

**Course Syllabus**  
**ENGL1301: Composition I**  
**Sections: 275 (TTh) & 277 (MW)**  
**Lubbock Center**

**Instructor:** Ms. Lesley Shelton, Assistant Professor  
**Office:** Rm 125H, Lubbock Center, South Plains College  
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**Office Phone:** 806-716-2178

**FALL 2021 Office Hours**  
**ALL Office Hours are held in Room 125H.**  
**Zoom meetings available by appointment.**

Scheduled Days	Scheduled Time
M/T/W/Th/F	12:00 p.m. – 1:00 p.m.
T/Th	3:00 p.m. – 4:00 p.m.
M/W	5:30 p.m. – 6:00 p.m.

Due to safety precautions surrounding the COVID-19 pandemic, I will be conducting office hours via ZOOM, as well as in my office. Each meeting type has its advantages: ZOOM meetings require no physical contact while providing screen-sharing tools and can be recorded to review again later. Walk-in meetings are convenient in the moment if you are in the building and provide a face-to-face experience but may require social-distancing and masks for safety. If you would like to meet via ZOOM, please request for the ZOOM room to be opened.

Meetings are available to students on a first come – first served basis during scheduled office hours. The office hours schedule above shows the times I am available.

**If you are unable to attend regularly scheduled office hours**, please send me an email explaining your availability conflicts, and I will do my best to accommodate you. These are usually conducted via Zoom. Send me an email with your date and time preferences to schedule the meeting.

**You may want to get contact info for a few of your classmates for future reference.**

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**Preferred Method of Communication**

The best way to communicate with me is to raise your concerns during class. Often, students have the same or similar questions, and those issues are best addressed during our regularly scheduled class time. I will have a time designated for questions during every class period. You are encouraged to ask questions at that time.

However, if you have a concern that requires a more confidential setting (questions about grades or similar issues), you should plan to meet during scheduled office hours. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

PLEASE NOTE: The 15 minutes between classes is my personal time. Even if I am at the podium in the classroom, this is not the time for student questions. Please ask during class or office hours.

### **Voicemail:**

Voicemail can be very effective when used properly. If you are calling with questions during scheduled office hours (and I am not already helping another student), a quick phone call can resolve many issues. If you must leave a voicemail, be sure to speak clearly. Leave your **full name, course and section number, and clearly state what information you need** from me. **Include your email address** so that I may reply via email if I cannot return your call. Remember that I cannot call you back unless I happen to be in my office; this means I will NOT be returning any calls after office hours or on weekends. Voicemail messages that do not provide complete information will not be answered, so **be prepared before you place the call**. Oftentimes, an email is a preferred way to document your concerns.

### **Email:**

Email correspondence can be very effective when used properly. Please follow the proper format for business email correspondence (appropriate subject line, salutation, complete sentences in the body, closing, and signature). You can find a good description of the expectations for professional communication here: [How to Write a Professional Email](#).

Every email you send to me for this class **MUST contain the course and section number for your class in the subject line**; if this information is missing, the email will be returned to you, no exceptions. Emails sent through Blackboard will automatically include the course and section number. Allow 1-2 business days for a reply. If you need to reach me right away, you may call or stop by my office during office hours, or talk to me during class.

**IMPORTANT:** Check your official SPC email (Outlook 365) regularly. Blackboard will automatically send correspondence to this address. I use your official email address in student correspondence. If you fail to check your email, you may miss important and often time-sensitive messages. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

### **Delivery of Instruction**

Attendance is required and necessary for your success. **This class requires attendance twice per week at the scheduled class time.** You are committing to attend class for the duration of each class period each week. Do not schedule work, appointments, or other activities during class time if at all possible. **When you miss class, you will be counted absent**, which has a negative impact on your outcomes. You may also miss graded participation activities that cannot be made up. It is your responsibility to be present for scheduled classes.

