Basic Developmental English: ENGL 0301
Fall 2023
Course Syllabus

Instructor: Katherine (Kaytee) Jackson (she/her/hers)
Sections: 0301.601 (MW, 11:00)
Classroom: LDC 2015
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Office: Lubbock Downtown Center, #2027
Phone: 806.716.2430

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8:15a – 9:15a 12:30p – 2:00p	8:15a – 9:15a	8:15a – 9:15a 12:30p – 2:00p	8:15a – 9:15a	10:00a – 11:00a

& by appointment. To schedule an appointment via Calendly:
https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01

Course Description
This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives
After completion of this course, the student will be able to:
→ Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose
→ Determine and use effective approaches and rhetorical strategies for given writing situations
→ 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
→ Evaluate relevance and quality of ideas and information to formulate and develop a claim
→ Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
→ Edit writing to conform to the conventions of Standard English.

Textbook & Supply Requirements
This course uses open educational resources (OER) for class texts, practices, and activities. All content required for the course is provided on Blackboard at no cost to students.

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. If you do not have a personal device, laptops will be available during class for your use; however, these cannot be taken home. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see:
https://library.southplainscollege.edu/c.php?g=1021659&p=7400614

You are required to have access to the following technologies, all of which are provided by SPC, or available at no cost to students:
- → Blackboard
- → Microsoft Word
- → Quill (free to students)
- → NoRedInk (free to students)

You do not need to purchase any additional textbooks or software for the course. No additional software purchases are necessary.

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. You should check your official SPC email at least once per day, and you are responsible for all information disseminated via email about the course. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, complete sentences, and a closing.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.
- → Your SPC Email address is: yourSPCusername@southplainscollege.edu
- → Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- → To access your SPC email account, log in to MySPC and click the Unread Messages: South Plains College O365 link at the bottom of the page.
- → You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
- → Check with the SPC Help Desk for assistance: 806-716-2600.

Attendance

This is a face-to-face course, which means that regular and active course attendance is required in order to complete the course successfully. I have a professional responsibility to ensure that any student has met the course learning outcomes in order to receive credit for English 1301. Quite simply, I cannot do this if you're not here! Your attendance is taken at the beginning of class each day via Microsoft Forms. You must answer a unique question that is only provided during class to be counted present. If you arrive after your attendance question has been given, it's your responsibility to ask for it at the end of class. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent for the day. Be aware that you must **also** be mentally present in class to be counted present for the day.

You are allowed three absences without penalty this semester. Four absences and beyond can result in a drop from the course with an X. It's your responsibility to initiate your own withdrawal in the event that you stop attending the course and do not plan to complete it. While I encourage you to be in open communication with me about legitimate absences, it is not necessary to provide doctor's notes or other documentation as you will still accrue an absence for every day you are not present, regardless of reason. I will accommodate extenuating circumstances at my discretion.

Screens and Technology

During class, we will be speaking to each other the majority of the time. It's rude to stare at your phone while someone is speaking to you, and it is expected in this course that you will be courteous and polite adults with your phone and screen usage. If you have an emergency, you may step outside to use your device. If you are using technology for something unrelated to the course, you will receive a zero for the day's process work and could be marked "absent" for the class period.

Grading

Grades will be evaluated as follows

A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Major Writing Assignments (Paragraph Final Drafts)	30%
Process Writing Assignments (Pre-Writing, Outlining, Rough Drafts, Peer Review, etc.)	20%
Daily Class Practice & Homework	20%
Midterm Exam	5%
Final Exam	5%
Journal Project	10%
Final Revision with Writer's Memo	10%

Major Essays—Final Drafts

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: https://www.scribbr.com/mla/formatting/. Final drafts should be **_double-spaced,_** and written in a 12-pt, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be 1" on all sides. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

All major assignments should be submitted as **Microsoft Word files (.doc or .docx).** You should not submit PDF. gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of a submission link. Incorrectly submitted files are counted late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive confirmation and a readable preview through Blackboard after submission. Essays that do not reach at least 50% of the minimum length receive a zero automatically.

Late Assignment Policy for Major Assignments:
All deadlines are at 11:59 p.m., with a grace period until 8 a.m. the following day before the late penalty goes into effect. Late projects receive a 10% deduction per day up to one week, and projects are not accepted more than a week after the deadline. Extensions are granted at instructor discretion and must be requested at least twelve hours ahead of a deadline. **Note that this policy only applies to major projects. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

Grading Procedure:
Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via TurnItIn. You are responsible for reading and understanding all grading feedback. You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so.

Journal

You will complete a large journal portfolio over the course of the semester. Early in the term, I will distribute a list of potential journal topics; additionally, I will add topics that might interest you over the semester. You will work on the journal at your own pace over the course of the semester. I will provide a rubric that details the way these assignments will be evaluated. The complete journal is worth 10% of your overall course grade.

Although there may be periodic check-ins about your journal progress, it is up to you to work on this throughout the semester. Journals are not graded for grammar. These are designed to provide you with platform to write freely without concern for "correctness." Regardless, the final journal will be the largest single writing artifact you produce all semester; I strongly encourage you stay motivated with the journal throughout the course.

Final journals will be turned in online in a single word file by the due date.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com. Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

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.

Academic Integrity and Plagiarism

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. Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
- Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- 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
- Missing in-text citations.

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, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

There is zero tolerance for academic dishonesty in this course. Plagiarism or academic dishonesty of any kind will automatically result in a 0 for the assignment and can, in many cases, result in getting dropped from the course with an F. Assignments that earn a zero for plagiarism cannot be made-up under any circumstances and will be reported to South Plains College.

Artificial Intelligence Statement & Procedure
I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced. Any evidence of AI through detection ratings or faculty review will be subject to further investigation. It is your responsibility as a student to demonstrate that your work is original in order to avoid penalties or plagiarism violations. I encourage all students to keep a comprehensive draft history and track changes in Microsoft Word as a precaution. This is the easiest way to prove authorship and protect your academic integrity as a college student in the age of AI. In certain cases, work containing evidence of AI assistance will require a Zoom conference for an interview and proctored

writing sample. These conferences may be recorded and reviewed by at least one other faculty member, and a determination will be made as to whether there is satisfactory evidence of authorship to earn credit. Failure to respond to an instructor request for authorship verification on any assignment will be considered a student's acceptance of the AI penalty per the plagiarism policy.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:
Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning

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.

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, use the following link: Syllabus Statements (southplainscollege.edu).