

I hear and I forget; I see and I remember; I write and I understand.
Chinese proverb

Course Description and General Information
SPC ENGL 1301
9:30 – 10:45 Composition I
Fall 2019

Instructor: Lynette Bowen

E-Mail: lbowen@southplainscollege.edu
home: lynette.bowen@sbcglobal.net

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. On other days, contact me only between 9 am and 9 pm.

A. 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: 3 **Lecture:** 3 **Lab:** 0

B. Required Texts and Materials

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 Writing 3.0* access code card.

Langan, John. *College Writing Skills with Readings*, 9th ed. McGraw Hill: 2013.
Connect Writing subscription: a free access to Connect is included with a new textbook.

Supplies: Access to computer with printer; internet access.

Optional but recommended: USB drive (about \$5 at Wal-Mart for 16 gb. I recommend a USB 3.0); 3-ring binder; highlighters/colored pens; sticky-notes; pen and pencil; note-taking paper; access to a dictionary and thesaurus.

C. Core Curriculum Objectives addressed:

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

- **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 standard written American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. At minimum, the equivalent of six 500-word essays.
- 8.

D. General Policies

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.

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. **YOU are responsible for checking SPC e-mail and Blackboard DAILY. It is not my problem if you choose not to do this.**
9. All students will take the final exam at the scheduled time.

Very Important!

10. 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.

Technology Policies: Headphones, Ear Buds, Laptops, Tablets, and SPC technology

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. When you arrive in the classroom, you will put your cell phone in silent mode (not vibrate) and place it on a designated desk in the classroom for the duration of the class period. If you keep and use your cell phone during class, you will be counted absent. If you persist, you will be asked to leave the classroom for the day. NOTE: Students who need to maintain possession of their phones during a class session must visit with me immediately to inform me of their reason.
2. Wearing headphones and ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class.

Computer Use and Communications

You are responsible for:

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

*******I do not have any information about any passwords and cannot help you if you do not have your passwords!*******

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). I also recommend that you send a copy to my home account (lynette.bowen@sbcglobal.net). Likewise, if I need to get in touch with you, I will contact you only 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 technology. Computer-based assignments must be completed *whether or not you have a computer at home*.

E. 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 all assignments are 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, write it down, then mark that question. At the beginning of the next class, I will do a homework completion check and provide you with the

opportunity to ask whatever questions you may have about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

F. Grades

- | | |
|---|-----|
| 1. Formal writing assignments/essay packets | 70% |
| <i>essay packet (includes prewriting notes, at least two typed rough drafts, and the final, polished essay)</i> | |
| 2. Daily Assignments | 15% |
| Includes, but not limited to: | |
| <i>textbook assignments</i> | |
| <i>journal writing</i> | |
| <i>speed writing</i> | |
| <i>reading/grammar quizzes</i> | |
| 3. Final Exam | 15% |

Formal Essay Grading

Color-coding for graded essays:

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

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

Yellow – 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.

Green – 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 (.doc file)*. If you submit through other file formats (.pdf, Google docs, etc.) you will have one day to resubmit your work correctly. After that, you will receive a ZERO for that essay.

Do NOT submit your essay to me through e-mail unless you have contacted me first.

Complete hardcopy essay packet in this order:

1. final copy ALWAYS goes on top
2. rough draft (at least two typed; you may have more)
3. ALL of your prewriting notes on bottom

See ENGL 1301 Essay Rubric in Blackboard for essay grading rubric.

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.*

G. 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.

H. 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.

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

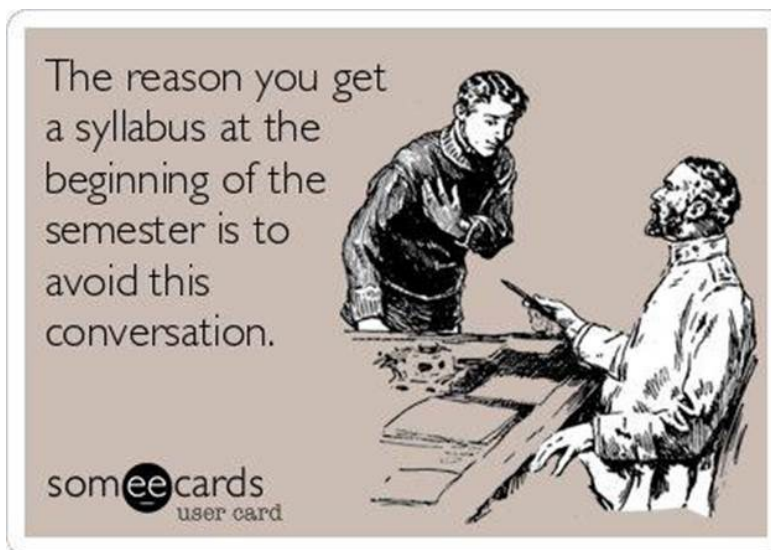
Americans with Disabilities Act (ADA) Statement

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 Plainview main office at 806-716-4302 or Dawn Valles at the Reese office at 806-716-4675. Other disability service are available at Reese Center (Building 8) [716-4606](tel:8067164606), or Levelland (Student Services Building) [716-2577](tel:8067162577).

