

***I hear and I forget; I see and I remember; I write and I understand.***

*Chinese proverb*

**ENGL 0301.501**  
**Basic Developmental English**  
**Course Description and General Information**  
**Monday/Wednesday 2:30 p.m. – 3:45 p.m.**  
**Fall 2017**

**Instructor:** Lynette Bowen

**E-Mail:** lbowen@southplainscollege.edu [lynette.bowen@sbcglobal.net](mailto:lynette.bowen@sbcglobal.net) (home)

**Contact Information:** 685-3749 (home) or by appointment (and I am usually available before and after class.)

**IMPORTANT:** I do not respond to texts, messages, phone calls, e-mails, etc. on Friday afternoons or Saturday afternoons. In general, you can get in touch with me between 9 am and 9 pm.

**How succeed in ENGL 0301:**

1. Be on time to class, every time.
2. Complete all work on time, every time.
3. Do quality work.
4. Participate and ask questions!

**A. Required Texts:**

- \**Grassroots with Readings* by Susan Fawcett, 11th edition, loose-leaf **NEW ONLY**
- \*Aplia software – bundled with your textbook. **Keep all folders!**
- \*3-ring notebook for your textbook
- \*3-ring binder (one inch), with seven indices
- \*Paper and pen/pencil
- \*Optional: highlighters, sticky notes, and a day planner/calendar

**B. Catalog Course Description:**

This course is a developmental course for students who do not pass the English portion of the TSIA and are selected to participate based on their score. This course is designed to provide preparatory work for students to be able to succeed in ENGL 0302 and then college-level English courses. It offers a review of English grammar and the processes of reading and writing through paragraph writing and short analytical reading. *This course will not satisfy graduation requirements.*

**C. Instructional Objectives:** By the end of the semester, students should:

1. be able to demonstrate proper use of grammar skills at the sentence and paragraph levels.
2. be able to write organized, unified, and coherent paragraphs.
3. be able to revise paragraphs to improve their presentation of ideas.
4. have written the equivalent of at least 4 formal paragraphs, plus other writing.

## **D. General Policies**

1. Class begins and ends on time. If the door is shut when you arrive, it is because class has already started. Do not come in. You are already counted absent. It is inconsiderate to me and the other students to interrupt us with your tardiness.
2. Do not leave once class has started. Again, this is rude for me and for the other students. If you feel you must leave, do not come back into class. You will be counted absent.
3. Turn in all assignments on time. **I do not accept late work.**
4. If you miss class, turn in your work BEFORE the next class in order to receive credit for that assignment.
4. THERE ARE NO EXCUSED ABSENCES. An absence is an absence.
5. If you have four absences, you will be dropped from the class.
6. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made*. Check the syllabus and with me for assignment information. Also, once we are set up in Aplia, I will post homework there.
7. **No cell phones, pagers, musical devices, ear jacks, and/or other personal electronics during class.** If you cannot do without these things for the duration of the class, then do not come to class (but remember the policy concerning absences).
8. **Turn ALL ring-tones, buzzers, bleeps, and cool sound-effects OFF when you are in class.**
9. All students will take the final exam at the scheduled time.

*Very Important!*

10. Participation makes the class better for everyone. I expect students to have questions—that means you are thinking! There are no stupid questions in my class.

## **E. Homework Expectations**

### **Textbook Assignments**

You will have regular assignments from your textbook. I expect you to complete every part of every assignment. Homework is graded as a 100 (if assignment is complete) or a 0 (if even one blank is left empty). HOWEVER, I do not expect you to get every exercise correct all the time. If you are unsure of an answer, make the best guess you can, then mark that question. At the beginning of the next class, I will do a homework completion check, then will give you the opportunity to ask whatever questions you want about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

### **Aplia on-line assignments**

You will have regular Aplia assignments. I will activate specific assignments each week that you must complete according to the time set by Aplia. These assignments will be graded. I will give you instructions as we progress through the semester.

Your square folder has part of your Aplia code – DO NOT throw it away! We will take time to go to the computer lab and set up your Aplia account. I will give you more specific information later.

