



**ENGL-1301  
Composition I  
Spring 2020**

**Instructor:** Wendy Esch

**Office:** CM 103C, Levelland Campus

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**Telephone:** (806) 716-2446

**Office Hours:**



<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
10:00-- 11:00 a.m.	1:00 – 2:30 p.m.	2:15 – 4:15 p.m.	1:00 -- 2:30 p.m.	9:00 – 11:00 p.m.

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### **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.

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### **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.

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### **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 appropriately for 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

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

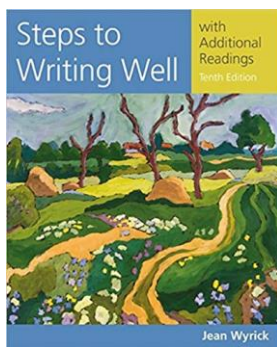
- 3-ring binder for your loose-leaf book and paper for notetaking
- Composition Notebook- Recommended for face-to-face classes
- Writing utensils

## Textbook and Access Code

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A loose-leaf textbook and online access code are required for this course. This bundle is covered in your tuition and will be handed out in class.

- **Bundle: Steps to Writing Well with Additional Readings, 2016 MLA Update, Loose-Leaf Version, 10th + MindTap English, 1 term (6 months) Printed Access Card**



- **ISBN 9781337490429**

## How to access your MindTap assignments

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### Registration

1. The first time that you click on the MindTap assignment in Blackboard you will be required to register.
2. Have your access code ready and follow the prompts to register your MindTap course.

**Free Trial:** If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 07/24/2019 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

## **Software Requirements**

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You are required to have access to the following technologies:

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

## **Communication**

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You can reach me in one of three ways: you can email me at [wesch@southplainscollege.edu](mailto: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**

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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 a week past the due date, 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 note that Small Group Workshop and Peer Editing are activity assignments that will not be accepted late.

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**

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Final grades will be assigned based on the following percentages:

<b>Essay Assignments</b>	
<b>Essay</b>	45%
<b>Essay Work</b>	15%
<b>MindTap</b>	15%
<b>Daily Work</b>	15%
<b>Attendance &amp; Participation</b>	5%
<b>Final Exam</b>	5%
<b>Total</b>	100%

<b>GRADE TOTAL</b>	
A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	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**

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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**

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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.

### **Essays**

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You will be required to submit three rough drafts and three final essays. There will be several steps to complete for each essay. The first step is the completion of a rough draft. 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 bring a rough draft essay to class on your Small Group Workshop day, you won't be able to participate which will result in a zero for the grade. Due dates can be

found on the course calendar, and specific assignment details can be found in the module folders in Blackboard.

### **MindTap Coursework**

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Throughout the semester, you will be required to complete several online MindTap exercises, quizzes, and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. Although you will access these assignments via Blackboard, you must have purchased the access code to complete these assignments. When averaged together, these assignments are worth 15% of your final grade, so the completion of your daily assignments is very important.

### **Post Course Exam**

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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" the week before final exams, will be EXEMPT from taking it.
2. Students with a grade lower than "B" or 3+ absences will be required to take the final exam.

### **Grading Time Frames**

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I grade all work as efficiently and quickly as possible. Please allow me at least two weeks to evaluate your essays. I promise that you will have them returned as soon as they are available; please do not inquire as to whether or not your papers are graded.

### **In-Class Computer, Cell Phone, Head Phones, Ear Buds, and Tablets**

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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
  2. Wearing head phones and ear buds is not permitted during lecture time but is allowed on lab writing days.
  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.
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## Due Dates

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Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 7 days of the due date to receive partial credit. After 7 days your papers will not be accepted and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

***Due times are midnight on the date listed on the calendar.***

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

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

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 or check your SPC email for submission acknowledgement to verify 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 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.
4. Additionally, all files must be submitted as .docx documents (Microsoft Word). Other file formats such as .gdoc, .pages, .odt, .rtf, or .txt files will not work with Turnitin. 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.***

## Style Guide

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

### **Academic Integrity**

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“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.\*\***

### **Disclaimer**

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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**

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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**

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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**

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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.

