

Course Syllabus
ENGL1301: Composition I
Section 154 (ONLINE)
Lubbock Downtown Center

Instructor: Ms. Lesley Shelton, Assistant Professor

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Office Phone: 806-716-2178

FALL 2025 OFFICE HOURS

ALL Office Hours are held in LDC Office #2025.

Limited availability by appointment (F2F or ZOOM).

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 a.m.	9:30-11:00 a.m.	8:30-9:30 a.m.	9:30-11:00 a.m.	8:30-9:30 a.m.
4:00-4:30 p.m.	4:00-4:30 p.m.	4:00-4:30 p.m.	4:00-4:30 p.m.	

- I answer emails within 1-2 business days via email reply or in person communication.
- I answer most emails during office hours on Monday through Friday morning.
- I do not, as a rule, answer emails after 5:00 p.m. or on weekends.
- **Required for emails: Course + section number and subject in the subject line of your email** to me (example: *ENGL 1301-002 - Question about Week 2*).
- **All written correspondence will be sent to your official SPC email address.**

You may want to get contact info for a few of your classmates for future reference.

Name: _____ **Phone/Email:** _____

Name: _____ **Phone/Email:** _____

PREFERRED METHODS OF COMMUNICATION

Face-to-Face:

Face-to-face communication usually takes place during scheduled office hours. You need not schedule a visit during prescribed office hours; just stop by my office. If necessary, I can also accommodate a ZOOM meeting during scheduled office hours. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

Email:

Email correspondence can be very effective when used properly. Please follow the proper format for business email correspondence (appropriate subject line, salutation, complete sentences in the body, closing, and signature). You can find a good description of the expectations for professional communication here:

[How to Write a Professional Email](#).

Emails **MUST specify BOTH Course & Section number in the subject line**; if this information is missing, the email will be returned to you, no exceptions. Allow 1-2 business days for a reply. If you need to reach me right away, you may call or stop by my office during office hours.

IMPORTANT: Check Blackboard and your official SPC email (Outlook 365) regularly. All email correspondence from me will automatically be sent to your SPC email address. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

Phone / Voicemail:

If you are calling with questions during scheduled office hours (and I am not busy with another student), a quick phone call can resolve many issues. My office phone number is 806-716-2178. Voicemail can also be very effective when used properly. If you must leave a voicemail, be sure to speak clearly. Leave your **full name, course and section number, and clearly state what information you need** from me. **Include your**

SPC email address so that I may reply via email if I cannot return your call. Remember that I cannot call you back unless I happen to be in my office; this means I will NOT be returning any calls after office hours or on weekends. Voicemail messages that do not provide complete information will not be answered, so **be prepared before you place the call**. Oftentimes, an email is better suited to your needs.

ENGL1301 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.

ENGL1301 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:

- Demonstrate knowledge of individual and collaborative writing processes.
- Write essays that exhibit logic, unity, development, and coherence.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
- 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.

Required Course Materials

Textbook:

Your textbook material and required course readings are provided at no cost to you via Blackboard and OER resources. All software required for the course is provided at no cost and/or free to sign up. You do not need to make any additional purchases for the course.

Additional Supplies:

Three-ring binder or a folder (to keep course assignments and notes), notebook paper or a spiral notebook.

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. Your official email account is your lifeline to the school. 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 current SPC credentials on all SPC campuses (Levelland, Reese, Lubbock, Plainview) during the hours the buildings are open.
 - 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, 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 / IT HELP

Need help with your computer, laptop, saving or uploading files, email address, username/password, etc.?

- Email: helpdesk@southplainscollege.edu
- Call: 806-716-2600 during regular business hours

BLACKBOARD HELP

2. **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 email 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.
3. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
4. **Get Help Online:** click on [the Blackboard Help link](#) and select: Submit a Ticket.

STUDENT TUTORING

Tutoring services are FREE to all SPC students!

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses: [Tutoring Information](#); [SPC Writing Center](#)

- **Email:** tutoring@southplainscollege.edu
- **Email:** writingcenter@southplainscollege.edu
- **Phone:** 806-716-2538

Brainfuse:

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Brainfuse can be accessed through Blackboard under the “Assist” and “Tools” tabs. Brainfuse tutors are available nights and weekends:

- **Monday-Thursday 8:00 PM-8:00 AM**
- **Friday 6:00 PM-8:00 AM**
- **Saturday-Sunday 24/7**

For questions regarding tutoring, please email <mailto:tutoring@southplainscollege.edu> or call 806-716-2241.