## Computer Lab and On-line Information

**\* If you choose not to complete Aplia assignments, you will not pass the class.**

*You are responsible for*

Your SPC e-mail account information

Your SPC password

Your Aplia password

**\*\*\*\*\*I do not have any information about any passwords and cannot help you  
if you do not have your passwords!\*\*\*\*\***

*All official SPC information needs to be communicated through SPC's e-mail system.* If you need to get in touch with me, send it to my SPC account ([lbowen@southplainscollege.edu](mailto:lbowen@southplainscollege.edu)). I also recommend that you send any info to my home account ([lynette.bowen@sbcglobal.net](mailto:lynette.bowen@sbcglobal.net)). Likewise, if I need to get in touch with you, I will send a note to your SPC e-mail account.

For Aplia assignments, you are allowed two “free passes.” These can be used if you have computer glitches. If you do not use your free passes, I will drop the two lowest grades of your Aplia work.

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC computer. Just remember that your computer assignments must be completed *whether or not you have a computer at home.*

If you feel that you need some extra help with typing and keyboarding skills, here are some helpful sources for you:

\*Go the Tutoring Center. It has a very good online typing tutorial.

\*Go to one of the following free websites:

-nimblefingers.com

-mrkent.com

## F. Grades

Homework and Journal Writing	5%
Tests and Quizzes	20%
Aplia assignments	30%
Writing (including pre-writing, writing, revising, and final copy)	30%
Final Exam (Grammar and Writing)	15%

*You must pass this course with a C or better to move into ENGL 0302.*

### **Extra Credit**

You must have CREDIT before you get EXTRA CREDIT! This is NOT a substitute for your required work—it is IN ADDITION to your required work!

Choose any book you want off of the Reading Rack at the front of the classroom. For every 30 pages you read, you earn 5 points. This will be added in with your homework completion grade. You will need to fill out a short reading form to let me know what you have read.

Please return any book you borrow in a timely manner.

### **G. Notebook Sections**

Class Information  
Assignment Sheets  
Handouts  
Journal Writing  
Work in Progress  
Finished Work  
Notes

### **H. How to Turn In Formal (Typed) Written Assignments**

Formal written assignments must be:

- A. typed
- B. double-spaced
- C. 12-pt Times Roman
- D. 1-inch margins
- E. no fancy fonts or graphics

How to do your header:

Your first name and last name

Professor Bowen

ENGL 0301

Date

<i>top sheet</i>	final copy is ALWAYS on top
	rough drafts/edits (at least 3, preferably more)
<i>bottom sheet</i>	ALL of your prewriting notes

### **I. How Do You Move into English 1301—Composition I?**

To move into English 1301 (Freshman Composition), you must:

1. Pass the Writing **and** Reading sections of the TSI

OR

2. Pass ENGL 0302 with a **B and, if applicable**, pass READ 0301/EDUC1100 with a B (or pass the Reading test on the TSI).

### **K. Statement of Nondiscrimination:**

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.

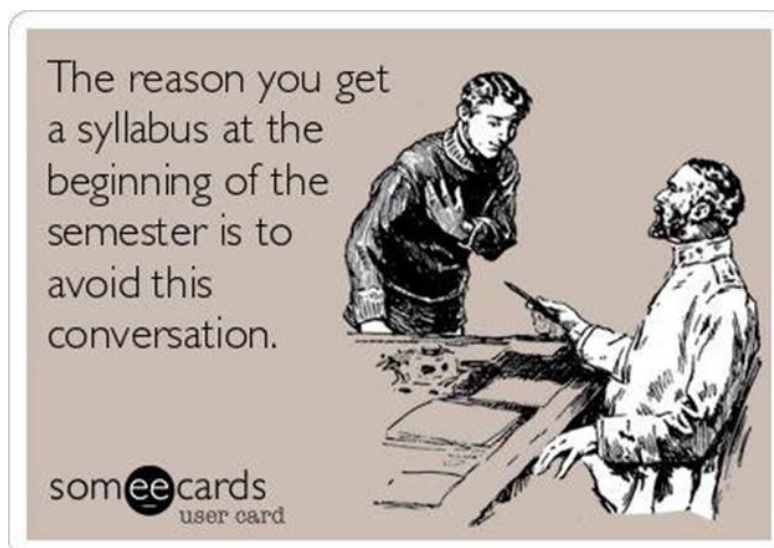
### **L. Americans with Disabilities Act (ADA) Statement**

