

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

**South Plains College**  
**Course Description and Syllabus**  
**ENGL 1301**  
**Spring 2020**

**Instructor:** Lynette Bowen

**E-Mail:** [lbowen@southplainscollege.edu](mailto: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. I will respond within 24 hours.

**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 a.m. and 9 p.m.

**A. ENGL 1301 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.

**ENGL 1301 partially satisfies a Core Curriculum Requirement:** Communications Foundational Component Area (010)

**B. Required Texts + Connect Writing Subscription**

**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*, 9<sup>th</sup> edition, McGraw Hill.

*Connect Writing* access number. Your Connect account will be available to you for the next four years.

**Supplies:** Access to computer with printer; internet access.

Access to the Cloud **AND/OR** USB drive (about \$5 at Wal-Mart for 16 gb)

*Optional:* 3-ring binder; highlighters/colored pens; sticky-notes; pen and pencil; note-taking paper;

**C. Core Curriculum Objectives addressed**

1. Communication skills – to include effective written, oral, and visual communication;
2. Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
3. Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose of goal;
4. 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 essay 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, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays;
7. write a minimum of four 500 – 750-word essays.

**South Plains College**  
**INRW 0300 Co-Requisite Course**  
**Integrated Reading and Writing**

**INRW 0300 Course Description:**

INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing

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

1. locate explicit textual information, draw complex inferences, and describe analyze, and evaluate the information within and across multiple texts of varying lengths.
2. comprehend and use vocabulary effectively in oral communication, reading, and writing;
3. identify and analyze the audience, purpose, and message across a variety of texts;
4. describe and apply insights gained from reading and writing a variety of texts;
5. compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose;
6. determine and use effective approaches and rhetorical strategies for given reading and writing situations;
7. generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in students writing using established strategies;
8. evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim;
9. develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments;
10. recognize and apply the conventions of Standard American English in reading and writing.

## **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. Attendance is taken at 9:30 and applies to both classes. For example, if you miss the first half of class, you are counted absent for the whole morning. You will be dropped from the class after 4 absences.
7. These corequisites are a "package deal" – continuous enrollment in both is required. *If you are dropped or withdraw, then you are losing six hours, not three.*
8. 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.
9. **YOU are responsible for checking SPC e-mail and Blackboard regularly. It is not my problem if you choose not to do this.**
10. All students will take the final exam at the scheduled time.

*Very Important!*

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.

## **E. Technology Policies: Headphones, Ear Buds, Laptops, Tablets, Etc.**

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 before class 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

**ALL** communication needs between you and me needs to be through SPC's e-mail. If you need to get in touch with me, send a note to [lbowen@southplainscollege.edu](mailto:lbowen@southplainscollege.edu). Use courteous, professional language and tone when you do so. Likewise, if I need to get in touch with you, I will contact you ***only*** through your SPC e-mail account. Check it regularly.

Because I do not accept late work, have alternate computer locations already lined up to use in case you have trouble with your own computer. The SPC Tutoring Center and the library are both good options. Both have good tech support and a helpful staff if you have problems with any SPC technology and/or assignments. Computer-based assignments must be completed *whether or not you have a computer at home*.

It is your responsibility to check Blackboard regularly.

## **F. Homework Expectations**

### **Textbook Assignments**

You will have regular assignments from your textbook, *Connect*, and other sources. I expect you to complete every part of every assignment. Textbook homework and other paper assignments are 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.

## **G. Grading**

Formal Writing	80%
Connect	5%
Quizzes	
(reading, grammar, other)	5%
Homework completion	5%
Final Exam	5%

### **Formal Writing Information:**

Color-coding for grading:

- Blue – Excellent thesis; strong point and/or support; original thought/well-stated idea
- Orange – Poor grammar; incorrect spelling; wrong word choice; repetitive words and phrases; other mechanics
- Pink – 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 under Turnitin (electronically). *ALL work submitted through Turnitin 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.

### **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.

After you submit a paper to Turnitin, you must immediately check your SPC e-mail account, including your junk, bulk or deleted folders (it is sometimes filtered as spam) for the digital receipt e-mail. If you do not see a digital receipt, then your submission was NOT likely received by Turnitin, and you will need to resubmit your paper

immediately. Without a digital receipt, you cannot prove to me that you submitted your paper before the deadline, and I do not accept late papers.

**MAJOR ERRORS ARE GRADE KILLERS!** The major errors are *run-ons, comma splices, fragments, subject-verb-agreement, pronoun antecedent errors, pronoun reference errors, three spelling/wrong word errors*. Here's how major errors can affect your papers:

If your paper has great content and contains no major errors, it could earn an A.

Great content with one or two major errors would earn a B.

Great content with three or four major errors earns a C.

Great content with five or six errors drops it to a D.

Great content with seven or more errors drops it to an F.

