

**English 1301 SPC Composition I—All Classes**  
**Policy Statement**  
**Spring 2022**

**Rob Knight, Assistant Professor**

**Office Location: Reese 316H**

**Office Hours: M-TH-- 10-11 AM, M/W 2:45-3:45, T/TH 4-5 PM, FRI 1-2 PM.**

**Office Phone:806-716-4889**

**Email:rknight@southplainscollege.edu**

**Email instructions:**

**I prefer that you use the Course Message module to contact me; however, if you must email, please**

- Email me from your SPC student email account. Log into [MySPC](#) to access your SPC student email.
- Type YOUR NAME, CLASS, and the SUBJECT OF YOUR MESSAGE in the Subject box (*example: Jane Doe - ENGL 1301.011 - Question about Week 2*).
- I try to answer emails within 24 hours Monday-Thursday and Friday morning.

\*Consultation 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 the office for your benefit, so please come and take advantage of those as one of your resources in this course.

**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.

**Scope/Purpose:** The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

**Necessary Resources:**

College Writing Guide, by John Maguire (Available @SPC Bookstore or directly from author)

You are required to have access to the following technologies:

- SPC Blackboard account
- **A word processing program (Papers will only be accepted in .doc, .docx or .pdf format.)**
- Flash Drive/ Thumb Drive/Google Drive/Drop Box/etc. to store each of your typed assignments for this course. If we have access to the in-class computers, they will not store your work.

\*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.\*

**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 successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Exhibit logic, unity, development, and coherence to create essays.
- 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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.

**Student Learning Outcomes Assessment:** A pre-and post-test and/or a writing assignment rubric may be used to determine the extent of improvement that the students have gained during the semester.

## **COMMUNICATION**

**CONTACT:** Please contact me through the **Course Message** portal in Blackboard **and not via Email**. I typically check my messages twice a day (Monday-Thursday), once in the afternoon and once again in the late evening. If you have a question, please feel free to message me through Blackboard; however, please allow at least 24 hours for a response. Additionally, I do not check my messages on weekends; Students should limit messages to “quick” questions. My office hours or appointments are the best way to address more complex questions and concerns about the course. If the answer to your question can be found on the course website or in the syllabus, please do not message me as I will only refer you to one of these sources. Please note: you will find my response in your SPC Blackboard messages.

**COMMUNICATION ETIQUETTE:** I expect students to use professional language and tone in all communication with me. “Sooooooooooooooooo B4 u snd me a msg. B sure i can read it.” Student who do not follow these guidelines will not receive a response. 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.

**ANNOUNCEMENTS:** Any information posted as an announcement on the course website is important and is, accordingly, an extension of course requirements. Students will be held responsible for any information posted in the announcements.

## **GRADING**

**Methods of Evaluation: Students' work is evaluated by means of A (100-90), B (89-80), C (79-70), D (69-60), F (59-0): Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in by the date due and time. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment. You are responsible for turning-in assignments on time, especially essays or essay components. If you think you might have trouble meeting a deadline, please talk to me about it.**

### **Grade Determination:**

Essays—400 points

Readings/Writing Formats —300 points

Writing/Grammar—300 points

Final Exam—Optional (**Supplemental to grade—If you desire to improve your grade to the next level, you may take the final exam.**)

### **Rough Draft/Peer Review**

Students will bring rough drafts to class for a Peer Review.

**Failure to submit a rough draft will exclude you from doing a Peer Review.**

Response papers will be typed in Times New Roman, 12 pt., **MLA format** and submitted through an assignment portal. Instructions for these papers will be found in Blackboard.

### **Exercises Information**

All readings, reading exercises and grammar information/exercises will be provided or found online and will be submitted online. Deadlines for those assignments will be announced by the instructor.

### **Essay and Writing Assignment Evaluation Standards:**

Essays and writing assignments will be evaluated according to the following criteria:

1. Use of the conventions of standard grammar;
2. Use of the appropriate method of development for the assignment;
3. Use of the principles of unity and coherence; and
4. Use of logical, factual arguments to advance the thesis of the assignment.

**\*Note: In college, a “C” is an average paper; it does not have anything “wrong” with it; it fulfills the assignment; it simply does not move beyond the average.\***

For a full explanation of the writing rubric and essay grading standards, refer to the documents in the Important Info module in Blackboard.

### **Assignment Submission:**

All assignments will be submitted through the appropriate content module in Blackboard. Essays will be submitted via a Blackboard Assignment or Turnitin which is accessible through Blackboard. You may need to register to submit to submit your essays to Turnitin.

**Remember: Assignments will only be accepted in .doc, .docx, or .pdf format.**

If Blackboard is not working, you may submit your assignment via email at to rknight@southplainscollege.edu.

**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 are graded. Normally, I will return work within 3 days of its submission. Since assignments will be submitted via Blackboard, I will respond to your work in the comments section of the assignment. Essays will be returned normally within 2 weeks. I will email you a copy of your essay with markings and comments.