**This class is designed for face-to-face instruction, based upon the social distancing guidelines that are in place at the time of the class. This means that if guidelines change our face-to-face policy will adapt to conform to those guidelines.**

### **ENGL1301 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)

**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 the successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Write essays that exhibit logic, unity, development, and coherence.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use American English, with an emphasis on correct grammar, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
- Write a minimum of six 500-word essays.

**REQUIRED MATERIALS**

**Textbook: Provided through TexBook (formerly Inclusive Access, see below for more information)**

Wyrick: Steps to Writing Well with Additional Readings + MindTap, ISBN: 9781305665569 (INCLUSIVE)

This course's required text and online access are provided through Inclusive Access. A course in the TexBook program means that any required electronic/digital course materials are included in the cost of the tuition at a discounted rate. Inclusive Access provides access to your course ebook and/or digital materials in Blackboard on the first day of class.

If you do not wish to participate in the Inclusive Access textbook program for your course, you may opt out. Please check with your instructor before deciding to opt out. The deadline to opt out of Inclusive Access is 12<sup>th</sup> class day, 11:59PM EST. If you do not opt out by this date, you will not receive a refund for your course materials. If you opt out of the Inclusive Access program for a course, you will be responsible for obtaining your required textbooks and course materials for this course through an alternate method.

**Blackboard and Internet Access:**

Blackboard is a website host for our class, where you access the e-book & quizzes, view and access homework, view and print supplemental materials, turn in your assignments, check your grades, view the syllabus, and email me. Should it become necessary, you may also attend online-synchronous class meetings.

You should visit the [Instructional Technology Help Page](#) for many resources to help you familiarize yourself with Blackboard. If you experience technology issues with Blackboard, please visit [the Blackboard Help Page](#) and complete the form. While it may be helpful for me to know when you experience technology problems, I am not the person to contact to resolve those issues.

**Computer with Reliable Internet Access:**

You must have access to a computer with a reliable internet connection with sufficient bandwidth to accommodate the needs of this class. While some of your assignments can be completed using a smartphone, you will need access to a laptop or desktop computer for many of your most heavily weighted assignments. If you do not have a computer with reliable, high-bandwidth internet access, you must plan time into your weekly schedule to use the SPC computer labs on one of the campuses or find a computer with reliable, fast internet access that you can use on a regular basis. This is required for the class. The SPC Levelland campus library lab is the only SPC library open on Sundays.

You must also have access to a computer with a word processing program that can produce essays and other assignments that adhere to our formatting requirements. I recommend that you use Microsoft Word, although you are free to use others. You will not be exempted from fulfilling the formatting requirements even if your chosen software or application makes formatting difficult. Some file types are not accepted through TurnItIn and Blackboard; you must produce work that can be uploaded and opened or you will receive a zero.

**Additional Supplies:**

Blue/black ink pen, 1 inch three-ring binder or a folder (to keep course assignments and notes), notebook paper or a spiral notebook.

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**ENGL1301 Course Evaluation:**

***LOW STAKES WRITING ASSIGNMENTS:* 20% Total**

Four writing assignment each worth 5% of the overall grade.

***HIGH STAKES WRITING ASSIGNMENTS:* 40% Total**

Three writing assignments each worth approximately 13.3% of the overall grade.

***HOMEWORK, QUIZZES, EXAMS, ETC.***

Online Reading Quizzes in MindTap	<b>10%</b>
JustInTime+ exercises in Mindtap	<b>10%</b>
Participation (note-checks, in-class work, etc.)	<b>10%</b>
Final Exam (unless exempt)	<b>10%</b>

**Writing Assignments – Low and High Stakes**

As you can see, the majority of your grade depends on successful completion of your writing assignments. Because of the heavy weighting of these assignments, MindTap is set up to allow students to make late submissions; HOWEVER, this does not necessarily mean that you will receive credit. Each situation will be considered on its own merits. Some assignments involve interaction with your peers. Due to the nature of these assignments, it is imperative that you turn in your work on time or risk substantial penalty.