*Don't let major errors prevent your papers from earning the scores that your great content deserves!*

## **H. 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. This idea applies to quizzes of whatever length as well as to final examinations, daily work, terms papers, and all other assignments, whether in class or out.

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 (two or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.
5. Recycling old papers for this class. You cannot not submit the same or a revised version of a paper you wrote for another class. In other words, you are expected to write new, original papers for each written assignment you complete this semester.
6. Turnitin generates a similarity report for each of your papers and can reveal if parts have been plagiarized.

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.

## **I. Other Campus Policies**

### **Nondiscrimination Policy**

I 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, I 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**

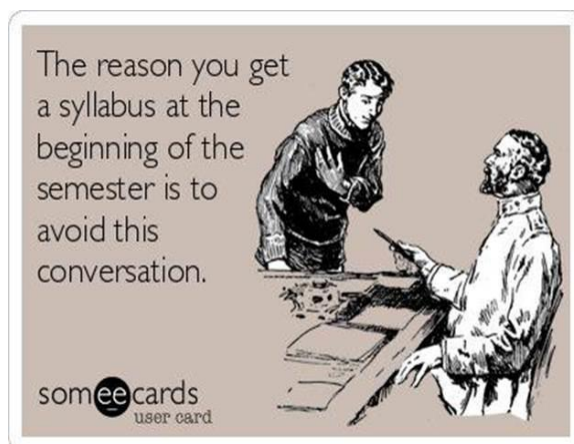
Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the 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](mailto:cgilster@southplainscollege.edu) for assistance.

**To view the complete Student Guide, go to:** <http://catalog.southplainscollege.edu/index.php?catoid=48>

**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.*



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**Tentative Syllabus**  
**ENGL 1301 & INRW 0300 Co-Requisite**  
**Tuesday/Thursday**  
**9:30 a.m. – 10:45 a.m. & 11:00 a.m. – 12:15 p.m.**  
**Spring 2020**

How to Succeed in Class:

1. Follow instructions

Week 1	Jan 14	Introductions Course Description/Syllabus Time Management E-mail etiquette Blackboard overview
	Jan 16	Handbook, Ch. 35: Capital Letters Handbook, Ch. 36: Numbers and Abbreviations Academic Honesty and Plagiarism Readings  Ch. 1: An Introduction to Writing Ch. 2: The Writing Process
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Week 2	Jan 21	Handbook, Ch. 41: Spelling Improvement Handbook, Ch. 42: Commonly Confused Words Readings  Ch. 3: The First and Second Steps in Writing an Essay Begin Narrative (Memoire) <i>Connect</i>
	Jan 23	Handbook, Ch. 23: Subjects and Verbs Readings <i>Connect</i>  Ch. 3: The First and Second Steps in Writing an Essay – con't Ch. 9: Narrative (Memoire) Essay - continue <i>Connect</i>
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Week 3	Jan 28	Handbook, Ch. 24: Fragments Readings <i>Connect</i>



Ch. 3: The First and Second Steps in Writing an Essay – con't  
Ch. 9: Narrative (Memoire) Essay – continue  
*Connect*

Jan 30  
Review all grammar chapters so far  
Readings  
*Connect*

Ch. 9: Narrative (Memoire) Essay - continue  
Review all writing chapters so far  
*Connect*

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Week 4      Feb 4  
Ch. 18: Writing a Summary  
Readings  
*Connect*

Ch. 4: The Third Step in Essay Writing  
Ch. 9: Narrative (Memoire) – continue  
*Connect*

Feb 6  
Handbook, Ch. 26: Regular and Irregular Verbs  
Readings  
*Connect*

Ch. 4: The Third Step in Essay Writing  
Ch. 9: Narrative (Memoire) – continue  
*Connect*

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Week 5      Feb 11  
Handbook, Ch. 27: Subject-Verb Agreement  
Readings  
*Connect*

Ch. 4: The Third Step in Essay Writing – continue  
Ch. 9: Narrative (Memoire) - continue  
*Connect*

Feb 13  
Ch. 28: Additional Information about Verbs  
Ch. 18: Writing a Summary  
*Connect*

Ch. 5: The Fourth Step in Essay Writing - continued  
Ch. 9: Narrative (Memoire) – continue  
*Connect*

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Week 6      Feb 18  
Ch. 29: Pronoun Agreement and Reference  
Ch. 18: Writing a Summary - continued

