

Course Syllabus

ENGL 1301 (3:3:0)

Sections 203, 208, and 209

Composition I

Instructional Area: English

South Plains College

Division of Arts and Sciences

Department of English

Reese Center

FALL 2017

Instructor: Ms. Lesley Shelton

Please tear this page from the packet and return it, signed, to the instructor. Keep your copy of the policy statement (syllabus) for reference throughout the semester.

My signature below indicates that I have read the syllabus and policies for this course, that I understand them, and that I agree to abide by them.

PRINT YOUR NAME: _____

SIGN YOUR NAME: _____ DATE: _____

COURSE: _____ SECTION: _____ SEMESTER: _____

English 1301: Composition I Course Syllabus – Fall 2017
Sections 203, 208 and 209

Instructor: Ms. Lesley Shelton, Instructor of English
Office: Room RC316K, Building 3, Reese Center, South Plains College
Office Hours: Mondays: 9:30-11:00 AM & 2:30-4:00 PM; Tuesdays: 7:30-8:00 AM;
Wednesdays: 9:30-11:00 AM & 2:30-4:00 PM; Thursdays: 7:30-8:00 AM;
and Fridays: 9:30-10:30 AM
Office Phone: 806-716-2178 (voice mail available)
E-mail Address: ls Shelton@southplainscollege.edu
NOTE: Please use Blackboard messaging to reach me for all class related correspondence.

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.

Prerequisites

- Students must be TSI-compliant in both writing and reading.
- International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

Learning Outcomes:

Upon the 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 Textbook:

Langan, John. *College Writing Skills with Readings*. 9th ed., McGraw-Hill, 2013, with optional *Connect Composition Essentials* 4-year access.

- A **new** textbook comes packaged with a **free access code** for *Connect Composition Essentials* 4—our online writing lab, where you do your homework.
- Do not remove the plastic from your textbook until you come to class and make sure that you have the right textbook.
- Do not throw away the Connect access code flyer!

Supplies:

Required – Access to computer with printer and internet access. Recommended – Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper.

Blackboard and Internet Access:

Blackboard is a website host for our class, where you view and access homework, view and print out class PowerPoint lessons, check your grades, view the syllabus, and email me.

You must have internet access to complete your homework assignments, so plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that you can use on a regular basis.

The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or <https://southplainscollege.blackboard.com>

Attendance Policy

Attendance in this class is required and necessary for your success. You should make every possible effort to attend every class. However, periodic absences are sometimes unavoidable. Read this policy carefully. If you do not understand part of the policy, ask for clarification NOW.

ABSENCES:

If you think that you will miss more than four (4) classes, I suggest that you consider dropping this class. All absences, even absences due to periodic illness or doctor's visits, are considered unexcused, except for absences related to a university sanctioned event. You need not turn in notes from the doctor to me, although an email alerting me to your absence is appreciated.

You may be dropped from the course after you have accumulated four (4) consecutive absences or five (5) non-consecutive absences. If you are dropped from the course, you will not be reinstated. If you are dropped for excessive absences after November 16, 2017, (last day to drop a course), you will receive an F for the course.

If circumstances, such as a documented family emergency or an extended illness, make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Stan DeMerritt's office) to discuss possible accommodations. Please also come and speak with me—in advance if possible—so that we can make suitable arrangements for turning in your assignments.

TARDIES:

Arriving late to the beginning of class and leaving class before dismissal are problems not only for the student, but the disruption affects the rest of the class as well. I expect your regular, punctual attendance and engaged participation in all class discussion and activities for the duration of our scheduled class time. When you are absent, you miss valuable instruction that is integral to your success! Even if you are running late to class, I strongly encourage you to come anyway. Having said that, be respectful of others; quietly enter the room and sit at the nearest desk to avoid disrupting the class.

If you arrive late to class, you are responsible for signing the class roster, or you will remain marked absent for the day (see above absence policy). If you leave class before dismissal, you will be counted tardy for that day. Three marked tardies equal one absence (see above absence policy).

NOTES, ANNOUNCEMENTS, & MISSED ACTIVITIES:

Any graded activities or quizzes that you miss due to being tardy or otherwise absent cannot be made up. You must be present and on time to receive full credit for participation.

