South Plains College
Master Course Syllabus: ENGL 1301-358
Revised August 2022

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Department: English and Philosophy

Discipline: English

Course Number: ENGL 1301

Course Title: Composition I

Available Formats: conventional, online, ITV

Campuses: Levelland, Downtown Lubbock Center, , Plainview, High Schools

Course Description: This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: Students must be TSI-complete or waived in both writing and reading.

Credit: 3 **Lecture:** 3 **Lab:** 0

This course partially satisfies a Core Curriculum Requirement: Communications Foundational Component Area (010)

Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.

4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Student Learning Outcomes Assessment: A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

Textbook:
Langan, John. *College Writing Skills with Readings*. 11th ed., McGraw-Hill. **Note: This textbook is required for dual-credit ENGL 1301 courses**:

- ISBN for ebook in TexBook program: 9781266135910 (If this course has been placed in the TexBook program, the ebook is included in the cost of the course)
- ISBN for ebook NOT in TexBook program: 9781265635527
- ISBN for print textbook: 9781265635732

Supplies:
- Three-ring binder to keep class notes, PowerPoint printouts, and essay materials.

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:**
   o **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, 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:**
   o If you need to check out a Chromebook or Wi-Fi hotspot for the semester, contact the SPC Library here: https://library.southplainscollege.edu/c.php?g=1097174&p=8122883
   o Open computer labs are available free to students with an SPC I.D. on three SPC campuses (Levelland, Lubbock CTC, Plainview).
   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. **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.

   - o 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.
   - 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.

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:
- ● McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2
- ● TexBook Information (Inclusive Access): https://www.southplainscollege.edu/texbook.php
- ● TexBook Help: https://solve.redshelf.com/hc/en-us
- ● SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
   - o 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.
   - o The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
   - o 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:
- ● Visit the Tutoring Information link to view the drop-in tutoring schedule or to learn how to book an appointment:

http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- Tutor.com is also FREE to you when SPC tutors are not available. You have three hours per week for free to utilize these after-hours tutors.
    - To access Tutor.com, log into Blackboard and click on **Course Resources**. Use the Tutor.com link provided on that page.
    - Tutor.com hours:
        - Monday-Thursday 8:00 PM-8:00 AM
        - Friday 6:00 PM-8:00 AM
        - Saturday-Sunday 24/7
    - Tutoring Questions:
        - Email: tutoring@southplainscollege.edu
        - Phone: 806-716-2538

Course Syllabus and Organization:
- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the Syllabus and Schedule tab.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- A weekly planner and assignment checklist is provided for each week.

Assignment Deadlines:
- The weekly assignment deadline is Tuesday at 9:00 AM with the following exceptions, which are due Friday at 9:00 AM in the weeks they are assigned:
    - Outline Review Groups (each student is assigned a peer's outline to review)
    - Peer Review Workshops (each student is assigned a peer's essay draft to review)
- Student's have a week to turn in assignments. The assignment goes from Tuesday of the initial week to Tuesday of the following week. When the deadline for the assignment is not met then a grade of zero will be assigned.

Course Evaluation: A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below). Essay portfolio grades are usually made up of an outline, peer review workshop, and final draft.

Exemplification Essay Portfolio Grade:	**10%**

- Essay Outline and Outline Review Group 10%
- Final Draft 90%

Definition Essay Portfolio Grade:	**10%**

- Essay Outline and Outline Review Group 10%
- Initial Draft and Peer Review Workshop 20%
- Final Draft 70%

Comparison/Contrast Essay Portfolio Grade:	**12%**

- Essay Outline and Outline Review Group 10%
- Initial Draft and Peer Review Workshop 20%
- Final Draft 70%

Cause/Effect Essay Portfolio Grade:	**15%**

- Essay Outline and Outline Review Group 10%
- Initial Draft and Peer Review Workshop 20%
- Final Draft 70%

Argument Essay Portfolio Grade: **18%**
- Essay Outline and Outline Review Group 10%
- Initial Draft and Peer Review Workshop 20%
- Final Draft 70%

Quizzes/Assignments: **20%** (4 lowest scores are dropped)
Midterm Exam: **5%**
Final Exam: **10%**
Total: **100%**

*Up to 3 extra credit points may be earned by completing extra credit assignments. Extra Credit assignments are available on the **Course Resources** *page in our Blackboard course.*

*To accommodate both SPC and Idalou ISD, I will be using both platforms for my grading purposes. I will use Blackboard for the students main form of assignment turn in and grades. I will then take the cumulative grade of each Portfolio Writing and transfer that cumulative grade to Ascender. This way the student's grades in both Blackboard and Ascender will be the same (if not within several points of each other). You will be able to see your student's grades in both Blackboard and Ascender. *

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 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."

Essay Portfolios Folder:

1. The **Essay Portfolios folder** is located in Blackboard toward the top of 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 like little peer review groups for the essay outlines. Students review another student's outline 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 another student's initial draft, rating it on the rubric criteria of unity, support, coherence, and sentence skills.

Student Responsibilities: Students are expected to *[May vary by instructor but usually include the following.]*

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; 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: Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the *SPC General Catalog*:
[Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

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 of time 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. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. 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.]

Dropping our class: Before you withdraw from our 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=ZrGRbWrP6UWeIqAmJdCCqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops.
- 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.

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.

SIGNATURE SHEET FOR STUDENTS AND PARENTS.

Please complete the appropriate section(s) below and return the completed form to Mrs. Underwood tomorrow. Thank you!

I, _____ (student), have read all of the class information given to me. I know what supplies I need, I have read and understood the rules, and I am aware of the reading/writing requirements for this class.

By signing below, I agree to uphold and do my duties in class.

Signature _____ Date _____

I _____ (parent/guardian), have also read the class information. I am aware of what is expected of my son/daughter throughout this class and will do my best to make sure that he/she succeeds in class. I will email Mrs. Underwood if any problems or concerns arise.

Signature _____ Date _____