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 through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

**M. 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](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.



---

**ENGL 0301.501**  
**Developmental English**  
**Fall 2017**  
**Lynette Bowen, Instructor**

**I have read this syllabus, course description, and campus handgun policies and procedures.**  
**I understand and accept all policies and procedures as described.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***J hear and J forget; J see and J remember; J write and J understand.  
Chinese proverb***

**ENGL 0301  
Basic Developmental English  
Tentative Syllabus  
Lynette Bowen, Instructor  
Monday/Wednesday 2:30p.m. – 3:45 p.m.  
Fall 2017**

How to Succeed in Class:

1. Be on time, every time.
2. Come to class prepared, on time, every time.
3. Come ready to ask questions, discuss, and take pop quizzes.

Week 1	Aug 28 & 30	Introductions, course information, syllabus Set up notebooks e-mail assignment Chapter 1: The Writing Process Chapter 2: Prewriting to Generate Ideas
Week 2	Sept 4 & 6	<i>Monday – Labor Day Holiday – no classes</i> Chapter 29: Capitalization Chapter 34: Spelling Chapter 35: Look-Alikes/Sound-Alikes
Week 3	Sept 11 & 13	Chapter 3: Developing Effective Paragraphs From Chapter 5: Illustration paragraph work Aplia assignments
Week 4	Sept 18 & 22	Chapter 3: Developing Effective Paragraphs Chapter 9: Subjects and Verbs Aplia assignments
Week 5	Sept 25 & 27	Chapter 3: Developing Effective Paragraphs Chapter 9: Subjects and Verbs Chapter 10: Avoiding Sentence Fragments Aplia assignments
Week 6	Oct 2 & 4	From Chapter 5: Illustration paragraph due (first formal writing) Chapter 4: Improving Your Paragraphs Chapter 10: Avoiding Sentence Fragments Aplia assignments

Week 7	Oct 9 & 11	Chapter 4: Improving Your Paragraphs From Ch. 5: Description paragraph work Chapter 10: Avoiding Sentence Fragments Chapter 11: Present Tense (Agreement) Aplia assignments
Week 8	Oct 16 & 18	Chapter 4: Improving Your Paragraphs From Ch. 5: Description paragraph work Chapter 10: Avoiding Sentence Fragments Chapter 11: Present Tense (Agreement) Aplia assignment
Week 9	Oct 23 & 25	From Ch. 5: Description paragraph due (second formal writing) Ch. 12: The Past Tense (Aplia only) Ch. 13: The Past Participle in Action Aplia assignments
Week 10	Oct 30 & Nov 1	From Chapter 5: Process paragraph Ch. 13: The Past Participle in Action Ch. 16: Coordination Aplia assignments
Week 11	Nov 6 & 8	From Chapter 5: Process paragraph Chapter 13: The Past Participle in Action Chapter 16: Coordination Aplia assignments
Week 12	Nov 13 & 15	From Chapter 5: Process paragraph Chapter 16: Coordination Chapter 17: Subordination Aplia assignments
Week 13	Nov 20 & 22	From Ch. 5: Process writing (third formal writing) Chapter 17: Subordination <i>Thursday – Thanksgiving – no classes</i>
Week 14	Nov 29 & 29	Chapter 17: Subordination Summary writing Aplia assignments
Week 15	Dec 4 & 6	Chapter 18: Avoiding Run-Ons and Comma Splices Chapter 30: Commas
<b>Final Exam</b>	<b>Monday, December 11</b>	<b>1:00 – 3:00</b> and summary writing paragraphs due



*You will have assignments, quizzes, and tests in addition to those listed above.*