

Basic Developmental English
ENGL 0301.271
Spring 2020

Instructor: Katherine Jackson (she/her/hers)

E-mail: ke.jackson@southplainscollege.edu

Office Hours: By appointment

Class Time: MW 1:00-2:15, Lubbock Center, Room 128

Departments: English and Philosophy/The Teaching and Learning Center

Course Description

This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

- Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose
- Determine and use effective approaches and rhetorical strategies for given writing situations
- Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies
- Evaluate relevance and quality of ideas and information to formulate and develop a claim
- Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Edit writing to conform to the conventions of Standard English.

Textbook and Supply Requirements

The following are requirements for this course. You will need to purchase them immediately. They are available from the SPC bookstore or online.

Fawcett, *MindTap for Grassroots with Readings: The Writer's Workbook*
ISBN: 9781337614825

Purchasing:

It is not possible to pass this course without the required materials. I cannot stress this enough – do not procrastinate acquiring these items!

You can purchase your access code directly from the South Plains College bookstores on the Levelland or Reese campuses, over the phone, or through the SPC bookstore website:

Levelland Campus Bookstore: 806-716-2397

Reese Campus Bookstore: 806-716-4690

SPC Bookstore website: <http://www.sp-levbookstore.com>

Another option is to purchase Mindtap directly from the Cengage website when you access Mindtap through our Blackboard course.

Temporary Access Period: Cengage allows free temporary access to Mindtap for the first two weeks of class. Then you'll need to pay for the access code. All your work in Mindtap will be saved.

Software Requirements

You are required to have access to the following technologies:

- Blackboard
- Mindtap
- Microsoft Word

Due to formatting requirements, I require you use Microsoft Word for your writing assignments. As SPC students, you are eligible to download the entire Microsoft Office Suite for free at www.office.com/getOffice365.

Pro Tip: If you use Google Docs, you can save the file as a Microsoft Word file (ending in .doc or .docx) by going to File > Download > Microsoft Word. Most word processing software offers a .docx download function. Regardless of what word processor you use, you are expected to know how to produce it as a .docx file for grading.

Communication

The best way to contact me is via email. You can email at kejackson@southplainscollege.edu, or you can make an appointment to visit with me privately.

I will respond to e-mails as quickly as possible. Please be advised that I am busy, as you all are as well, so please allow 24 hours for e-mail response. E-mail responses will be sent to your official SPC e-mail address (if you e-mail from your gmail/yahoo/apple address, I will respond to your SPC e-mail to ensure your student privacy). **Any emails originating from a third-party e-mail address (i.e. an address that is not yours) will not be opened, read, or responded to.** If you require more urgent attention, I encourage you to text me at the above number.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. Texts should include your name and course number. E-mails should include a subject, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email

account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but SPC also sends many important messages to your SPC email address.

- Your SPC Email address is: yourSPCusername@students.southplainscollege.edu (ex.
- jsmith1234@students.southplainscollege.edu). Soon it will change to
- yourSPCusername@southplainscollege.edu without the “students.”
- Your student email password is the same as your Blackboard password. If you need help, call the SPC
- Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC and click the Unread Messages:
- South Plains College O365 link at the bottom of the page.
- You can also set up access to your SPC email account through mobile phone mail apps, such as default
- smartphone Mail app or the Outlook app.
- Check with the SPC Help Desk for assistance: 806-716-2600.

*Pro Tip: Check your email **often**. I recommend syncing it to a mail client app on your smartphone. I make every effort to stay current with emails from you – I expect the same in return.*

Attendance Policy

Students are allowed three (3) absences at no penalty. The fourth absence will result in a deduction from your overall participation grade. The fifth absence will result in being dropped from this course with an F. If you arrive more than fifteen minutes after class begins, you may be marked absent for the day. If you arrive to class after attendance is taken, it is your responsibility to make sure you were marked “present” for the day. If you are not sure how many absences you have accumulated, please notify me so I can provide you with an absentee report.

If you miss class, it is your responsibility to complete the required work for that day and get any notes, worksheets, or information that was assigned. *Pro Tip: Don't ask if we “did something important” when you miss class. I won't waste your time with unimportant things. You should check the calendar for topics covered and email me to inquire about graded in-class work.*

Your three absences are yours to do with as you wish, but I do recommend reserving these for unexpected illness or other situations requiring your absence that might arise throughout the course. I don't generally distinguish between “excused” and “unexcused” absences except for those officially sanctioned by SPC or extreme circumstances. I encourage you to be in active communication with me about the course, but I prefer that you do not bring me doctor's notes, obituaries, letters from your family, etc. If you have ongoing attendance issues, contact me privately so we can prevent you falling behind.

Grading Policy

Grades will be evaluated as follows:

A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Final grades are calculated as follows:

Writing Assignments	30%
Midterm	10%
Homework (Mindtap/Daily Work)	30%
Participation	10%
Journal	10%
Final Exam	10%

Participation

Your participation grade reflects the level of effort you apply in this course. This course relies on you! You are expected to come to class prepared – read what’s assigned, complete homework, and be ready to actively engage with the content. Participation points are lost when you’re not participating in the course to the best of your ability. This includes, but is not limited to: texting/tweeting/snapchatting during activities, doing coursework for other classes, using your laptop to do something unrelated to the course, not engaging in in-class activities, or sleeping. You may also see your participation grade fluctuate if your online coursework is not consistently completed.

