

## Course Description and General Information

**SPC ENGL 1301 Composition**  
**Monday/Wednesday 1:00 – 2:15**

**SPC INRW 0300 Integrated Reading and Writing**  
**Monday/Wednesday 2:30 – 3:45**  
**Spring 2019**

**Instructor:** Lynette Bowen

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

**Contact Information:** 806-685-3749 – I am also available by appointment, and I am usually available 30 minutes before and after class.

If you text or message, you **MUST** leave your name **AND** a message. Otherwise, I cannot return your call.

**IMPORTANT:** I do not reply to texts, messages, phone calls, e-mails, etc. on Friday afternoons and Saturday afternoons. In general, contact me between 9 am and 9 pm.

**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.

**Prerequisite:** Students must be TSI-complete or meet co-req criteria.

**Credit:** ENGL 1301 **Lecture:** 3 **Lab:** 0      Passing Grade: at least a C.  
INRW 0300 **Lecture:** 0 **Lab:** 0      Passing Grade: at least a B.

### **Textbook Requirements:**

ENGL 1301 and INRW 0300 - Langan, John. *College Writing Skills with Readings*. 9<sup>th</sup> ed., McGraw-Hill.

**Supplies:** Access to computer with printer; internet access; flash drive.  
*Recommended for INRW 0300 – a 3-ring binder with 7 dividers*

**This course partially satisfies a Core Curriculum Requirement:** Communications Foundational Component Area (010)

### **Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
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.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

### 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.
5. **THERE ARE NO EXCUSED ABSENCES.** An absence is an absence.
6. If you have four absences, you will be dropped from the class.
7. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made.* Check Blackboard or with me for assignment information.
8. **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).
9. **Turn ALL ring-tones, buzzers, beeps, and sound-effects OFF when you are in class.**
10. **YOU are responsible for checking SPC e-mail and Blackboard DAILY. It is not my problem if you choose not to do this.**
11. All students will take the final exam at the scheduled time.

*Very Important!*

12. 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.

## 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.

### **Computer Use and Communications**

*You are responsible for:*

- Your SPC e-mail account information
- Your Blackboard account information

*If you have trouble with your e-mail account, contact Olga Lozano, 806-716-2601*

[olozano@southplainscollege.edu](mailto:olozano@southplainscollege.edu)

*If you have trouble with your Blackboard account, contact Amy Shriver, 806-716-2062,  
ashriver@southplainscollege.edu*

**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 contact you through your SPC e-mail account.

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*.

### Grades for ENGL 1301

*Students in ENGL 1301 will receive a grade in 1301 ONLY.*

Writing assignments	80%
short writing assignments	5%
journal writing	5%
essay packet (includes prewriting notes, at least two typed rough drafts, and the final, polished essay)	70%

*You will write at least six formal (or equivalent) essays during this semester in addition to other assignments.*

Other assignments	20%
homework	10%
Final Exam (Grammar and Writing)	10%

## Essay Grading

Color-coding for graded essays:

Blue – Excellent thesis; strong point and/or support; original thought/well-stated idea

Green – Poor grammar; incorrect spelling; wrong word choice; repetitive words and phrases; other mechanics

Pink – Need to start a new paragraph

    Need a transition word, phrase, or sentence to link paragraphs.

    Need a transition word or phrase between supporting details in paragraph.

Yellow – Unclear or illogical; contradicts previous points in your essay.

You will turn in hardcopies of your prewriting, rough drafts, and final copy in class.

You will also submit ONLY your final copy through Blackboard (electronically).

    ALL essays submitted through Blackboard MUST be in a Word document file (.docx file). If you submit through other file formats (.pdf, gdocs, .pages, .rtf, .txt, etc.), your work will not be accepted. You will have one day to resubmit your work correctly. After that, you will receive a ZERO for that essay.

You are responsible for making sure work is submitted correctly

## Header for all formal writing assignments:

First name Last name

Professor Bowen

ENGL 1301

Date you turn it in

## Other formatting:

12-point Times New Roman

one-inch margins on all four sides

one-half inch paragraph indent

left margin alignment

centered title (no bold, underlining, or italics)

## Complete hardcopy essay packet:

<i>top sheet</i>	final copy ALWAYS goes on top rough drafts (at least three, you may have more)
<i>bottom sheet</i>	ALL of your prewriting notes

*See ENGL 1301 Essay Rubric in Blackboard for essay grading scale.*

You are responsible for monitoring your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me.