Furthermore, you are responsible for all material presented or discussed during class, **including changes to the schedule**, even when you are absent or tardy. **You** are responsible for signing the attendance sheet to be counted present for class. You are still responsible for turning in the writing assignments and obtaining notes and/or schedule updates when you miss class. I recommend that you exchange contact information with your classmates in case you need this kind of information between classes. **I do not answer emails about what you missed in class.** However, you are always welcome to come to my scheduled office hours.

SCHOOL-SPONSORED ACTIVITIES

Students involved in school-sponsored activities must show me documentation from the appropriate coach/sponsor **before** they are absent from class. Students must make arrangements at that time for completing any in-class assignments they may miss. Keep in mind that late work will not be accepted.

Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. Grades will be updated every week or two. I recommend that you check your grades regularly.

*****All writing assignments must be turned in to pass this class.*****

Grades are assigned according to this scale:

- A Excellent work that exceeds expectations; 90% to 100% on graded work.
- B Very good work that is above average; 80% to 89% on graded work.
- C Average work that meets the basic goals of the assignment; 70% to 79% on graded work.
- D Below average work that is deficient in one or more area; 60% to 69% on graded work.
- F Unsatisfactory work that does not meet the minimum expectations of the assignment, work that is incomplete or does not follow the assignment instructions, work that is found to have been plagiarized; 0 to 59% on graded work.

Essay Assessment Guidelines:

- The "A" essay is perfectly formatted, with three or fewer spelling, wrong word and/or grammatical errors. It also has an excellent title, strong thesis, excellent organizational strategies, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- The "B" essay at the 1301 level contains all of the above with one or two more errors.
- The "C" essay has a thesis, introduction, and conclusion, but may lack support and/or has other obvious errors.
- The "D" essay contains one or more of the following problems: lack of a clear thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- The "F" essay does not meet the minimum expectations for a 1301-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.

Course Evaluation:

WRITING ASSIGNMENTS:

- #1: Diagnostic Essay
- #2: Narration/Description Essay
- #3: Comparison and/or Contrast Essay
- #4: Definition Essay
- #5: Article Summary Essay
- #6: Argument Essay

HOMEWORK, QUIZZES, EXAMS, ETC.

- Pre-semester questionnaire
- Connect Composition Essentials* 4 Homework & Quizzes
- Any in-class participation exercises and/or quizzes
- Post-semester questionnaire
- Final Exam

Assignment	Grade Calculation
Writing Assignments	70%
All writing assignments must be turned in to pass this class.	
<i>Connect Composition Essentials</i> 4 Homework	10%
Periodic quizzes & assessments	10%
Final Exam	10%

Final Exam

If you miss a maximum of two (2) classes during the entire semester and tardiness has not been a problem, or if you have an “A” average, you may be exempted from the final exam. If your course average is below 70% at the end of the semester, you will be required to take the final exam no matter what your attendance record is. Keep in mind that *****all writing assignments must be turned in to pass this class.*****

Online Homework – *Connect Composition Essentials* 4

Your weekly homework assignments will be accessed through Blackboard and must be completed by midnight on Sundays. The homework assignments will be completed on the internet at a website called *Connect Composition Essentials*, so a current subscription to *Connect Composition Essentials* is required. If you do not have a computer at home with reliable internet access, you will need to make plans to use one of the computer labs on campus, in the Technology Center or in the Library to complete your homework assignments in *Connect*.

Plagiarism and Cheating

“Offering the work of another as one’s own, without proper acknowledgment, is plagiarism” and will not be tolerated (*General Catalog*, 23). Furthermore, cheating will not be tolerated (see *General Catalog*, 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the incident, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

Late Work Policy

Unless specific guidelines are given, **I do not accept late assignments**. I will drop your two lowest *Connect* assignment grades, but you cannot “make up” any assignments. There will be no “extra credit” work to complete at the end of the semester. You earn your grade by the work you turn in that is assigned during the semester.

Cell Phones, Head Phones, Ear Buds, Laptops, and Tablets

Creating an environment free of distractions for all students is important for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. Keep cell phones on silent mode or powered off (not on vibrate mode*) and stored out of your sight during class. Cell phones may not be placed on the desks nor on the computer towers. Texting or other use of cell phones is not allowed in class. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (*Students who need to leave their phones on vibrate must visit with me to inform me of their situation.)
2. Wearing head phones or ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class. All in-class computer work will be done on the provided classroom computers.

