

COURSE SYLLABUS AND POLICIES

English 1301
South Plains College

Composition I
Spring 2020

PROFESSOR: Ashleigh S. Brewer
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COURSE WEBSITE: Blackboard

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CLASS MEETINGS: Mondays and Wednesdays
SECTION 002 9:30-10:45 CM 123

OFFICE HOURS: MTWR: 8:45-9:15
MW: 12:30-2:30
F: 8:30-11:30

*Also available by appointment and via Skype

Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours, on Skype, or via the telephone. But, you must communicate with me; I won't know if you're struggling in my class unless you tell me!

REQUIRED COURSE MATERIALS:

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- Microsoft Word (preferable)
- Adobe Reader (Free download online)

Folder (Something to put your papers in and keep them organized), paper (spiral or loose), a pen/pencil, and one highlighter for every class meeting.

NoRedInk Account (Free) – we will sign-up during class. (Available online)

Remind.com (Free) – we will sign-up during class (available in app, online, or via text)

[Recommended] Flash Drive/ Thumb Drive/Google Drive/Drop Box/etc. to store each of your typed assignments for this course.

*Save often to avoid heartache later: "My computer crashed with my assignment on it, so I had to start over, and that's why my paper is late," is not an acceptable excuse. Save your work in numerous places, and save it frequently. *

CATALOG 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.

STUDENT LEARNING 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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.

7. Write a minimum of six 500-word essays.

CORE OBJECTIVES

- 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
- Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

GRADED REQUIREMENTS:

Participation & Attendance	10%
NoRedInk	10%
Essay 1	5%
Essay 1 Process Work	5%
Essay 1 Reflection/Response	2%
Essay 2	8%
Essay 2 Process Work	5%
Essay 2 Reflection/Response	2%
Essay 3	15%
Essay 3 Process Work	5%
Writing Narrative & Portfolio	20%
Portfolio Process Work	5%
Final/Grammar Exam	8%

GRADE TOTAL:

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

METHODS OF EVALUATION: All assignments must be completed and turned in at the *beginning* of the class period identified on this syllabus unless otherwise noted. Major-assignment deadlines are **firm**. Late work will NOT be accepted. Failure to turn in an assignment on time will result in a grade of O/F for the assignment. Numerical grades are assigned for convenience in averaging grades only. If you are absent, you are still responsible for turning-in assignments on time, especially essays or essay components.

Failure to attend the final examination at the appointed place and time will result in a failing grade for the course, regardless of the student’s grade at the time.

ESSAY PARTICIPATION FOLDERS

Throughout the semester, students will complete numerous steps with pieces of small writing in order to complete the longer, more complex essays. Each step of the writing process is purposeful and important to crafting an essay. These steps include, but are not limited to, thesis statements, outlines, rough drafts, small group workshops, conferences, and local revisions. The items in each step will receive an individual grade, but students will also submit the process work into their individual class folder at the end of the essay. Students may use the contents of the folder in order to compose their response/reflection. Anything that a student wishes to count as part of his/her essay participation grade must be submitted into this folder by the deadline, as outlined on the course calendar. More explanation will be given at a later date. Failure to turn in an assignment on time will result in a grade of O/F for the assignment.

ESSAY FEEDBACK

Feedback is an essential and necessary part of the writing process. As such, students are required and expected to view and apply feedback from the instructor. On formal essays, students should view their

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feedback no more than one week after the post date. After that date, the essay may receive up to a 20-point reduction, at the instructor's discretion.

QUIZZES AND EXAMS: Announced and unannounced quizzes will be given throughout the semester. There will be *no* make-ups for daily quizzes, exercises, or in-class writings. Additionally, if a student is late to class, he/she will not be able to make-up the missed quiz. A student must be present to receive credit for exercises graded as quizzes.

NOREDINK HOMEWORK: Your weekly homework assignments will be accessed through NoRedInk and must be completed by 11:59 PM on Sundays. For each reading, you must complete the diagnostic (worth 100 pts); you'll complete this the week before the grammar reading. Then, during the week, you'll complete the practice for mastery (worth 400 pts). I will help you register in NoRedInk during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments. More information will be given at a later date. You'll see all of the assignments and due dates on the calendar.

ESSAY AND WRITING ASSIGNMENT EVALUATION STANDARDS:

- **The "A" essay** is perfectly formatted, with three or fewer spelling/wrong word and/or grammatical errors. It also has an excellent title, strong thesis, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- **The "B" essay** at the 1301 level contains all of the above with one or two more errors.
- **The "C" essay** has a thesis, introduction, and conclusion, but lacks support and has multiple errors.
- **The "D" essay** contains one or more of the following problems: lack of a strong thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- **The "F" essay** does not meet the minimum requirements for a 1301-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.
- o **No Essays (0):** Any essay or other assignment not submitted at the required time or that does not meet the expected standards of academic integrity will earn a "0," which will be averaged into the student's grade as such. Assignments turned in late will be graded in accordance with the procedures outlined above.

COURSE POLICIES AND PROCEDURES

ATTENDANCE: In accordance with college policy, students may be dropped from classes, at the discretion of the professor, due to excessive absences. All absences, excused and unexcused, are included in this count. **After your 4th absence (consecutive or not), you could be dropped from the class with an F or X if it is clear you will be unable to be successful in the course.** This policy is firm. Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course.

Additionally, a student accrues an absence each time he or she accumulates a total of three tardies. A tardy is defined as being between 1-10 minutes late. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. If a student is more than 20 minutes late to class, that student will be counted absent. Leaving class excessively or early may also result in an absence. Please take care of personal business before class begins.

