL 0301 Developmental English
Face-to-Face
Fall 2022

Instructor: Mrs. Paige Pope

Email: ppope@southplainscollege.edu

Phone: 806-716-4889

Office: Communications-English Building 103A

Department: English and Philosophy

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:45 2:30-3:00	2:30-3:30	9:30-10:45 2:30-3:00	2:30-3:30	9:00-11:30

Course Description:

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a fundamental review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

Core Curriculum Objectives:

- **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. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use practical approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the thoughts and words of other writers in student writing using established strategies.
4. Evaluate the relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard American English.

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.

Supplies:

- Three-ring binder, paper, writing utensil, dividers (optional)

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 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, log in to [MySPC here](#)
 - 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).
 - 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
- 806-716-2600

Ebook Help:

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.

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
- Phone: 806-716-2538

Grading Policy: A final letter grade will be assigned based on this scale:

A (90-100), B (80-89), C (70-79), D (60-69), F (59-0).

Final grades will be assigned based on the following:

Major Paragraphs	30%
Paragraph Work	20%
Grammar Assignments	25%
Journals, Discussions, & Daily Work	20%
Final Exam	5%
Total	100%

It is up to you to monitor your grade and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the **My Grades** link in Blackboard.

Student Responsibilities: Students are expected to:

1. Be on time and regularly attend class
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. 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 while in class
6. 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

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
9. Ask questions when something is unclear.

Attendance Policy:

- Students are allowed **4** absences from the scheduled classes.
- Upon your 5th absence, you may be administratively withdrawn from the class.
- Please communicate with me, in advance if possible, concerning your absence.

You are expected to attend all classes in order to be successful in this course. You may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Final Exam Policy: A final exam will be given at the end of the course. Students will be exempt from this final if the following guidelines are met.

- Students who have 2 or fewer absences with a grade of and "A" or "B" the week before final exams, will be EXEMPT from taking the final exam.

Students with a grade lower than a "B" or 3+ absences will be required to take the final exam. Please be aware of your circumstance. If you are not exempt, and you do not take the final exam, your grade will be a zero in that category.

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=ZrGRbWrP6UWelqAmJdCQqVjMnZs6h15Nrs0pqCo_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.
- 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.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

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. Missing in-text citations.

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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

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.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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 Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, 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.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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.