

English 1301: Composition I
Policy Statement
Levelland Campus
Spring 2023

Instructor: Kay McClellan
Office: Cm 101
Office Phone: 806-716-2437
E-Mail: kmcclellan@southplainscollege.edu
Office Hours: MTWT 12:15-1:00; MW 2:15-2:30;
TR 2:15-4:00; Fri. 12:00-1:00; and by appointment

Section 004: 11:00--12:15 MW Cm 123

Section 005: 1:00-- 2:15 MW Cm 123

Health Concerns/Sickness:

*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

*If you're running a fever or think you have the flu, Covid, or another virus, please do not attend class.

If you think you have COVID-19, either seek medical attention or test for COVID-19:

1. please stay home until you're safe to be around others;
2. please email me about the situation: kmcclellan@southplainscollege.edu
3. please contact **DeEtte Edens: 806-716-2376** or dedens@southplainscollege.edu

*she'll send documentation to your professors so that your absences can be excused

***Exposed individuals will not be required to quarantine for Covid**, but SPC does request individuals closely monitor themselves. Please be considerate of the classmates who sit around you.

*If you're only quarantined for a week, you can catch up when you get back to class.

*For those who are quarantined for an extended period of time (more than a week of class), please email your assignments to me as **attachments in Word; I don't accept documents sent in Google Docs or Blackboard.**

*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible, timely manner and keep up with the rest of the class.

Credit: 3 Lecture: 3 Lab: 0

Prerequisites: *Students must be TSI-compliant in both writing and reading.

*International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

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.

Required Materials: **Kay McClellan: English 1301: Workbook* and a **flash drive**

This course satisfies a Core Curriculum Requirement:

Yes--the Communication Foundational Component Area

Core Curriculum Objectives addressed:

- **Communications skills**—having effective written, oral and visual communication
- **Critical thinking skills**—employing creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Teamwork**—employing the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—using 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. Exhibit logic, unity, development, and coherence to create essays.
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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays.

Course Evaluation:

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not turned in all assigned essays by the final drop day for instructors will be dropped from the course.**

Essay/Paper Assessment Guidelines:

- ***The "A" essay** should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.
- ***The "B" essay** contains all of the above with one or two types of major grammatical errors.
- ***The "C" essay** has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.
- ***The "D" essay** contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.
- ***The "F" essay** doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

Course Requirements: The Writing Process must be followed for all writing in the class.

Workshop Style:

This class is being taught in Workshop Style, so as much of the writing as possible will be done in class in a casual atmosphere where the student can take breaks as needed and get help from classmates or the instructor. And, because studies have shown that greater focus and concentration are achieved without outside distractions, **no earbuds can be worn in class. Also, anyone who leaves class before the day's assignment is done or the class is dismissed will be counted absent.**

Grading Policy: 90.00%--Essays
 10.00%--Final
 100.00%--Total

Final Course Grade: Portfolio Grading:

If a student has turned in all the assigned essays and has **three grades of the same kind that are the student's highest grades, they represent the majority of the student's writing**, so the student's course grade will be whatever grade those three essays are. Otherwise, the student's grades will be averaged according to the above grading scale.

The Final:

***If a student who is not exempt from the Final skips the Final**, he/she will be given a 0 for the Final, and his/her grade will be averaged on the scale of 90% Essay Average and 10% Final.

***If during the semester, there appears to be a discrepancy between a student's essays that are submitted for grades and the student's actual writing**, the student will be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of a student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

Two Ways To Be Exempt From the Final: 1. having **1 or 0 absences**; or
 2. having an **A average**.

Student Responsibilities: Students are expected to

1. Be on time and regularly attend class.
2. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. 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.
6. Submit all assignments in accordance with due dates, formats, and requirements.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration.
8. Ask questions when something is unclear.

SPC Attendance Policy:

According to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. **The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.**

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.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, 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 be aware of [the Instructor's attendance] policy.

My Attendance Policy:

This course is taught in Workshop style, so for students to learn what they should in the class, they need to be in class. Students who miss 30 minutes of the class period will be counted absent. Students who leave class before getting a checkmark on their work or before class is dismissed will be counted absent. **Students with more than 4 absences don't meet the minimum standards of the class, and will be dropped from the course with an X.** Students who are borderline (59, 69, 79, 89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences.** **Students who are 5 or more minutes late will be counted absent each time after the second time. The class will be working from the *Workbook* each day, so students who habitually don't bring their *Workbook* to class will be counted absent, starting with the third time.**

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.