**Online Homework – MindTap**

Most of your weekly readings and homework assignments will be accessed through Blackboard in the MindTap interface. There are many resources for you in MindTap. Readings and reading quizzes & activities must be completed by the due date in the schedule (and in MindTap). Reading quizzes and Just In Time Plus (JIT+) quizzes will always be due on Friday before 11:59pm of the week assigned unless otherwise noted.

MindTap must be accessed on the internet. If you do not have a computer at home with reliable internet access, you will need to make plans to use one of the computer labs on campus, in the Technology Center or in one of the libraries to complete your online homework.

**Participation – In-Class Activities**

The participation grade will be based on your preparation and participation in class activities. For example, I may ask you to bring a deliverable product to class, usually part of the writing assignment that you are working on, for group discussion and feedback. Depending on the completeness of the work you bring to class and the quality of your participation, you will receive a 95, 75, 55, or 0. If you are absent from class, you will receive a zero. There are a few assignments that must be completed in Blackboard as participation assignments. These will be clearly marked. **You cannot make up missed participation grades.**

**Final Exam**

If you have an “A” average, you are exempted from the final exam. If you miss three (3) or fewer classes during the entire semester (including tardies) AND your course average is 70 or above at the end of the 15<sup>th</sup> week, you will not be required to take the final exam.

## **GRADING POLICY**

Your current grades and course average will be continuously available for you to view in our Blackboard course. Grades will be updated every couple of weeks. I recommend that you check your grades regularly. Your final grade will be based upon the earned average at semester's end, with no rounding up of grades.

Grades are assigned according to this scale:

- A Excellent work that **exceeds expectations**; 90% to 100% on graded work.
- B Very good work that is **above average**; 80% to 89% on graded work.
- C Average work that **meets the basic goals** of the assignment; 70% to 79% on graded work.
- D Below average work that is **deficient in one or more area**; 60% to 69% on graded work.
- F Unsatisfactory work that **does not meet the minimum expectations** of the assignment, work that is incomplete or does not follow the assignment instructions, work that is found to have been plagiarized; 0 to 59% on graded work.

### **Essay Assessment Guidelines:**

- The "A" essay is perfectly formatted, with few to no spelling, wrong word and/or grammatical errors. It also has an excellent title, strong thesis, excellent organizational strategies, 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 may lack support and/or has other obvious errors.
- The "D" essay contains one or more of the following problems: lack of a clear 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 expectations 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.

### **Academic Dishonesty**

Academic dishonesty will not be tolerated (see *General Catalog*, 23). You are expected to do your own work on all submitted assignments. "Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog*, 23). Submitting portions of or complete papers copied from the internet is plagiarism. Paraphrasing without attribution is plagiarism. Allowing someone else to write any portion of your assignment is plagiarism. Submitting a paper that you wrote for another class is self-plagiarism. Copying someone else's work or answers on homework, quizzes, or tests is cheating. There may be other forms of plagiarism and academic dishonesty not specifically named here. Depending on the nature and the severity of the incident, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

### **Late Work Policy**

**I do not accept late assignments** except in very rare situations; therefore, if you forget to do an assignment, do not send me an email asking if you can make it up. However, there is a 5-day grace period for the online reading quizzes and JIT+ quizzes that allows late submissions for partial credit (30% penalty). In addition, I will drop your two (2) lowest online reading quiz grades, two (2) JIT+ quiz grades, and two (2) participation grades at the end of the semester. These accommodations are designed to give grace for an occasional missed assignment. To be successful in college, you must turn your work in on time.

There will be no "extra credit" work to complete at the end of the semester. You may have opportunities to earn bonus points on some assignments, but there is no magic do-over at the end of the semester. You earn your grade by the quality of work you turn in on time that is assigned during the semester.

## **COVID ILLNESS & QUARANTINE PROCEDURE**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 10-day period. Faculty should be prepared to accommodate students who are quarantined so they may continue their education without any unreasonable delays. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor.

Accommodations for missed classes may be arranged once I have received notification of a COVID-19 quarantine or illness. At that time, students must contact me during office hours or by appointment to create an accommodation plan. Unless severe symptoms prevent you from continuing with your online readings and quizzes (speak with me for guidance in advance if possible), I expect you to complete those according to the schedule in Blackboard.