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Because this is a student-oriented class, regular attendance is crucial to understanding. With each absence, your participation grade will be impacted. If you are unprepared for class because you have not completed the reading and/or writing assignments, you may be asked to leave class and will be given an absence. Students without a complete, printed, hard copy of their essay will be counted absent on editing/revising days. **Rough drafts, outlines, and thesis statements will not be accepted via email without prior approval by the instructor.**

If you must be absent, be sure to check with another class member (or Blackboard) for any changes to the syllabus so that you can be prepared for the next class meeting. You will still be responsible for the material you have missed and for the upcoming material for the next class. "I was absent, so I didn't know that was due," or "I was absent, so I couldn't turn-in that assignment" are not acceptable excuses.

Finally, reading quizzes may sometimes be used to evaluate attendance. Should you earn less than a 50 on a reading quiz, you could be counted absent for the day at the instructor's discretion.

Failure to appear without prior notification at required conferences will constitute an absence.

On "Editing" days and conference days (as listed on the schedule), any student who does not bring a completed and printed copy of his/her essay to class will be counted absent and will not be able to participate in class that day.

BE PREPARED. Being prepared means that the student has carefully read all required readings and completed any out-of-class writing assignments.

BE PROFESSIONAL. All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. Disruptive behavior is not restricted to behavioral issues alone; it can include interruptions from cell phones, iPods/mp3 players, sidebar conversations, or beeping watches. None of these behaviors is conducive to the environment we hope to promote this semester.

Tobacco, alcohol, and/or drugs will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Students may bring (quiet) snacks to class, but not full meals – and may consume non-alcoholic beverages in closed containers. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

"Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course" (South Plains College Student Guide 11).

BE HONEST. Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion. There are no extenuating circumstances for cheating of any kind.

It is the aim of the faculty of 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 and renders the offender

liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

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. Giving an in-text citation only at the end of a paragraph.

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.

****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. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.****

BE MENTALLY PRESENT. Unless otherwise instructed: the use of any electronic devices (cell phones, iPhones, iPods, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate, and it should be placed out of sight; *texting* underneath the desk/in your lap is not out of sight. Unless otherwise indicated, students will place cell phones at a desk at the front of the classroom before instruction begins. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day but will be counted absent. I will not interrupt class to notify the student of the absence. (However, I understand that sometimes emergencies occur. If you *need* to have your cell phone in reach during class for an emergency, please discuss it with me before class begins that day.). Laptops will be allowed only with prior approval.

EMAIL: I typically check my email twice a day (Monday-Friday at noon), once in the morning and once again in the afternoon. If students have a question, please feel free to email me; however, please allow at least 48 hours for a response. If I have not responded to your email within 48 hours, please send it again, as it may have been overlooked. Additionally, I do not check my email Friday afternoon – Sunday; any emails sent on those days will be responded to on the following Monday. Students should limit emails to “quick” questions. My office hours or appointments are the best way for us to address more complex questions and concerns about the course. **If the answer to your question can be found in the textbooks, course website, or syllabus, please do not email me as I will only refer you to one of these sources.**

Please note: if you use the “Email Instructor” function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages.

EMAIL ETIQUETTE: I expect students to use professional language and tone in all communication with me, including email correspondence. “Sooooooooooooooooo B4 u snd me a msg. B sure i can read it.” Additionally, students should include their first and last name and section number in the “subject” line of

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the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should *never* ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email. Finally, students should only email me from their SPC email address. Emails from Yahoo, Hotmail, etc. are not delivered to my inbox. Students may also send me messages in BlackBoard.

GRADING TIME FRAMES: I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers/exams are graded.

ANNOUNCEMENTS: Any information sent-out via announcements in emails, via REMIND, or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

FINAL COURSE AVERAGES: The most efficient and effective way to achieve a desirable grade in this course is to attend each class and be prepared with all materials and readings and submit *all* course work in a timely manner. **If you do what is required of you, you will be successful.** Remember: What you put into this course is what you will get out of it.

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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. Students should present appropriate verification from Student Disability Services during my instructor's office hours. Please note I am not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

STATEMENT OF NONDISCRIMINATION: Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

STATEMENT OF DIVERSITY: By its very design, this course engages texts that some students might find difficult and/or controversial. 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 about 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.

CAMPUS CONCEALED CARRY - TEXAS SENATE BILL - 11 (GOVERNMENT CODE 411.2031, ET AL.): authorizes the carrying of a concealed handgun in South Plains College buildings 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.

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Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license 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)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

HEALTH AND WELLNESS: Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm

COURSE OUTLINE AND CALENDAR: Students are responsible for completing the following critical reading, writing, and grammar assignments as identified in the weekly summaries. As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for the critical reading, rhetorical strategies, and grammar assignments to be completed on the appropriate due date as outlined in the schedule.

SPRING SEMESTER 2020 FINAL EXAM SCHEDULE

Date	Regular Class Time	Schedule Exam Time
May 4, 2020 (Monday)	MW 8:00 a.m.-9:15 a.m. MW 11:00 a.m.-12:15 p.m. MW 2:30 p.m.-3:45 p.m. MW 5:30 p.m.-6:45 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m.
May 5, 2020 (Tuesday)	TR 8:00 a.m.-9:15 a.m. TR 11:00 a.m.-12:15 p.m. TR 2:30 p.m.-3:45 p.m. TR 5:30 p.m.-6:45 p.m. TR 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m. 7:45 p.m.-9:45 p.m.
May 6, 2020 (Wednesday)	MW 9:30 a.m.-10:45 a.m. MW 1:00 p.m.-2:15 p.m. MW 4:00 p.m.-5:15 p.m. MW 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 3:15 p.m.-5:15 p.m. 5:30 p.m.-7:30 p.m.
May 7, 2020 (Thursday)	TR 9:30 a.m.-10:45 a.m. TR 1:00 p.m.-2:15 p.m. TR 4:00 p.m.-5:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m.

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