

ENGL-0301
Basic Developmental English
Spring 2019

Instructor: Wendy Esch
Office: CM 103C, Levelland Campus
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Telephone: (806) 716-2446
Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
12:30 – 1:00 p.m. 2:30 – 3:30 p.m.	1:15 – 2:45 p.m.	12:30 – 1:00 p.m. 2:30 – 3:30 p.m.	1:15 – 2:45 p.m.	9:30 – 11:30 p.m.

Course Description

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a basic review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

Core Curriculum Objectives

This course will address the following core curriculum competencies:

- **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:

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

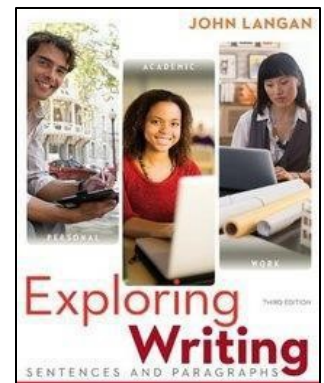
Required Supplies

The following are requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

- 3-ring binder with loose leaf paper for notetaking
- Composition Notebook for journaling (optional)
- Writing utensils

Textbook

Langan, John, *Exploring Writing: Sentences and Paragraphs*, 3rd edition.
McGraw Hill: 2013.



Software Requirements

You are required to have access to the following technologies. Please remember the SPC Levelland campus library lab is also open on Sundays.

- High-speed Internet connection
 - Web browser
 - Blackboard account - Blackboard is a website host for our class, where you can view and access homework, view and print out class Powerpoint lessons, check your grades, view the syllabus, and email me. You can access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>
 - Microsoft Word (more information can be found on the 'Required Technologies' page in Blackboard)
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Communication

You can reach me in one of three ways: you can email me at wesch@southplainscollege.edu, call my office at 806-716-2446 and leave a message, drop by during office hours, or make an appointment to meet in-person.

I return emails and calls within 24 hours. However, I may not be immediately available to you should you need something, so please do not wait until the last minute to complete assignments.

Your South Plains College email is the official communication for this course. Plan to check it every day.

Remind text alerts will also be active for this course to notify you in case of instructor absence or class location changes. We will set that up in class during the first week of the semester.

Attendance and Participation Policy

To be successful in this course, you must attend consistently and punctually and participate fully. Your attendance and participation grade is worth 5% of your final grade.

Students who are extremely late, absent, or leave early will receive 0 participation points for that day. Additionally, students who are unable to participate in discussion when called upon will receive 0 participation points for that day.

Students who accumulate four absences and are not passing the class with a 60 or higher will be dropped from the class. Two tardies will equal one absence. Leaving class early will count as a tardy.

Be advised – I will accept late work, but there will be a significant deduction associated with all late assignments. If you are absent, you are still required to complete the assigned work by the indicated due date to receive full credit.

Please notify me when you are going to be out of town for a school-sponsored event. I will let you work ahead so that you don't miss any deadlines. However, please know that no exceptions will be made to the late assignment policy.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments	
Paragraph 1	20%
Revision of Paragraph 1	5%
Paragraph 2	20%
Revision of Paragraph 2	5%
Paragraph 3	20%
Grammar Homework	20%
Final Exam	5%
Attendance	5%
Total	100%

GRADE TOTAL

A (Superior progress):	90-100
B (Good progress):	80-89
C (Fair progress):	70-79
D (Minimal progress):	60-69
F (No progress):	0-59

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

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.

In-Class Paragraph Writing

All paragraphs are created and typed/handwritten during class time and in the classroom. Normally three class periods are provided for writing one paragraph, with guided instruction and one-on-one feedback from me on each step. Paragraphs are not to be worked on outside of class. Therefore, no paragraph writing should leave the classroom in any form, whether on

paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been graded. **If you work on your paragraph or receive assistance on it outside of class or if your ungraded draft leaves the classroom, you will receive an “F” for the paragraph or be given a different topic over which to write your paragraph. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

Grammar Exercises, Quizzes, and Daily Work

Throughout the semester, you will be required to complete several online exercises, in-class quizzes, and daily assignments. **Your weekly homework assignments will be accessed through Blackboard and must be completed by midnight on Mondays.** I will help you access the assignments 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.

Final Exam

A final exam will be given at the end of the course. Students will be exempt from this final if they meet the guidelines outlined here.

1. Students who have 2 or fewer absences with a grade of an “A” or “B” at the time of the final, will be EXEMPT from the final exam.
2. Students with a grade lower than “B” or 3+ absences will be required to take the final exam.

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.

In-Class Computer, Cell Phone, Headphones, Earbuds, and Tablets

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. Keep cell phones on silent mode or powered off (not on vibrate mode*) and stored out of your sight during class. Cell phones may not be placed on the desks, on the computer towers, or held in your hands or lap. Texting or other use of cell phones is not allowed in class. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (*Students who need to leave their phones on vibrate must visit with me to inform me of their situation.)
2. Wearing headphones and earbuds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class. All in-class computer work is to be done on the classroom computers. Failure to adhere to this

policy will affect your attendance and participation grade. If it is a persistent issue, you will be asked to leave class.

