South Plains College
Course Syllabus: ENGL 1301 (Online)
Spring 2023

Instructor: Dr. Buffy Rattan
Office: CM103B, Levelland Campus
Email: mrattan@southplainscollege.edu
Telephone: (806) 716-2434
Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
12:45 p.m. – 2:15 p.m.	9:30 a.m. – 10:30 a.m.	12:45 p.m. – 2:15 p.m.	9:30 a.m. – 10:30 a.m.	9:00 a.m. – 12:00 p.m.

Communication: The best way to reach me is an email sent to me from your SPC student email address. I do my best to return emails within 24 hours Monday-Thursday and Friday morning. Do not use Blackboard course messages or your personal email address.

Department: English and Philosophy
Discipline: English
Course Number: ENGL 1301
Course Title: Composition I

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.

Prerequisite: Students must be TSI-complete or waived in both writing and reading.

Credit: 3 **Lecture:** 3 **Lab:** 0

This course 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 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.

Student Learning Outcomes Assessment: A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

Textbook: : ***IMPORTANT***You do not need to buy a textbook or access code for our class.

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is underlined included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit**: https://support.vitalsource.com/hc/en-us/requests/new** (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

  Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

  Email: pwells@texasbook.com / **Phone**: 806-716-2097
  Email: agamble@texasbook.com / **Phone**: 806-716-4610

Supplies:

- Three-ring binder to keep class notes, PowerPoint printouts, and essay materials.

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
   - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but <mark>you must use it to communicate with me.</mark>
     - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@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 here
     - 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.
   - <mark>When contacting your instructor, you must use your SPC email address. In the subject line, include your name, course number, section and the subject of your message</mark>. Do not use your personal email address or Blackboard course messenger. A message from your personal email address may be sent to my "junk email" folder, and I do not check Blackboard course messenger.
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3. **Regular access to a computer and reliable internet service:**
   - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
   - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time**. Find your alternate resources **now;** do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
   - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, McDonald's, etc.
   - Our Blackboard team recommends the Mozilla Firefox internet browser.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: https://southplainscollege.blackboard.com
5. **Office 365: Word and PowerPoint**: <mark>You are required to use Microsoft Word to create papers for this course.</mark> As a member of the SPC community, you have <u>free access</u> to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
   - To access Office 365 for free as an SPC student, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.

- You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website: http://www.adobe.com/products/reader.html

Computer Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Textbook Help:
- **McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2**
- **TexBook Information (Inclusive Access): https://www.southplainscollege.edu/texbook.php**
- **TexBook Help: https://support.vitalsource.com/hc/en-us/requests/new**
- **SPC Bookstore: pwells@texasbook.com**

Blackboard Help:
1. **Get Help by Email:** blackboard@southplainscollege.edu
   - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
   - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
   - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone**: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Tutoring:
- **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

Course Syllabus and Organization:
- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the Syllabus and Schedule tab.

- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- A weekly overview is provided for each week.

Assignment Deadlines:
- The weekly assignment deadlines are listed in each weekly folder in Blackboard. Each week, carefully read the weekly overview and write down the due dates in your planner.
- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete weekly assignments. I suggest you budget about 1 ½ to 2 hours each day, Monday through Thursday, to "attend" this online class.
- I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment link in the Blackboard weekly folder. 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.

Attendance Policy:
- Online students are required to log in to Blackboard frequently. Even if there is nothing due, I frequently post announcements and send emails with important information. Students who fail to meet this requirement may be dropped from the course with an X.
- There is no on-campus attendance requirement for this course.
- Be advised—I do not accept late work for any reason.
- You cannot make up tests. You cannot make up assignments.
- I strongly recommend that you access ("attend") our course daily Monday through Thursday to work on the week's assignments. That way all you have to do on Fridays is turn in assignments. If you were attending a face-to-face class, you would spend an hour and fifteen minutes in class with me twice a week, and then you would have about six hours of homework to complete outside of class.
- If you have not submitted any assignments by the 12th class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roll.
- To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.

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.
- 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 are at least ½ the required length but still do not meet the length requirement will receive significant grade deductions.
- Please understand that file management is a skill that college students should be very familiar with. I cannot accept late work from students who don'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.

Style Guide:
- We will use the APA 7 style guide for formatting and documentation in this course. Specific rules regarding this style guide can be found in our Blackboard course and at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide /general_format.html. All documents you submit should be formatted using APA 7 standards, and all citations you write, whether in-text or on a References page, should follow APA 7 guidelines for citation.

Course Evaluation: A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below). Essay grades are made up of an outline, essay exam, peer review workshop, and final draft.

Exemplification Essay Portfolio Grade:	**12%**

- Outline 10%
- Initial Draft 10%
- Peer Review 20%
- Final Draft 60%

Comparison/Contrast Essay Portfolio Grade:	**18%**

- Outline 10%
- Initial Draft 10%
- Peer Review 20%
- Final Draft 60%

Cause/Effect Essay Portfolio Grade:	**18%**

- Outline 10%
- Initial Draft 10%
- Peer Review 20%
- Final Draft 60%

Argument Essay Portfolio Grade:	**22%**

- Outline 10%
- Initial Draft 10%
- Peer Review 20%
- Final Draft 60%

Quizzes/Assignments: (lowest 2 dropped)	**15%**
Midterm Exam:	**5%**
Final Exam:	**10%**
Total:	**100%**

Student Responsibilities: Students are expected to
1. Regularly log in to "attend" the Blackboard class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment

3. Be responsible for using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others.
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

Essay Assessment Guidelines:
Essays may earn grades ranging from A to F based on the following grading scale.

"A" Essay (Superior)
To earn an "A," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support**: Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

"B" Essay (Strong)
To earn a "B," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support**: Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few

other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

"C" Paper (Acceptable)

To earn a "C," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay's purpose and audience are adequately conveyed.
3. **Support**: Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

"D" Paper (Developing)

To earn a "D," a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support**: Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

"F" Paper (Unacceptable)

To earn an "F," a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support**: Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.

4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

Academic Integrity: 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. According to the *SPC General Catalog*: "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers."

Plagiarism and Cheating: 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:
1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

- **DO NOT RECYCLE OLD PAPERS FOR THIS CLASS:** You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.

- TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized.
- *If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a zero for the assignment or be dropped from the course with the grade of "F" or "X" at my discretion.*

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.

WITHDRAWAL POLICY: The last day to withdraw/drop with a grade of "W" is **April 27th.** It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php.

COVID-19: For information and resources about COVID-19, please visit https://www.southplainscollege.edu/emergency/covid19-faq.php.
For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/.

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 session via Doxy.me or Zoom platform.

SPC Food Pantry: Any student in need of food or other essentials may visit the Food Pantry on the Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

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.