

**ENGL-1301
Composition I
Fall 2020**

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Zoom: <https://zoom.us/j/8284631736>

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. – Noon	11:00 a.m. – Noon	11:00 a.m. – Noon	11:00 a.m. – Noon	8:30 a.m. – 12:30 p.m.

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.

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 successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays 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, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Required Supplies

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

- Paper for notetaking
- Highlighters and colored pens for revision and editing
- Writing utensils

Your Mindtap access code was included in the cost of your tuition, and there's nothing further for you to do. We will register for Mindtap together.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- Zoom (optional)
- Microsoft Word (more information can be found on the 'Required Technologies' page in Blackboard)
- Dropbox (more information can be found on the 'Required Technologies' page in Blackboard)
- Mindtap (more information can be found on the 'Required Technologies' page in Blackboard)
- Flipgrid (more information can be found on the 'Required Technologies' page in Blackboard)

Flipped Classroom

This course will work as a flipped course, which means that you will watch lectures online, outside of the classroom, and use class time for discussion and writing. To make sure you're watching lectures before you come to class, you'll be required to complete notes before you attend, and these notes will be graded at the beginning of each class period. You will only attend class on Monday or Wednesday, depending on what day you've been assigned. You can attend class in person or on Zoom, as long as you communicate to me if you switch from one to the other. The link to our Zoom room is in Blackboard.

Communication

I will answer email within 24 hours. While I encourage you to send an email any time you need anything, regardless of the time of day, please take my response times into account. I will respond to your message as soon as I can on the next business day.

I expect the same attention to email correspondence from you. I do not ask that you return my emails on evenings or weekends, but please be attentive to any message I send at your earliest convenience. Of course, if your schedule is such that responding during times outside of business hours works best for you, please do.

Your South Plains College email is the official communication for this course.

Attendance and Participation Policy

Regular, consistent attendance is required for this course. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement.

There are several main things to remember about attendance for this course:

1. I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending but don't complete the coursework will receive an F at the end of the semester.
2. Late work is not accepted for any reason.
3. When you're absent, be sure to get the notes and information about what you missed from a classmate. I can't reteach the material you missed one-on-one. However, if you need handouts or assignment instructions, etc., be sure to see me during office hours.

Be advised – I do not accept late work for any reason. If you are absent, you are still required to complete the assigned work by the indicated due date and are still required to demonstrate the concepts you missed in your writing.

You cannot make up tests. You cannot make up small group workshops. You cannot make up in-class quizzes and assignments. I do not provide lectures or PowerPoint slides in Blackboard. I will not tell you what you missed when you return to class or through email. It will be your responsibility to get the information you missed from a classmate.

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 Exams	20%
Essay Peer Reviews	20%
Essay Final Drafts	20%
Mindtap Exercises, Quizzes, and Daily Work	15%
Response Papers	10%
See & Scribe Notes	10%
Final Exam	5%

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 make contact. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

In order for the flipped class to work, you *must* watch the assigned video lectures before you come to class. You'll take notes for the assignment lectures (called See and Scribe), and bring them, completed, to class. They will be graded at the beginning of class, and you can't turn them in late. They must be complete. If you're attending on Zoom, you'll submit them electronically before class begins.

Essays

You will be required to submit three full essays. There will be several steps to complete for each essay. The first step is the completion of an essay exam. The second is participation in a small group workshop. The third is the submission of a revised draft of your essay exam. If you do not take the essay exam, you won't be able to participate in small group workshops/peer review, lowering your grade further. Due dates can be found on the course calendar and specific assignment details can be found in the module folders in Blackboard. Late work will not be accepted for any reason.

Small group workshops or peer reviews are an important part of the writing process and an important part of this class. You will be assigned a specific date and time to attend your workshop. If you are late – even by one minutes – or you come to the workshop without the required printed copies of your essay, you will not be allowed to participate and given a 0 for that assignment.

Any writing that does not meet the length requirement by $\frac{1}{2}$ will not be assessed and will be given a grade of 0. This includes the essays you write for this course.

Essay exams and small group workshops cannot be made up. If you miss class on that day, you receive a 0 for that assignment.