Due Dates

Due dates are posted on the course calendar and are firm. Although late assignments will be accepted within a week of the assigned due date, assignments will receive an automatic deduction of 30 points. Therefore, the highest grade you can receive from a late paper is a 70. Please turn your work in on time, so your overall grade does not suffer from late deductions.

Due times for Essays are midnight on the date listed on the calendar. Due dates for other assignments will state if due in class or not.

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.

You must assume responsibility for your technology.

I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.

Additionally, all files must be submitted as .docx documents (Microsoft Word). I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. If you submit anything other than a .docx file, your assignment will be considered late and incur the late deduction. If you are writing your essay on Google Docs, you will need to download the paper to your computer in Microsoft Word format before submitting to Turnitin.

Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806) 716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted properly.

Academic Integrity

“Offering the work of another as one’s own, without proper acknowledgment, is plagiarism” and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, 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.

****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.****

Make-up Paragraph Day

I provide a make-up paragraph day during the last week of classes. If you fail to complete a paragraph in class during the time allotted or are absent on the day the class finishes **one** of the paragraphs, you should **immediately** submit a request to attend the make-up day. The request should be a typed persuasive paragraph of 150 words that explains the reason for the absence or missed deadline. Attach appropriate documentation to the paragraph. Only those students who have submitted a request to attend the make-up day **and are approved** will be allowed to attend the make-up day. Students **who are approved to come to the make-up day** will be able to substitute the make-up day paragraph for their zero on **one paragraph grade**. The makeup paragraph can substitute only for a paragraph, not for a revision grade or daily work grades. The make-up day paragraph will be hand-written during one class period.

TSIA Writing and Essay Test

1. You may sign up to take the writing and/or essay section of the TSIA test any time it is offered during the semester if you feel you are ready.
2. If you have taken the TSIA Writing Test at least once, then you may retake the essay portion alone or the multiple choice part by itself.
3. If you attend class each day and you pass the writing section of the TSIA test during the first month of the semester, then show your scores to me, and you will then receive the final grade of A, B, or C. **You do not need to drop the course.**

Visit the South Plains College Testing Center website to find out dates when the TSIA test is offered and to register online:

<http://www.registerblast.com/levelland/Exam/Index?Group=1409>

Disclaimer

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

Note to 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 Office) 806-7162577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-2969611.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Diversity Statement

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should be and can be.

Basic Needs

Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable doing so. Your first step will enable her to provide any resources that she may possess.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither the instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. **Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your textbook, paper, and pen to class on a daily basis. You are not allowed to share textbooks.
4. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency.**
If you leave the classroom before you are dismissed, you will be marked absent for the day.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to stop or leave the classroom and may be dropped from the course.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.

*Students who do not comply with the above will be dropped from the course.

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 for assistance.

Please 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. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies outlined in this syllabus by the instructor.

English 0301 Weekly Lesson Calendar – Mrs. Esch – Spring 2019

Required Textbook: *Exploring Writing: Sentences and Paragraphs*, 3rd edition, 2013, by John Langan
 Required Online Access to Blackboard for grammar homework assignments.

TAKE NOTE:

1. This lesson calendar is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and completed on the internet and are due by midnight on Mondays.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you will have to take the final exam, no matter what your attendance record is.
3. You may register to take the writing section of the TSIA test at any time during the semester. If you pass it, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This lesson calendar is a tentative calendar, so the course may deviate from this if I deem it necessary.

<u>Week #</u>	<u>Starts On ...</u>	<u>Lesson Topics</u>
Week 1	Jan 14	Day 1: Course Syllabus Log in to Blackboard Day 2: PPT: How to Email Your Instructor Begin Email Writing Assignment
Week 2	Jan 21	Ch 31 Spelling Improvement Ch 32 Omitted Words and Letters Introduction to Online Grammar Assignments Ch 33 Commonly Confused Words
Week 3	Jan 28	Ch 6 Subjects and Verbs
Week 4	Feb 4	Ch 7 Fragments Ch 8 Run-ons
Week 5	Feb 11	Ch 1 Introduction to Writing Ch 2 The Writing Process Ch 3 4 Steps for Writing

Week 6	Feb 18	Ch 4: Exemplification Paragraph Assignment Day 1: Choose topic, brainstorm, cluster paragraph 1 Day 2: Outline, write paragraph 1
Week 7	Feb 25	Day 3: Type, revise paragraph 1 Ch 9 Sentence Variety I
Week 8	Mar 4	Ch 10 Standard English Verbs
Week 9	Mar 11	SPRING BREAK
Week 10	Mar 18	Ch 11 Irregular Verbs (ex. lie, lay; sit, set) Ch 12 Subject-Verb Agreement
Week 11	Mar 25	Ch 13 Consistent Verb Tense Ch 4: Comparison Contrast Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph
Week 12	Apr 1	Ch 15 Pronoun Reference, Agreement, and Point of View Ch 16 Pronoun Types
Week 13	Apr 8	Ch 20 Faulty Parallelism Ch 26 Apostrophes
Week 14	Apr 15	Ch 28 Commas
Week 15	Apr 22	Ch 4: Argumentation Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph 3 Day 2: Outline, type Paragraph 3
Week 16	Apr 29	Day 3: Type, revise Paragraph 3
Week 17	May 6	Final Exam Week YOU MADE IT!