Classroom Etiquette

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. Bring your textbook, paper, and pen to class daily. You are not allowed to share textbooks.
3. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency**. If you leave the classroom before being dismissed, you may be marked absent.
4. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.
5. Do not abuse or vandalize the classroom equipment (monitors, keyboards, etc.). Do not changing the default settings.
6. NO tobacco use of any kind or vaping in the classroom or in my office.
7. Avoid profanity. No sexually harassing language will be tolerated in my classroom.
8. Disruptive, offensive, threatening, or abusive behavior will NOT be tolerated. After one warning, you will be asked to leave the classroom. Police will be called when appropriate.

*****Students who do not comply with the above may be dropped from the course.*****

“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*, 11).

Note to Students with Disabilities

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.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Diversity Statement

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction.

Statement of Nondiscrimination

I do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

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.

*I reserve the right to make changes in course policy at any time.

English 1301 Proposed Schedule – Ms. Shelton – Fall 2017

TAKE NOTE:

1. This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and completed on the internet in *Connect* and are due by midnight on Sundays. Writing assignments are posted on Blackboard and handed out during class.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you will have to take the final exam, no matter what your attendance record is.
3. *****All writing assignments must be turned in to pass this class.*****
4. This schedule is subject to change at my discretion. Schedule changes will be announced in class. If you are absent, you will want to check with one of your peers to see what you missed.

Proposed Schedule

Week #	Lesson Topics
Week 1	Day 1: Course Syllabus
	Day 2: Self-efficacy survey; Log in to Blackboard, Email assignment, Bring textbook to next class
Week 2	COMPUTER LAB RC829 McGraw Hill Connect Assignments; Diagnostic Quiz;
	Ch. 2: The Writing Process
Week 3	Ch. 3: The First & Second Steps in Essay Writing Assignment: Writing #1 - Writing about Writing
	Ch. 4: The Third Step Organization and using an outline
Week 4	Ch. 5: The Fourth Step (Revising & Editing) In-class Assignment: Revise/edit 3 sentences from your draft
	Writing #1: FINAL DRAFT DUE Ch. 7: Intro to Essay Development
Week 5	Ch. 9: Narration Assignment: Writing #2 - Narration Essay
	Ch. 6: Four Bases for Revising Essays, pt. 1 Bring your pre-writing and/or rough draft to class
Week 6	Ch. 6: Four Bases for Revising Essays, pt. 2; Bring your complete first draft to peer review.
	Writing #2: FINAL DRAFT DUE Grammar: Ch. 23, 24, 25 - Sentences

Week #	Lesson Topics
Week 7	Ch. 13: Compare and/or Contrast Assignment: Writing #3 - Compare/Contrast Essay
	Grammar: Ch. 26, 27, 28 - Verbs
Week 8	Grammar: Ch. 29, 30 - Pronouns
	Writing #3: FINAL DRAFT DUE
Week 9	Ch. 14: Definition Assignment: Writing #4 - Definition Essay
	WORKSHOP: Bring your outline to class to receive feedback from peers.
Week 10	Ch. 21 - Using the Library; Library Day - How to find sources for your evidence-based writing
	Writing #4: FINAL DRAFT DUE Identifying different sources (MLA Format DAY!!!)
Week 11	Ch. 18: Writing a Summary Assignment: Writing #5 - Article Summary Essay
	In class: Close reading the article. (Group work for participation grade)
Week 12	Grammar: Ch. 37, 38, 39, 40 – Punctuation Integrating quotations into your writing
	Writing #5: FINAL DRAFT DUE
Week 13	Ch. 16: Argument Assignment: Writing #6 - Argument Essay *Email your topic idea by Tuesday night for approval*
	HOLIDAY - Thanksgiving
Week 14	Grammar: Ch. 41, 42, 43 - Word Use Email your topic idea by Sunday night for approval.
	MEET IN COMPUTER LAB RC828: Find two sources for your essay. Begin choosing quotations as evidence.
Week 15	Peer Review Day
	Writing #6: FINAL DRAFT DUE Final Exam Review
Week 16	Final Exams
	Final Exams