DELIVERY OF INSTRUCTION

This is an online class. Instruction for this course is presented asynchronously, online in Blackboard. To be successful, you must login in, participate fully, and complete your work regularly.

ATTENDANCE POLICY

Students who enroll in a course and 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. In an online course, your attendance is determined by regularly logging into Blackboard, participating in activities, and submitting assignments in a timely manner.

School-Sponsored Activities & Officially Documented Accommodations

Students involved in school-sponsored activities or with officially documented accommodations must present appropriate documentation **before** they are absent from class. At that time, students may arrange to complete any in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements OR if no arrangements are made in advance of the absence, all policies in the syllabus and due dates posted in Blackboard will remain in effect.

You May Be Dropped for Excessive Absences

Students who do not login to Blackboard for a period of 10 consecutive days will be dropped from the course unless an accommodation has been approved. Students who fail to submit assignments for a period of two consecutive weeks may be dropped automatically unless you have made prior arrangements with me.

NOTE: If circumstances such as a documented family emergency, hospitalization, or an extended illness make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger’s office at 806-716-2380). Her office can help you request accommodations from your professors and connect you with resources that may help you through difficult times. **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. If no arrangements are made, all policies in the syllabus and due dates posted in Blackboard will remain in effect.

STUDENT RESPONSIBILITIES

Student Conduct: As a student, you are expected to

- Adhere to all attendance policies.
- Be responsible for your learning process: Complete all readings and homework; participate in online discussions, including asking relevant questions and being a good group member; take appropriate notes and ask for clarification when necessary; keep up with assignments and turn them on on time.
- Be respectful and courteous toward your instructor and classmates.
- Complete all assignments in accordance with the assignment prompts and instructions, including due dates, formats, and any other requirements.
- Only turn in original work that you completed yourself for graded assignments. Don’t cheat or plagiarize on any assignment. **Do not use AI apps, translation software or other apps, or any other forms of improper collaboration to complete your assignments.**
- Ask questions before an assignment has been turned in when something is unclear. Be an advocate for yourself. Your instructor is here to help you, so ask when you need assistance.

ENGL1301 COURSE EVALUATION

Course Evaluation: A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89.99), C (70-79.99), D (60-69.99), F (59.99 and below). I do not curve grades or round up averages. In this class, you will receive the grade you earn for the work you complete and turn in, subject to policies in this syllabus.

Graded Assignments:

Process Work ALL: (Perusall, Prewriting, Drafts, Peer Feedback, and Participation)	35%
Quizzes:	15%
Project 1: Standard Persuasive Essay	20%
Project 2: Multimodal Remix Project with Statement of Goals and Choices	20%
Project 3: Final – Remix Showcase	10%

*****Any Process Work assignment or Final Project that does not meet at least 50% of the minimum length requirement will receive an automatic zero.*****

Composition Requirements

1. All compositions must successfully adhere to the requirements of the assignments.
2. All compositions should use the conventions of standard grammar and formatting.
3. All compositions must properly utilize logic, facts, and argumentation to advance the thesis.
4. **All compositions must be the original work of the student submitting the work for credit.**

Essay Assessment Guidelines

Essays may earn grades ranging from A to F. **All major writing focused assignments will use APA style for document formatting and citation style (in-text & references).** 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. *Detailed guidelines are available in Blackboard.*

Process work includes most non-textbook reading assignments, in-class brainstorming, drafting, workshops, written feedback to peers, etc. This work, while informal, will be some of the most important work we do for the course. Your collective process work counts as a percentage for each project (see above), and failure to complete process work will have a significant impact on your grade. The goal of this regular writing and practice is to generate ideas, thinking on the page, not about having a finished product. Your process work grade should be a reflection of your continued engagement and preparation, not of perfection or mastery.

There will be no “extra credit” work available at the end of the semester. You earn your grade by the quality of work assigned during the semester that you turn in on time according to these policies.