**FINAL COURSE AVERAGES:** At the end of the semester, there is always a temptation for a student to email professors and ask, "Is there anything I can do to make a [insert grade here] in your class?" The quick answer is "No." The longer answer is this: Throughout the semester, you are given numerous opportunities to earn grades in this course. However, opportunities will be presented on occasion for you to earn extra-credit and the Final Exam can be used to earn extra credit. Still, 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!

### **ATTENDANCE**

#### **Face-to-Face Absence Policy:**

An absence is defined as the following:

- Failure to attend a scheduled class
- Missing more than 20 minutes of class for SPC classes
- Leaving a class early without obtaining approval from the instructor
- Two tardies to an SPC class (Tardy is arriving after class starts up to the time for an absence to be counted)

In accordance with policy, students may be dropped from the program after 4 absences. **All absences, excused and unexcused, may be included in this count.** A differentiation is usually not made between "excused" or "unexcused" absences. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. **After the allotted number of absences is exceeded, the student could be dropped from the class with an "F" or "X".**

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.

Attendance: If you test positive for Covid-19, you will not be penalized for absences as long as you've submitted appropriate documentation. However, you will still need to turn in all assignments in a responsible manner and keep up with the rest of the class.

### **THE LEGALS**

**Student Withdrawals:** Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course. If a student does not officially withdraw from that course by the official census date of the semester, that student may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**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.

**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 806-716-4606 or visit the Disability Services Office in Building 8 at Reese Center.

**Statement of Nondiscrimination:** It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

**Statement of Diversity:** 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 or Texas Tech University 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 and TTU policy, license holders may not carry a concealed handgun in restricted locations. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College and TTU campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**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 it.

Plagiarism violations include, but are not limited to, the following:

- 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;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Giving an in-text citation only at the end of a paragraph.

Cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records; or
- Copying another's work during an examination or on a homework assignment.

## **ASSISTANCE**

### **TECHNOLOGY ASSISTANCE**

Blackboard support hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. Student support is available by e-mailing [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or calling (806) 716-2180. When e-mailing a request for help, include your full name, course enrolled, name of instructor and a phone number where you can be reached.

### **ACADEMIC ASSISTANCE**

If you are having trouble with a class the Advising Center can help. Services include educational success plans (ESP), career assessment and exploration, and assistance with learning styles, study skills, and time management.

If you have any questions or would like to schedule an appointment come by the Advising and Testing Center in Building 8 on the Reese Campus between 8-4 Monday through Friday or call (806)716-4606 or email [advising@southplainscollege.edu](mailto:advising@southplainscollege.edu)

For more information, go to <https://www.southplainscollege.edu/admission-aid/advising.php>

### **STUDENT HEALTH AND WELLNESS**

The Health and Wellness Center at South Plains College oversees the provision of mental health services, student health services, and disability services to its students. Please click below for more information on these services.

Use the link below for information on Mental Health Resources, Counseling, Student Health, Disability Services, and Drug and Alcohol Prevention.

<https://www.southplainscollege.edu/health/studenthealth.php>

## ADDITIONAL RESOURCES

Access to additional services will be added in the future.

## TIPS FOR SUCCESS

**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.

**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. My recommendation – for the very first offense – will be for a failing grade for the course at a minimum and, very likely, recommendation for suspension from South Plains College. I have zero tolerance for cheating. If I suspect a student or group of students of cheating, I will drop him/her/all involved without discussion. Please believe me when I say that I have ways of determining whether or not a student has cheated that he/she/they cannot get around.

The SPC General Catalog specifically addresses academic integrity as follows: “It is the aim of the faculty of South Plains College to foster a spirit 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, possibly suspension” (23). “Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers” (23). Students must consult the General Catalog for the college's detailed policies on plagiarism and cheating. Ignorance of the college's policies and procedures is not a viable defense for plagiarism or cheating.

**\*\*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:** Your cell phone needs to be set to silent, not vibrate and out of sight; texting under the desk/in your lap is NOT out of sight. Any student using a cell phone, iPod, or any other electronic device at a time not designated by the instructor, may be dismissed for the day and counted absent. (I understand that sometimes emergencies occur. If you need to have your cell phone on during class for an emergency, please discuss it with me before class begins that day.) Laptops will be allowed only with prior approval.

**COURSE OUTLINE AND CALENDAR:** Students are responsible for completing the 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.

## FINAL THOUGHTS

- Have a backup plan in place from day one in case your technology fails.
- Do not wait until the last minute to submit an assignment.
- After submitting an assignment, return to the assignment submission before the due date and make sure it has been submitted properly. If it has not been submitted properly, resubmit it.
- Blackboard support hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. Student support is available by e-mailing

[Blackboard@southplainscollege.edu](mailto:Blackboard@southplainscollege.edu) or calling (806) 716-2180. When e-mailing a request for help, include your full name, course enrolled, name of instructor and a phone number where you can be reached.

**Note: I reserve the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.**

**\*Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set-forth in this syllabus by the instructor.\***