Ethics: Plagiarism and Cheating:

- *Complete honesty is required in all course work. Everyone is required to do his or her own work: copying from another person or paper, having someone else write a paper, or using artificial intelligence (*ChatGPT* or other *apps* or programs) will cause the student to fail the paper and the course, as it is intellectual dishonesty.
- *All drafts of papers should be saved separately to the student's folder on the hard drive of the student's computer.
- ***Plagiarism, collusion, or cheating of any kind will result in an F in the course.**

SPC English Department Cheating and Plagiarism Policy

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 the exact words from a source (other than "a," "an," or "the") without quotation marks and documentation, regardless if it's just one word; or
5. Missing documentation.

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.

Disability Statement:

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) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Title IX 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 Health and Wellness Center. 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: the Health and Wellness Center at 806-716-2529

or email dburleson@southplainscollege.edu

Nondiscrimination Policy:

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Diversity Statement:

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

Papers: ***In Class Writing:** *No paper will be accepted from students who do not write a significant portion of their paper in class.

***Papers not abiding by MLA formatting will not be accepted:**

***Font:** use Courier New #12

***Spacing:** double space throughout the paper (**even in heading**)

***Margins:** have a one inch margin all around the page

***Header:** the student's last name and page number should be in the top right corner of each page

***Late Papers:** will be accepted on the due date or on the following class day without penalty; **after that, the paper be dropped a letter grade for each day (Mon.-Fri.) it's late**, unless the student has documentation for an illness or a hospital stay or has made previous arrangements with me.

Class Rules

***Violating a class rule can result in a student's being dropped from class with an F.**

***Students will be dropped with an F if they:**

- *Create a hostile working and learning environment; this could be by slamming books, muttering under their breath, yelling, being combative, or otherwise demonstrating abusive behavior.
- *Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- *Take pictures of example papers, quiz answers, or test answers.
- *Plagiarize, have someone else write the paper, or use artificial intelligence when writing papers.

***Hoods, Earphones, and Earbuds may not be worn in class.**

***Example Papers:**

- *Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- *Anyone who leaves the classroom with an example paper will be given an **F in the course**.

***Computer Etiquette:** *Do not change ANY of the settings on the computers.

***Classroom Etiquette:**

- *You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- *You shouldn't make inappropriate remarks, use profanity, or be combative.
- ***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- *You shouldn't be talking when I'm talking or when a classmate is asking a question.
- *Drinks should have lids or caps.

***Writing Perimeters:** Do not write on things that are:

- *illegal
- *X rated
- *offensive (including using a condescending or inflammatory tone)
- *concerning hate groups
- *concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

***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.

Kay McClellan
Engl 1301-Syllabus--Sections 004 & 005
Spring 2023

***This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

Week 1: Course Introduction; Logic

***much of this class is self-paced;** that is, you write the papers at your own speed

Week 2: The Writing Process; Traditional Essay Structure; Grammar Review;
Practice Writing--Introductions and Conclusions

Week 3: Introductions and Conclusions; Practice Writing--Introductions and Conclusions

Week 4: Practice Writing--Introductions, Conclusions, and Topic Sentences

Week 5: Grammar Review; Process Analysis;
Finish Practice Writing--Introductions, Conclusions, and Topic Sentences

Week 6: Grammar Review; Process Analysis; Peer Editing

Week 7: Process Analysis; Grammar Review; **Essay #1 due;**
Diction, Tone, and Style; Readings: Faulkner, Hemingway, Hammett, and McDonald

Week 8: Grammar Review; Persuasion; **Essay #2 due;** Diction, Tone, and Style: Readings

Week 9: Grammar Review; Causal Analysis; Logic

Week 10: Causal Analysis; Grammar Review; **Essay #3 due;** Diction, Tone, and Style: Readings

Week 11: Grammar Review; Classification; **Essay #4 due**

Week 12: Grammar Review; Argument; **Essay #5 due**

Week 13: Engl 1301: Critical Concepts; Comparison or Contrast;

Week 14: Persuasion; Diction, Tone, and Style; Tandem Writing; Makeup Work; Review for Final

Final: **Section 004 (11:00 MW):** Mon., May 8: 10:15 Cm 123
005 (1:00 MW): Wed., May 10: 10:15 Cm 123