LATE WORK POLICY

I do not accept late assignments except in very rare situations; therefore, if you forget to do an assignment, do not send me an email asking if you can make it up. To be successful in college, you must turn your work in on time. However, there is a built-in grace period for some assignments, with a late penalty.

If you have trouble submitting your work on Blackboard for any reason, email me before the deadline for the assignment and **include your completed assignment**, along with an explanation of the technical problem and steps you have taken to remedy the situation. As soon as possible, you must submit your assignment (the same document that you emailed) as usual. **Any deviations from this policy will result in late penalties. Any exceptions to this policy must be arranged with me before the assigned due date and time.**

Always backup your electronic files. Best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Microsoft OneDrive, Dropbox or Google Docs, a flash drive, or another mechanism. ***A lost file or a crashed computer is not an excuse for late work in this class.***

Process Work assignments must be completed by the assigned due date. Late work will not be accepted. The nature of process work and participation requires that the work is completed according to the schedule

and that you be present to participate in the group activities associated with those assignments. If you miss class, you will not earn any in-class points assessed for those assignments.

Major Projects must be submitted in Blackboard by the due date and time listed. **A Major Project will be accepted for up to 5 days after the due date, with a 10 point deduction for each day (24 hours) past the due date.** Please note that failure to submit Project 1 (persuasive essay) will prevent you from completing Project 2, resulting in course failure..

Assignments may not be accepted after the course has ended and grades have been posted.

ACADEMIC DISHONESTY

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and essays. **It is your responsibility to establish authorship of the work that you turn in.** You should keep all prewriting and notes, annotated sources, outlines, versions of drafts, and any other materials related to the assignment. Upon request, you must produce this prewriting work. Inability to produce your research, annotations, and other prewriting will be considered evidence that you did not comply with the guidelines of the assignment.

If anomalies are found in an assignment submission, that assignment will receive a zero, and the student will be notified by email that more information is needed. The student will have 48 hours from email notification to request a meeting. The student must produce all process work and prewriting materials to determine which writing concepts need to be clarified and/or to establish the original authorship of the submission. If the student fails to take appropriate and timely action, the zero will become the final grade for the assignment.

Be advised: if academic dishonesty is determined to have taken place, the assignment will receive an F and, if circumstances warrant it, you may receive an F for the semester. **You will not be allowed to submit a new draft; the zero will stand.** Furthermore, any other parts of the process work that are deemed to have been likewise plagiarized will also receive a zero. You are expected to produce your own work in this class.

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

- Using Artificial Intelligence websites or apps **to generate, revise, or translate** all or any part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and properly citing them;
- Submitting an assignment for this course that you also submitted to another course without instructor's express approval;
- Failing to provide in-text citations and/or works cited entries.

Other cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's (i.e., "ghost writing");
- Taking pictures of a test, test answers, or someone else's paper.

ALL INSTANCES OF PLAGIARISM, CHEATING, AND OTHER FORMS OF ACADEMIC DISHONESTY MAY BE REPORTED TO THE DEAN OF STUDENTS' OFFICE.

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.

"Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course" (*South Plains College Student Guide*).

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 806-716-2529 from 8:00 am – 4:00 pm for more information. Students wanting to set up a counseling session will have an option to be seen face-to-face on any campus or via teleconference.

Any student in need of food or other essentials may visit the food pantry. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **found in the [SPC Academic Calendar](#)**. It is your responsibility to withdraw from this course if you deem it necessary. Students actively registered in this class will be assigned their earned letter grade at the end of the course. Course averages are updated regularly, but it is up to you to determine whether you need to drop the class or not. You should not drop any course without speaking first with your instructor or professor, as well as a financial AND academic advisor.

For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ADDITIONAL SYLLABUS STATEMENTS

For information regarding

- **Intellectual Exchange**
- **Disabilities**
- **Non-Discrimination**
- **Title IX Pregnancy Accommodations**
- **CARE (Campus Assessment, Response, and Evaluation) Team**
- **Campus Concealed Carry**
- **COVID-19**
- **Artificial Intelligence Statement,**

use the following link: [Syllabus Statements \(southplainscollege.edu\)](#).

Ms. Shelton reserves the right to make reasonable changes in course policy at any time.