

**English 1301**  
Policy Statement and Syllabus  
Summer 2018

Instructor: Rob Knight

Contact: Via a message through the “Message” module on Blackboard.

Scope/Purpose

The purpose of English 1301 is to help students develop their writing and reading skills to a level that is appropriate for college standards. The major essays will involve the writing process where students brainstorm, draft, revise, and edit before turning in, using a recursive process to improve their papers. Students will integrate class readings with the writing assignments.

**This is an online course that has firm due dates. THIS IS NOT A SELF-PACED COURSE WITH OPTIONAL ASSIGNMENTS. THERE WILL BE WORK DUE ALMOST EVERY DAY OF THE WEEK.**

**Texts**

None required

**Requirements**

Students will write a paragraph and three major essays. **The final exam is optional.** All papers will be typed, double-spaced, using a 12 pt. Times New Roman Font. MLA documentation style will be used for any quoting.

Additionally, there will be 4 grammar quizzes and discussion boards (as the instructor deems necessary).

Essay and writing assignments will be evaluated according to the following criteria:

1. Using the conventional standards of grammar (not journalistic)
2. Using the appropriate method of development
3. Organizing the paper and maintaining coherence.
4. Supporting the argument with logic and facts that persuade.  
(see grading rubric on Writing Essays module.)

### Grading Breakdown

Unit	Draft	Peer Revision	Final Essay	Total
Paragraph	10	15	75	100
Narrative, Descriptive, Definition	25	25	100	150
C/C, C/E, PA	25	25	150	200
Argumentation	25	25	200	250
Grammar/Mechanics				250
Discussion Boards/Participation				50
Final Exam-- Optional				
Total Points				1000

A = 900 - 1000
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = 599 and below

### **Student Learning Outcomes:**

- 1. Understand that writing is an interactive process that includes prewriting, writing, and revision, and applying those principles to the assignments/papers**
- 2. Develop a paper in an appropriate and logical order/structure/mode**
- 3. Use revision to rectify structural, unity/focus, developmental, grammatical, or mechanical issues with a paper**
- 4. Analyze and appreciate professional writers' work by understanding its message, how it communicates, and how it impacts the reader**
- 5. Apply the principles of logic to the writing in order to make its communication more efficient, coherent, and powerful**
- 6. Understand and apply the grammatical and mechanical elements of writing in order to promote effective and powerful communication.**
- 7. Make constructive suggestions for others' work during Peer Editing or other critiques or presentations**
- 8. Do group work by working with other members of the class in order to complete the assignment by contributing to the project while interacting with other members of the group in order to do so.**

### **Absence/Performance Policy**

Punctual and regular class attendance is required of all students attending this course through South Plains College, and the State of Texas. Students are responsible for all class work covered during absences from class. Papers are due on scheduled dates, regardless of a student's absence. "Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course" (SPC General Catalog pg. 20). After four absences students will be withdrawn from the course. If something major is happening in your life, please let me know as soon as possible. **If a student fails to turn in 4 assignments in a row, he or she will be dropped from the course.**

**Assignments must be turned in on time; after the deadline, late work will only be accepted for the next two days (this includes weekends). After the third day, the grade will automatically be a 0. This does not apply to essays!!!**

### **Plagiarism**

**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 it.**

Students must turn in drafts of their papers. This ensures that a student is producing work alone.

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

- 1) Turning in a paper which 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; or
- 4) Giving a footnote only at the end of a paragraph, even if the paragraph is completely paraphrased from one source.

### **Cheating**

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; or
- 7) Copying another's work during an examination or on a homework assignment.
- 8) Having someone else write a paper for a grade.

### **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. For more information, call or visit the Disability Services Office at Reese Center Building 8, 806-716-4675.

### **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.

### **Statement of Diversity**

In this class, the instructor will 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 of us to learn about others, about the larger world, and ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## ENGL 1301 Calendar

- June 4—1) Send message to instructor - follow instructions in email from instructor  
2) Read the information in the On Writing Essays Module—Introduction, Thesis, Body, Conclusion, College Essays, MLA/APA format  
3) Create a Thread in the Discussion Board Module and introduce yourself to your classmates--Name, hometown, future career aspirations and three things in the world today that bother you.
- June 5—Begin work on Personal Paragraph. See instructions in Personal Paragraph module.
- June 6—Review information in Grammar module on Comma Splice, Run-on (fused sentence), and Fragment
- June 7—Rough draft of Personal Paragraph for peer review due by **11:59 AM**. Peer Revision will be done in a discussion board. Make sure to upload your document into the discussion board by creating a new thread and copying or attaching your paragraph. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened.
- June 8—Peer Review is due by **11:59 AM**. Find the entry with your name on it. Complete peer revision. The peer revision document is in this unit. Be sure to answer all the questions on the document.
- June 9—Personal Paragraph due by **11:59 PM**. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened.
- June 11—Read information in Narr, Desc, Def module on the narrative, descriptive, and definition essays.
- June 12—Take grammar quiz over Comma Splice, Run-on and Fragment between 8 am and 8 pm. You only have 15 mins. to take this.
- June 13—Review information in Grammar module on Subject-Verb and Pronoun agreement.
- June 14—Submit rough draft of essay by **11:59 AM**. Peer Revision will be done in a discussion board. Make sure to upload your document into the discussion board by creating a new thread and copying or attaching your essay. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened
- June 15—Peer Review is due by 11:59 AM. Find the entry with your name on it. Complete peer revision. The peer revision document is in this unit. Be sure to answer all the questions on the document.
- June 17—Essay 1 is due by **11:59 PM**. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened.
- June 18—Read information in C/C, C/E, PA Module on compare/contrast, cause/effect/ and process analysis essays.
- June 19—Take grammar quiz over S/V and Pronoun agreement between 8 am and 8 pm. You only have 15 mins. to take this.
- June 20—Review information in Grammar module on Commas and Punctuation.
- June 21—Submit rough draft of essay by **11:59 AM**. Peer Revision will be done in a discussion board. Make sure to upload your document into the discussion board by creating a new thread and copying or attaching your essay. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened
- June 22—Peer Review is due by 11:59 AM. Find the entry with your name on it. Complete peer revision. The peer revision document is in this unit. Be sure to answer all the questions on the document.
- June 24—Essay 2 is due by **11:59 PM**. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened.
- June 25—Read information in Argument module on Argument Essay and MLA/APA formatting.
- June 26—Take grammar quiz over Commas and Punctuation between 8 am and 8 pm. You only have 15 mins. to take this.
- June 27—Research using the SPC catalogue. Use SmartStarts to get started. Download articles to your computers.
- June 30—Rough draft due by **11:59 AM**. YOUR PAPER MUST BE IN .doc, .docx, or .rtf (rich text format). You will not get a grade if your paper cannot be opened.
- July 2—Peer Review due by **6 PM**.
- July 3—Take grammar quiz over MLA/APA formatting.
- July 5—Essay 3 due by **11:59 PM**.
- July 9—Final exam