

**English 1301: Composition I Course Syllabus – Spring 2018**  
**Reese Campus Sections: 203, 204 and 212**  
**Lubbock Center Sections: 274 and 275**

**Instructor:** Ms. Lesley Shelton, Instructor of English  
**Primary Office:** Room RC316K, Building 3, Reese Center, South Plains College  
**Office Hours:**  
**Reese Campus:** Mondays: 1:30-2:30 PM; Tuesdays: 2:00-2:30 PM & 4:00-4:30 PM;  
Wednesdays: 1:30-2:30 PM & 5:30-6:00 PM; Thursdays: 2:00-2:30 PM &  
4:00-4:30 PM; and Fridays: 9:00-10:00 AM (split between Reese & Lubbock)  
**Lubbock Center:** Mondays: 8:45-9:15 PM; Tuesdays: 9:00-9:30 AM & 12:15-12:45 PM;  
Thursdays: 9:00-9:30 AM & 12:15-12:45 PM; and Fridays: 9:00-10:00 AM  
(split between Reese & Lubbock)  
**Office Phone:** 806-716-2178 (voice mail available)  
**E-mail Address:** [lshelton@southplainscollege.edu](mailto:lshelton@southplainscollege.edu)

**Email Correspondence:**

When sending email correspondence, you MUST include your course number and section in the subject line. This is required and no exceptions will be made. Every email you send me MUST contain the course number and section for your class in the subject line or the email will be returned to you to resend with this information. You may also send me messages through Blackboard email if you prefer. Please allow 24-48 hours for a reply. If you need to reach me right away, I suggest that you come to my office hours, which I hold daily.

**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 3000-words in graded essays & writing assignments.

**Required Textbook:**

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

- A **new** textbook comes packaged with an **access code** for *Connect Composition Essentials*—our online writing lab, where you do your Connect 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. There are weekly graded assignments on Blackboard.

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

The SPC Levelland campus library lab is 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 (including your class & section #) 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. I will send you an email notification if I have dropped you from the class. Do NOT assume that I have dropped you. If you are not planning to finish the course, you should drop yourself.

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. Lynn Cleavinger's office at 806-716-2380) 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. 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 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.** Please refer to Blackboard and/or the syllabus for this information. However, you are always welcome to come to my scheduled office hours for this information.

### **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.

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 – Low Stakes:***

**10% Total**

Your final grade will be calculated using your best two grades (the lowest grade will be dropped). Each writing assignment will be worth 5% each.

- #1: Explication Brief
- #2: Researched Argument Outline
- #3: Reflexive Cause and/or Effect Brief

***WRITING ASSIGNMENTS – High Stakes:***

**60% Total**

**\*\*\*All “High Stakes” writing assignments must be turned in to pass this class.\*\*\***

- #1: Annotated Bibliography (4-6 sources) 20%
- #2: Article Summary/Review Essay (750-900 words) 20%
- #3: Researched Argument Essay (1000 words) 20%

***HOMEWORK, QUIZZES, EXAMS, ETC.***

- Connect Composition Essentials* 4 Homework & Quizzes
- Mid-Term Exam
- Final Exam

***UNGRADED PARTICIPATION***

- Pre-semester questionnaire
- Post-semester questionnaire
- Any in-class participation exercises and/or quizzes
- Attendance and attitude in class is also considered.

<u>Assignment</u>	<u>Grade Calculation</u>
Writing Assignments	70%
<i>Connect Composition Essentials</i> 4 Homework	10%
Weekly Discussion Board (Blackboard)	10%
Mid-Term and Final Exams (5% each)	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 “high stakes” 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. If your phone becomes a distraction to me or anyone in the class, I will ask you to leave and you will be counted absent for the day.
2. Wearing head phones or ear buds is not permitted during class.
3. While you may work on your personal laptop during class, I expect you to use your computer **ONLY** for what we are working on in class that day. If you want or need to work on something else during my class time, I ask that you do it elsewhere. If your computer use becomes a distraction to me or anyone in the class, I will ask you to leave and you will be counted absent for the day.

### **Classroom Etiquette**

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

1. Show respect—for yourself, your classmates, and for me.
2. Come to class prepared to work. Bring your textbook, paper, and pen to class daily.
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 change the default settings.
6. NO tobacco use of any kind or vaping in the classroom or in my office.
7. No sexually harassing language will be tolerated in my classroom. Avoid profanity.
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](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.