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 Crystal Gilster, Director of Health and Wellness, at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

To view the complete Student Guide, go to: <http://catalog.southplainscollege.edu/index.php>



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SPC ENGL 1301 Composition and Rhetoric
Tuesday/Thursday 9:30 a.m. – 10:45 a.m.
Fall 2019
Lynette Bowen, Instructor

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

Printed Name: _____

Signature: _____ **Date:** _____

Optional:

I give Mrs. Bowen permission to use parts of my writing (phrases, sentences, paragraphs, etc.) as class samples. I understand that she will NOT identify me or any other student by name and will use my writing ONLY as a teaching tool.

I give permission for Mrs. Bowen to use my work in future classes as well.

I also understand that I can tell her NOT to use my writing at any point.

Whether you give permission or not, your grade will in no way be affected.

Printed Name: _____

Signature: _____ **Date:** _____

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Tentative Student Syllabus
ENGL 1301 – Composition 1
Tuesday/Thursday, 9:30 a.m. – 10:45 a.m.
Fall 2019

How to Succeed in Class: Follow instructions.

Week 1	Aug 27 & 29	Course Description & Syllabus Blackboard overview E-mail assignment Ch. 1: An Introduction to Writing Ch. 2: The Writing Process
Week 2	Sep 3 & 5	Ch. 3: The First and Second Steps in Essay Writing Handbook, Ch. 23: Subjects and Verbs Ch. 9: Narration Begin Narrative/Memoir essay assignment Lab assignment Journal writing due
Week 3	Sept 10 & 12	Ch. 4: The Third Step in Essay Writing Ch. 9: Narration/Memoir (cont'd) Handbook, Ch. 24: Fragments Lab assignment Journal writing due
Week 4	Sept 17 & 19	Essay #1 due – Narration (memoir) Ch. 4: The Third Step in Essay Writing (cont'd) Ch. 9: Narration/Memoir (cont'd) Handbook, Ch. 25: Run-Ons Lab assignment Journal writing due
Week 5	Sept 24 & 26	Ch. 12: Cause and/or Effect Begin Cause OR Effect essay Ch. 5: The Fourth Step in Essay Writing Handbook, Ch. 25: Run-Ons (cont'd) Lab assignment Journal writing due

Week 6	Oct 1 & 3	Ch. 5: The Fourth Step in Essay Writing (cont'd) Ch. 12: Cause OR Effect (cont'd) Handbook, Ch. 26: Regular and Irregular Verbs Lab assignment Journal writing due
Week 7	Oct 8 & 10	Essay #2 due – Cause OR Effect Ch. 6: Four Bases for Revising Essays Handbook, Ch. 27: Subject-Verb Agreement Ch. 14: Definition Essay Begin definition essay assignment Lab assignment Journal writing due
Week 8	Oct 15 & 17	Ch. 6: Four Bases for Reviewing Essays (cont'd) Handbook, Ch. 28: Additional Information about Verbs Ch. 14: Definition (cont'd) Ch. 21: Using the Library and Internet Lab assignment Journal writing due
Week 9	Oct 22 & 24	Ch 7: Introduction to Essay Development Handbook, Ch. 29: Pronoun Agreement and Reference Ch. 14: Definition (cont'd) Ch. 21: Using the Library and Internet (cont'd) Lab assignment Journal writing due
Week 10	Oct 29 & 31	Essay #3 due – Definition Handbook, Ch. 30: Pronoun Types Ch. 22: Writing a Research Paper Lab assignment Journal writing due
Week 11	Nov 5 & 7	Ch. 16: Argument/Civil Discourse Begin argument/civil discourse essay Handbook, Ch. 31: Adjectives and Adverbs Ch. 22: Writing a Research Paper (cont'd) Lab assignment Journal writing due
Week 12	Nov 12 & 14	Ch. 16: Argument/Civil Discourse (cont'd) Handbook, Ch. 32: Misplaced Modifiers Ch. 22: Writing a Research Paper (cont'd) Lab assignment Journal writing due

Week 13 Nov 19 & 21 Ch. 16: Argument/Civil Discourse (cont'd)
Handbook, Ch. 33: Dangling Modifiers
Lab assignment
Journal writing due

Week 14 Nov 26 Research and Library Resources

 Nov 28 *Thanksgiving Holiday – no class*

Week 15 Dec 3 & 5 **Essay #4 due- Argument**
SPC scholarship essay work

Week 16 Final Exam Thursday, Dec. 12, 8:00 a.m. – 10 a.m.

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