

# *English 1301 Syllabus (Summer 2019)*

---

**Instructor:** Caleb N Humphreys

**Office:** Reese, Building 3, #318A

**Office Hours:** By appointment

**EMAIL:** [chumphreys@southplainscollege.edu](mailto:chumphreys@southplainscollege.edu)

**Phone:** (806) 716-2537

**\*Email is the best way to contact me.**

---

## Catalog 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.

## Purpose

Freshman Composition is arguably the most important preparatory course that students will take. This course is, at its heart, both an introduction to college and to academic writing. The intention of this course is to help students begin to think of themselves as college students and, more importantly, as writers. This course will supply students with the necessary tools to succeed in other courses and provide a strong foundation for success throughout college and beyond. Furthermore, students will learn to understand writing as a process, a skill that takes practice.

## Required Texts

No textbook is required for this course. However, you will have readings that will be posted to Blackboard.

If you need supplemental instruction, consider *College Writing Skills with Readings* by John Langan. 978-0078036279

## Objectives

The late writing scholar Donald Murray explains that we write “to learn, to describe, and therefore to see, to entertain, to inform, to persuade, to celebrate, to attack, to call attention, to think, to make money, to promote, to advocate, to connect, to relate, to make, to share. But always behind each writing purpose is the secret excitement of discovery: the word, the line, the sentence, the page that achieves its own life and its own meaning.” In this course, students will explore the reasons why writers write and the many genres they use to express their ideas. Through critical reading and writing, discussion, peer review, and classroom exercises, students will develop the skills necessary to express their ideas across a variety of genres.

## Outcomes

Upon 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 American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

## Essays

Students will write five essays. Good writing is a process and the essays must show evidence of this process. Essays written in this course will start in draft form. The first draft of an essay will only be graded for completion. This will give students the chance to practice the writing process and to improve on the essay through workshoping with peers, suggestions from the instructor, and self-analysis. The second draft will be graded.

## Late Work Policy

**Late work will not be accepted** unless there are extreme circumstances. You **cannot** make up the research paper or the final portfolio.

## Grading of Course Work

Grammar and Reading Quizzes	15%
Personal Narrative	10%
Cause and Effect	10%
Advertisement Analysis	10%
Persuasive Essay	10%
Argumentative Research Paper	20%
Final Portfolio	10%
Process Work and Homework	15%

If your grade is border-line, I may take your attendance, participation, and attitude into consideration when deciding whether to assign the higher or lower grade. Any missing major assignments will not benefit you in this decision.

## Submitting Essays

You will submit papers and reading responses under the Writing Assignments tab on Blackboard.

- Papers must be saved and submitted as Microsoft Word files (.doc or .docx). These are the only formats that Turnitin will readily accept.
- If I can't open your file, it will receive a zero.
- All written work must be formatted according to MLA style.

- Once your paper has been graded, you will be able to view my feedback

## Grade Availability

As this is a Blackboard course, you will always have access to your current grades. Simply click on the My Grades link to view individual assignment grades and your current course grade. You should check your grades weekly.

## Grading Timeline

Essays may take up to a week (or sometimes more) to be graded. As soon as your essay is graded, it will be available under the My Grades tab. You can also review feedback for your essays.

## Late Work Policy

**Late work will not be accepted. All major assignments are listed on the schedule below and you have several weeks to work on each of these.**

## Methods of Evaluation

Student work is evaluated by means of A, B, C, D, and F: Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades only.

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – ☹

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

1. Use of the conventions of standard grammar.
2. Use of the appropriate method of development for the assignment.
3. Use of the principles of unity and coherence.
4. Use of logical, factual arguments to advance the thesis of the assignment.

## Attendance Policy

If you have not logged into the course by the fourth class day, your access to the course will be blocked and the Registrar's Office will remove you from the class roster. I recommend that you access English 1301 daily Monday through Thursday to complete the day's tasks or assigned readings. To be successful, do NOT procrastinate until the night before assignments are due.

## Tips for Success

1. **Professional Writing.** Your written work and communication should reflect that you are in a composition course. All essays should be written in scholarly, Standard Academic English.
2. **Communicate.** If you do not understand the assignment, call or email me. I am here to help you! Try to contact me in a timely fashion. Do not email me the night before an assignment is due. I work hard to respond to emails within 24 hours, except on the weekends.

3. **Be Organized.** Give yourself enough time to complete each assignment. Do not fall behind in the course.
4. **Be Studious.** Internet courses require self-discipline, organization, and motivation. You need to set aside time each week to “attend” this class.

## Academic Integrity

The guidelines set forth in the South Plains College catalog will be followed. From the catalog:

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

*Plagiarism* is another word for academic dishonesty and is a form of theft. All of the writing and the ideas in your writing (e.g., journals) must be your own. Any attempt to pass off the work of someone else as your own will result in an F for the course.

Failure to comply with this policy **will** result in a ‘0’ (no credit) for the assignment and can result in an “F” for the course if circumstances warrant. Please note that essays cannot be “recycled” – reusing previous essays that you have written is still a form of academic dishonesty. All writing in this class must be new and original.

## Turnitin

All essays **MUST** be submitted to Turnitin via Blackboard. An unfavorable Turnitin report may result in a zero for the assignment. Failure to upload an essay to Turnitin will result in a zero for the written work, regardless of quality.

## Blackboard, Internet Access, and Word Processors

Blackboard is the website host for our class, where you are able to view and access homework, view and print out class *PowerPoint* lessons, check your grades, view the syllabus, and utilize additional links. You will need internet access and a word processor to complete your homework assignments. If you do not have a computer or reliable internet access, you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland, Reese, or ATC campuses or find a computer with reliable, fast internet access and a word processor that you can use on a regular basis. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at: <https://southplainscollege.blackboard.com>.

Frequently, you will need to view *PowerPoint* presentations and *Microsoft Word* files, as found under the *Course Content* tab. In order to fully participate in the course, you will need access to *Microsoft Office*. SPC provides *Office 365* for free for all students. You can download the programs here:

<https://portal.southplainscollege.edu/student-services/helpdesk-information-services/Pages/Microsoft-Office-365.aspx>

## Online Etiquette

Since you are college students, you are expected to conduct yourselves professionally. Be Respectful. Show respect to yourself, your classmates, and your instructor. Be courteous and professional in all your written communication. Any student who displays rude or confrontational behavior will be permanently blocked from the course.

## 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.

## Diversity Statement

In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

## Statement of Non-Discrimination

As your instructor, I do not discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. You can find SPC's Non-Discrimination Policy Statement online.

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

# Due Dates for Major Assignments

---

Note: This is NOT your homework calendar; it is a brief overview of the major assignments due in the course. However, you can use this schedule to plan your semester.

**Personal Narrative due Sunday, 6/9 by 11:59pm**

**Cause and Effect due Sunday, 6/16 by 11:59pm**

**Ad Analysis due Sunday, 6/23 by 11:59pm**

**Persuasive Essay due Sunday, 6/30 by 11:59pm**

**Grammar Quizzes due Friday, 7/5 by 11:59pm**

**Research Paper due Sunday, 7/7 by 11:59pm**

**Portfolio Due Tuesday 7/9 by 12pm.**

There are other assignments, like rough drafts and peer reviews, that are not listed in the above schedule. Make sure that you check the weekly note each week.