*Note: The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.*

### **Plagiarism and Cheating**

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.

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

1. Turning in a paper that 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 and citing them; or
4. Missing in-text citations.

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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's work;
9. Taking pictures of a test, test answers, or someone else's paper.

### **Other Campus Policies**

#### **Nondiscrimination Policy**

The instructor will do her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

#### **Diversity Policy**

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.

#### **Campus Concealed Carry**

Texas Senate bill - 11(Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College building 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, licensed 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).

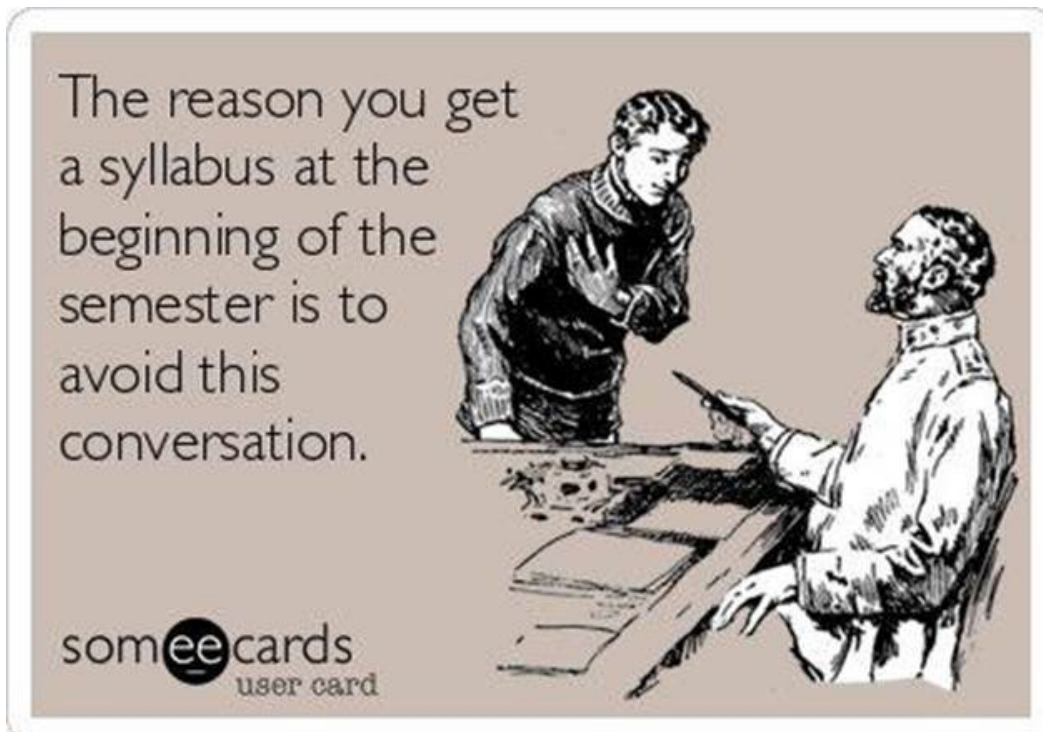
When not carried on or about a person, handguns must be in a locked personal vehicle or a locked gun safe. Pursuant to PC 46.035, *the open carrying of handguns is prohibited on all South Plains College campuses*. Report violations to the front desk security or call 911

### **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 the Plainve Center 806-716-4302 (main office) or 806-296-9611. Other disability service are available at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.



## Integrated Reading and Writing Addendum

INRW 0300 will follow the ENGL 1301 syllabus and assignments. INRW is, however, a support class for ENGL 1301, so the INRW focus will be on in-depth reading analysis, developing grammar skills, and working on a variety of writing projects.

### **Grades for INRW 0300**

*Students in both ENGL 1301 and INRW 0300 will receive separate grades for each class.*

Writing assignments	60%
short writing assignments	10%
journal writing	10%
formal writing	40%
(includes prewriting, at least two rough drafts, and final copy)	
Other assignments	40%
participation/engagement	5%
online EdReady work	10%
reading/grammar quizzes	15%
Final Exam (Grammar and Writing)	10%

### *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 your book in a timely manner.

Other extra credit opportunities may be available throughout the semester.