Readings  
*Connect*

**Narrative (Memoire) Essay Due**

Ch. 5: The Fourth Step in Essay Writing – continued

Ch. 13: Cause and/or Effect

Begin Cause and/or Effect Essay

*Connect*

Feb 20

Ch. 29: Pronoun Agreement and Reference - continue

Ch. 18: Writing a Summary - continued

Readings

*Connect*

Ch. 5: The Fourth Step in Essay Writing – continue

Ch. 13: Cause and/or Effect Essay - continue

*Connect*

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Week 7

Feb 25

Ch. 29: Pronoun Agreement and Reference - finish

Ch. 30: Pronoun Types

Readings

*Connect*

Ch. 6: The Four Bases for Revising Essays

Ch. 13: Cause and/or Effect Essay – continue

*Connect*

Feb 27

Ch. 30: Pronoun Types - continue

Readings

*Connect*

Ch. 6: The Four Bases for Revising Essays

Ch. 13: Cause and/or Effect Essay – continue

*Connect*

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Week 8

Mar 3

Ch. 31: Adjectives and Adverbs

Readings

*Connect*

Ch. 6: Four Bases for Revising Essays - continue

Cause and/or Effect Essay - continue

Ch. 32: Misplaced Modifiers

Readings

*Connect*

Mar 5 Ch. 32: Misplaced Modifiers - continue  
Readings  
*Connect*

Ch. 6: Four Bases for Revising Essays - continue  
Cause and/or Effect Essay – continue  
*Connect*

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Week 9 Mar 10 Ch. 32: Misplaced Modifiers - continue  
Readings  
*Connect*

Ch. 6: Four Bases for Revising Essays - finish  
Cause and/or Effect Essay – continue  
*Connect*

Mar 12 Grammar Review  
Readings  
*Connect*

**Cause and/or Effect Essay Due?**  
Ch. 6: Four Bases for Revising Essays  
*Connect*

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*Mar 16 - 20 Spring Break*

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Week 10 Mar 24 Ch. 33: Dangling Modifiers  
Readings  
*Connect*

Ch. 1-6  
Ch. 13: Comparison and Contrast  
Begin Comparison and Contrast Essay  
*Connect*

Mar 26 Ch. 33: Dangling Modifiers – continue  
Readings  
*Connect*

**Cause and/or Effect Essay Due?**  
Ch. 1-6  
Comparison and Contrast Essay - continue  
*Connect*

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Week 11      Mar 31      Ch. 37: Apostrophe  
Readings  
*Connect*

Ch. 1-6  
Comparison and Contrast Essay – continue  
*Connect*

Apr 2      Ch. 37: Apostrophe - continued  
Readings  
*Connect*

Ch. 1-6  
Comparison and Contrast Essay – continue  
*Connect*

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Week 12      Apr 7      Ch. 38: Quotation Marks  
Readings  
*Connect*

Ch. 1-6  
Comparison and Contrast Essay – continue  
*Connect*

Apr 9      Ch. 38: Quotation Marks – continued  
Readings  
*Connect*

Ch. 21: Using the Library and the Internet  
Compare and Contrast Essay - continue  
*Connect*

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Week 13      Apr 14      Handbook, Ch. 39: The Comma  
Readings  
*Connect*

**Compare and Contrast Essay Due**  
Ch. 16: Argument/Civil Discourse  
Begin Argumentative/Civil Discourse Essay  
Ch. 22: Writing a Research Paper  
*Connect*

Apr 16      Ch. 40: Other Punctuation Marks  
Readings  
*Connect*

Argumentative/Civil Discourse Essay - continue

Ch. 22: Writing a Research Paper – continued  
*Connect*

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Week 14	Apr 21	Handbook, Ch.43: Effective Word Choice Readings <i>Connect</i>
		Argumentative/Civil Discourse Essay - continue Ch. 22: Writing a Research Paper – continue <i>Connect</i>
	Apr 23	Handbook, Ch. 43: Effective Word Choice – finish Readings <i>Connect</i>
		Argumentative/Civil Discourse Essay - continue <i>Connect</i>

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Week 15	Apr 28	Grammar Readings <i>Connect</i>
		Argumentative/Civil Discourse Essay – continue <i>Connect</i>
	Apr 30	Grammar review and summary Reading review and summary <i>Connect</i>
		<b>Argumentative/Civil Discourse Essay due</b> The Essay Exam SPC Scholarship Essay <i>Connect</i>

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**Week 16      Final Exam      Tuesday, May 5      10:15 a.m. – 12:15 p.m.**

*All students must take the final exam at this time.*

*You will have assignments, quizzes, tests, homework, etc. that are not listed here.*

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

**SPC ENGL 1301 & INRW 0300 Co-Requisite**  
**Tuesday/Thursday 9:30 – 10:45 and 11:00 a.m. – 12:15 p.m.**  
**Spring 2020**  
**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:** \_\_\_\_\_

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**Sometimes it is beneficial to the class for me to use short examples from student writing for teaching purposes. Please mark your choices regarding your own work:**

**Yes No** 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 and ideas ONLY as a teaching tool.

**Yes No** I give permission for Mrs. Bowen to use my work in future classes as well.

**Yes No** I understand that I can tell her NOT to use my writing at any point.

Check here \_\_\_\_\_ if you do NOT want Mrs. Bowen to use your work at all.

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

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

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