Please follow the accommodation plan that has been made and keep up with assignment deadlines. If the accommodation plan deadlines are not met, you will receive no credit for missing work. Communication is key in these (hopefully rare) circumstances. Notify me as soon as possible if your circumstances change so that we can modify the accommodations if necessary.

If no arrangements are made in advance of the absence(s), all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

## **Face Covering Course Syllabus Statement**

In compliance with GA-38, SPC will not require any person to wear a face covering. However, we support anyone who chooses to wear a face covering to maintain safety as greater numbers of students, employees, and visitors come to our different campuses. Anyone who has a known positive exposure and has not been vaccinated is strongly encouraged to consider a self-quarantine or wear a face covering for 14 days from the exposure.

## **ATTENDANCE POLICY**

Read this policy carefully. If you do not understand any part of the policy, ask for clarification NOW.

Attendance in this class is required and necessary for your success. You are expected to arrive on time, ready to participate, and attend the whole scheduled session. Every class day, you will be counted as **present**, **tardy**, or **absent**.

### **PRESENT:**

To be counted as present, you must be present in the classroom when class begins and roll is taken. Furthermore, you must attend the whole class session until class is dismissed.

**TARDY:**

Arriving late to the beginning of class and leaving class before dismissal can create a disruption for you and your classmates. If you arrive late **or** leave early, you will be counted tardy. **If you arrive late *and* leave early, you will be counted absent.**

Three marked tardies equal one absence (see absence policy below).

**ABSENT:**

If you are not present for a regularly scheduled class, you will be marked absent. In addition, if you arrive late to class *and* leave early, you will be marked absent. **All absences, even absences due to periodic illness or doctor's visits, count toward your absence totals.**

Only absences related to school sponsored activities or a qualified, documented accommodation, including accommodations related to a verified COVID-19 related illness or quarantine, are exempted from this policy. If a COVID-related absence is not verified by DeEte Edens, it will be counted as any other absence.

**SCHOOL-SPONSORED ACTIVITIES:**

Students involved in school-sponsored activities must present documentation from the appropriate coach/sponsor **before** they are absent from class. At that time, students may arrange for completing in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements, they will not be counted. If no arrangements are made in advance of the absence, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

**NOTES, ANNOUNCEMENTS, & MISSED ACTIVITIES**

Because attendance for this class is required, you are responsible for all material presented or discussed during class—including changes to the schedule—even when you are absent or tardy. You must still turn in all in-class or online assignments by the posted due date, even when absent, unless prior arrangements have been made. Participation activities or quizzes that you miss due to being tardy or absent cannot be made up.

**I do not answer emails about what you missed in class.** Please refer to your notes, the Blackboard Weekly folders, and/or the course schedule for this information. I suggest that you exchange contact information with classmates in case you need information between classes. You are always welcome to meet with me during office hours (face-to-face or ZOOM) to discuss this information.

**DROP POLICY**

You should make every possible effort to attend every class. If you think that you might miss more than three classes, I suggest that you consider dropping this class.

You may be dropped from the course if you accumulate **four (4) consecutive absences with no contact or five (5) non-consecutive absences, unless accommodations have been made in advance.** If you are dropped for excessive absences and have a failing grade in the gradebook, you will automatically receive an F for the course. If you are passing when you are dropped, you will receive an X. Once dropped, you will not be reinstated. Nevertheless, **if you are not planning to finish the course, you should drop yourself**, which will result in a W on your records.

**NOTE:** If circumstances, such as a documented family emergency, hospitalization, or an extended illness including COVID, make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger's office at 806-716-2380). **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. If no arrangements are made, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

**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.

“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).

## **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. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference.

Any student in need of food or other essentials may visit the food pantry. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

## **Disability 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 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.

## **Diversity Statement**

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. I will do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status

## **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.

## **Campus Concealed Carry Statement**

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. 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](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.

**\*Ms. Shelton reserves the right to make reasonable changes in course policy at any time.\***