Mindtap Exercises, Quizzes, and Daily Work

Several Mindtap exercises and daily assignments must be completed over the course of the semester. Due dates are available on the course calendar. In addition to covering the content presented in the assigned reading and video lectures, these exercises will help you review your grammar and help you think about the writing process.

We will also frequently complete graded worksheets and group activities in class. If you're absent, you should check the course calendar for the worksheet you missed and turn it in at the beginning of class the next time you attend. I will not ask you for them, but don't hesitate to bring them to me before lecture begins. You must submit worksheets on the day you return, at the beginning of class, in order for them to be accepted for credit.

I will not accept late submissions for any reason.

Response Papers

You will be required to write three response papers for this course – one for each module. Instructions for these assignments can be found in Blackboard, and due dates are on the course calendar.

Any writing that does not meet the length requirement by $\frac{1}{2}$ will not be assessed and will be given a grade of 0. This includes the Response Paper assignments

Late work will not be accepted for any reason.

In-Class Computer and Cell Phone Use

At the beginning of every class, we will have some discussion and/or work some examples related to the video lectures you were to have watched before you come to class. You will not need your laptop or tablet for this portion of the class, and I ask that you put your technology away during this time.

When it's time to write or work on assignments, you are welcome to use your laptops or tablets. We also have access to a computer lab to use during this time.

You will not need to use your phone in class at all, whether we are working as a class or you're working on your own. Unless it is an emergency, your phone should be put away. If you use your phone in class, points will be deducted from your essay final grade.

Due Dates

Due dates are posted on the course calendar, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

Due times are noon on the date listed on the calendar.

I do not post announcements, text, or email due date reminders. Keeping up with them is your responsibility, and remember – I do not accept late work for any reason.

Assignment Submission

I cannot accept any assignment via email, for any reason. It is your responsibility to make sure the assignment submitted properly *before* the due date. No documents will be accepted after the submission deadline has passed, for any reason.

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, you will be given a 0 for that assignment and will not be allowed to make it up.**

Papers will be submitted in Blackboard. They must be named according to the instructions in order for them to be graded. I will not make allowances for the late policy because of misplaced files or files with non-standard file names.

Be aware – any assignment that doesn't meet the minimum length requirement by ½ will be given a zero, and you will not be allowed to make it up. Assignments that meet the length requirement by ½ but still don't meet the length requirement will receive significant grade deductions.

Please understand: File management is a skill that, as an online student, you should be very comfortable with. I cannot accept late work from students who didn't understand how to upload files. When you submit a file in Blackboard, you should receive a receipt at your SPC email address. Look for this email after you submit each assignment to ensure the file is in the proper place. This is extremely important.

As an online student, you assume the 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 still not be able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

Style Guide

We will use the APA style guide for formatting and documentation in this course. Specific rules regarding this particular style guide can be found in on the 'APA Resources' page in Blackboard. All documents you submit should be formatting using APA standards, and all citations you write, whether in-text or on a References page, should follow APA guidelines for citation.

Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

****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.****

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated that you can't get around, as smart as you are. ;-)

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.

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.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

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 in doing so. This 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 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.**

COVID

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

If you are sick, **do not come to class.** The following assessment can help you decide.

COVID-19 Self-Assessment

Please complete the following questions **daily** for 14 days before arriving on campus.

Do you have any of the following new or worsening symptoms?



Fever/Chills



Cough



Difficulty breathing/
Shortness of breath



Sore throat/
Difficulty swallowing



Runny nose
(unrelated to
seasonal allergies)



Loss of taste
or smell



Not feeling well,
headache, unexplained
tiredness and muscle aches



Nausea, vomiting,
diarrhea,
abdominal pain



Yes

No

In the last 14 days, have you had close physical contact with a person who:

- was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
- has returned from COVID-19 "hot spot" in the last 14 days?
- was a confirmed case of COVID-19?



If you answered **YES** to any of these questions, **you must see a physician and be cleared prior to leaving home for campus**. Medical clearance **MUST BE** forwarded to athletic training staff (athletictraining@southplainscollege.edu) **PRIOR** to leaving home.

DO NOT report to campus if you are currently ill with COVID-19, in the process of being tested for COVID-19 or have had COVID-19 and recovered without having medical documentation indicating you may resume normal athletic activities.



Wear a mask covering your mouth and nose when outside the home.



Wash your hand or use a hand sanitizer regularly.