### **Notebook Sections**

Class Information  
Handouts  
Journal Writing  
Work in Progress  
Finished Work  
Notes

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**SPC ENGL 1301 Composition and Rhetoric, Mon/Wed 1:00 – 2:15**  
**SPC INRW 0300 Integrated Reading and Writing, Mon/Wed 2:30 – 3:45**  
**Spring 2019**  
**Lynette Bowen, Instructor**

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

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

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

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

**Tentative Student Syllabus**  
**ENGL 1301 – Composition 1**  
**INRW – Integrated Reading and Writing**  
**Monday/Wednesday 2:30 – 3:45**  
**Spring 2019**

How to Succeed in Class:

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

Week 1	Jan 14 & 16	Introductions Course Description Syllabus E-mail assignment
Week 2	<i>Monday, Jan. 21</i>	<i>No class – MLK, Jr. Day</i>
	Wed Jan 23	Blackboard overview Handbook, Ch. 23, “Subjects and Verbs”
Week 3	Jan 28 & 30	Ch. 1: An Introduction to Writing Ch. 2: The Writing Process Readings Handbook, Ch. 24, “Fragments” VARK paragraph
Week 4	Feb 4 & 6	Ch. 3: “The First and Second Steps in Essay Writing” Ch. 4, “The Third Step in Essay Writing” Ch. 18: “Writing a Summary”



		Readings Handbook, Ch. 25, "Run-Ons" <b>VARK paragraph due</b> Begin Ch. 9: Narration
Week 5	Feb 11 & 13	Ch. 4: continue Handbook, Ch. 25, "Run-Ons," continued Ch. 39: "Comma" Ch. 9: "Narration" and begin your Narrative Essay
Week 6	Feb 18 & 20	Ch. 5: "The Fourth Step in Essay Writing" Ch. 9: "Narration" and your Narrative Essay, continue Readings Handbook, Ch. 26, "Regular and Irregular Verbs"
Week 7	Feb 25 & 27	<b>Writing #2 due – Narrative Essay due</b> Ch. 5: continue Ch. 6: "Four Bases for Revising Essays" Readings Handbook, Ch. 27, "Subject-Verb Agreement"
Week 8	Mar 4-6	Ch. 6, continued Handbook, Ch. 28, "Additional Information about Verbs" Ch. 38: "Quotation Marks" Readings Ch. 14: "Definition" – begin essay
<i>March 11 – 15</i>		<i>Spring Break – No class</i>
Week 9	Mar 18-20	Ch 7: "Introduction to Essay Development" Ch. 14: "Definition" – continue Readings Handbook, Ch. 29, "Pronoun Agreement and Reference"
Week 10	Mar 25 & 27	<b>Writing #3 due – Definition Essay</b> Ch. 12: "Cause and/or Effect" – begin essay Ch. 21: "Using the Library and the Internet" Readings Handbook, Ch. 30, "Pronoun Types"
Week 11	Apr 1 & 3	Ch. 12, continue Ch. 22: "Writing a Research Paper" Handbook, Ch. 31, "Adjectives and Adverbs"
Week 12	Apr 8 & 10	<b>Writing #4 due – Cause and/or Effect</b> Ch. 16: "Argument" – begin essay Ch. 22, continue Readings Handbook, Ch. 32, "Misplaced Modifiers"

Week 13	Apr 15 & 17	Ch. 16: continue Ch. 21: “Using the Library and the Internet” Ch. 22: “Writing a Research Paper” Readings Handbook, Ch. 33, “Dangling Modifiers”
Week 14	Apr 22	<i>Easter Break – no class</i>
	Apr 24	Ch. 16, continued Ch. 22: continue Readings Handbook, Ch. 33, “Dangling Modifiers”
Week 15	Apr 29 & May 1	<b>Writing #4 due - Argument</b> Specialize Writing Ch. 17: “Taking the Essay Exam” Ch. 20: “Writing a resume and Cover Letter” SPC Scholarship Overview

**The ENGL 1301 Final Exam is      Wednesday    May 8            10:15 – 12:15 - Final Exam**

*All students must take the final exam at this time.  
You will have assignments, quizzes, and tests in addition to other ENGL assignments.*

See Course Description for grading information.

### **INRW Addendum**

INRW 0300 students will follow the same syllabus as ENGL 1301. However, they will also receive additional support for textbook assignments and for all formal writing. Finally, EdReady assignments will be added to INRW. These will align with content from the ENGL syllabus.

**The INRW final exam is      Monday, May 6            1:00 – 3:00**

*All students MUST take the final exam at this time.  
You will have assignments, quizzes, and tests in addition to other INRW assignments.*

See Course Description for grading information.