Pro Tip: If you show up, resist the urge to text, listen, and participate, you’ll receive full credit. If you don’t, you won’t.

Writing Assignments

You will complete five formal writing projects for this class. For each writing assignment you are required to follow a process.

First, you must complete **prewriting activities** for each assigned project. For some assignments, this will happen in class. For others, you may have to find time outside of class. I will notify you what prewriting components are required for full credit. *Pro Tip: Whether they’re graded or not, you should always prewrite.*

Second, you must complete a **rough draft** and participate in a **peer review**. Each assignment has a due date for the rough draft ahead of the final draft’s due date. You should have a complete draft in-class. It can be handwritten, typed, or digitally available on a laptop, or carved into stone, but you *must* have a rough draft during class to receive credit. You are expected to participate in peer review to the best of your abilities. If you do not have a draft on peer review day, you can still provide meaningful feedback to your peers. I do not accept late rough drafts. *Pro Tip: Don’t skip this step. This is where okay paper become good, great, or outstanding papers.*

Finally, you will submit a **final draft**. Writing assignment final drafts must be submitted to Blackboard by the deadline. We use TurnItIn as a final draft platform to avoid plagiarism. You *must* submit the final draft to Blackboard for credit. I recommend you save the confirmation e-mail that you will receive after submission in the event of technical difficulties.

All writing assignments should be .doc or .docx files. I will not grade hard copies submitted during class. I will not grade assignments submitted via e-mail. I will not grade PDFs. I will not grade Google Docs files. I will not grade files that do not end in .doc or .docx. I will give you detailed instructions on proper submission; make sure you follow them exactly. *Pro Tip: If you aren't confident in your technological literacy, **come see me!** I am happy to help you navigate Blackboard and Microsoft Word.*

Make sure you have reliable access to a computer. If you don't have one at home, plan to use any of the various SPC computer labs before an assignment's deadline. *Pro Tip: Don't attempt to write an essay on your phone. Autocorrect is not kind.*

Late Assignment Policy:

If you submit after the deadline, 20% is automatically deducted from your grade. If your assignment is more than one week late, 50% will be deducted. In the event of technical difficulties that prevent you from online submission, email me ASAP (yes, even at 11:58 p.m.) to let me know *and* attach the assignment. This will ensure your assignment is counted on-time. I will not, however, grade emailed assignments. You're expected to upload the final draft appropriately after technical issues are resolved.

All major writing assignments must be completed in order to pass the course.

Grading Procedure:

I will provide feedback via Microsoft Word comments. I will upload your assignment with feedback to Blackboard. I encourage you to thoroughly read your feedback for each assignment, and I also encourage you to meet with me if anything is unclear.

If you would like to discuss your grade for any reason, you are welcome to do so. However – I ask that you wait at least 24 hours after the assignment has been returned to you before contacting me.

Exams

In this course, you will take a midterm and a final exam. They are both worth 10% of your final grades. You do not need to purchase any additional materials for exams – just show up with a pen.

Alternate exam periods are only granted for students who make arrangements with me before the exam date.

Journal

Early in the semester, I will distribute a list of potential journal topics. On the last day of class, your journal is due. I will provide a rubric that details the way these assignments will be evaluated. The complete journal is worth 10% of your overall course grade.

Although there may be periodic check-ins about your journal progress, it is up to you to work on this throughout the semester. Journals are not graded for grammar. These are designed to provide you with

platform to write freely without concern for “correctness.” Regardless, the final journal will be the largest single writing artifact you produce all semester; I strongly encourage you stay motivated with the journal throughout the course.

Final journals will be turned in online in a single word file by the due date.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you’re taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Cell Phones and Technology Policy

You should prevent your phone from buzzing, dinging, ringing, or vibrating in a distracting way during class. If you have an emergency, step outside the classroom to use the phone. Laptops and tablets are permitted for class related purposes only. Headphones or earbuds are not permitted during lecture unless otherwise specified. If you are using technology for something unrelated to the course, it will affect your participation grade and could potentially result in being marked “absent” for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

Student Code of Conduct

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 which 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.**

Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense.

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;
9. Taking pictures of a test, test answers, or someone else's paper.

Pro Tip: Self-plagiarism is a thing. Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course. Plagiarism will automatically result in an F for the assignment and can, in many cases, result in getting dropped from the course with an F.

SPC Writing Center

SPC provides many tutoring services (for free!), including devoted writing tutors at Levelland, Reese, and Lubbock Center campuses. I encourage you to take advantage of these services – they will only help you improve! Be aware that hours fluctuate based on tutor availability. For tutoring schedules, you can check the Writing Center's website:

<https://www.southplainscollege.edu/exploreprograms/artsandsciences/english/writingcenter.php>

Extra Credit will be available for visiting The Writing Center. I will provide details in class.

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Diversity Statement

In this course, the teacher 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 about ourselves. By promoting diversity and intellectual exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Special Services

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.

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 for assistance.