## **Writing Center - CM112**

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We have free writing help on each campus in our Writing Centers. The Levelland campus Writing Center is housed in the Communication building Room CM112. Because this is a writing class, I highly recommend that you take advantage of the free tutoring available here. The tutors are only available during select times throughout the day so be sure to run by there to check the schedule. The Writing Center is also equipped with computers and a printer if you need to print out an assignment. It also houses cozy couches if you have a few minutes between classes to relax.

## **Basic Needs**

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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**

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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. 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**

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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](mailto:cgilster@southplainscollege.edu) for assistance.

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**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 set forth in this syllabus by the instructor.**

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### **Class Schedule – ENGL 1301 Spring 2020**

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your instructor and/or Blackboard.

*Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 7 days of the due date to receive partial credit. Assignments submitted more than 7 days past the deadline will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.*

Please note that if there are readings or assignments due *on* a certain date, you need to be working on them and have them completed *before* they are due on the schedule. You are responsible for all outside work and assignment submission.

This is a working schedule and is subject to change during the semester. I will notify students of any modifications and will make sure all adjustments are reasonable.

## **ENGL 1301 Course Schedule**

### **Week 1 & 2 – Introductions – Course Review – Jan 13 – Jan 24**

#### **Welcome to Week 1**

Review the Syllabus and Calendar

Quick Essay

#### **Assignments for Week 2**

Plagiarism Review

MindTap Pre-Test

#### **Class Assignments**

Please note: There will be in-class assignments not listed on schedule. If you miss class, check Blackboard or ask me about missed assignments.

### **Module 1- Descriptive Essay Jan 27 – Feb 17**

#### **Module 1 Reading**

The following chapters should be reviewed in your *Steps to Writing Well 10th edition textbook*: before beginning your MindTap assignments or Descriptive Essay.

Chapter 16: Description

Chapter 2: The Thesis Statement

Writing Thesis Statements

Writing Introductions and Conclusions

Writing Topic Sentences

Writing Unified Paragraphs

Writing Coherent Paragraphs

**Assignments For This Module**

- Essay 1 Topic Submission .....Due Feb 1
- Essay Lab Days .....Feb 3- 6
- Essay 1 Descriptive Rough Draft..... Due Feb 10
- Essay 1 Small Group Workshop .....Feb 10 - Feb 14
- Module 1 MindTap Assignments (Jan 27 – Feb 17)..... Due Feb 17
- Essay 1 Final Draft.....Due Feb 17***

**Module 2 Argumentative Essay Feb 17 – Apr 3**

**Module 2 Reading**

The following chapters should be reviewed in your *Steps to Writing Well 10th edition textbook*: before beginning your Discussion post, MindTap assignments, or Essay.

- Chapter 15: Argumentation
- Chapter 19: Conducting Research and Using Sources
- Quoting, Paraphrasing, and Summarizing
- Including Supporting Ideas
- Chapter 20: Documenting Sources
- Unit 6: Using Research in Argument
- Revising Sentence Fragments
- Revising Run-on Sentences and Comma Splices

**Assignments For This Module**

- Library Days .....Feb 24 & 25
- Essay 2 Topic Submission .....Due Mar 2
- Essay 2 Works Cited Page .....Due Mar 9
- Essay 2 Argument Rough Draft..... Due Mar 25
- Essay Lab..... Mar 9 – 12, 23
- Essay 2 Small Group Workshop .....Mar 25 – Apr 1
- Module 2 MindTap Assignments (Feb 17 - Apr 5)..... Due Apr 5
- Essay 2 Final Draft.....Due Apr 5***

**Module 3 – Division/Classification Essay Mar 31 - April 20**

### **Module 3 Reading**

The following chapters should be reviewed in your *Steps to Writing Well 10th edition textbook*: before beginning your Discussion post, MindTap assignments, or Essay.

The following topics can either be reviewed in your textbook or watched in video format in your Module Three MindTap folder.

Chapter 13: Division/Classification

Major Errors in Grammar

Using Commas

Making Subjects and Verbs Agree

Choosing Appropriate Language

Understanding Sound Alike and Look Alike Words

### **Assignments For This Module**

Essay 3 Topic Submission ..... Due Apr 10

Essay Lab ..... Mar 31-Apr 10

Essay 3 Informative Rough Draft ..... Due Apr 13

Small Group Workshop ..... Apr 13 - 17

**Essay 3 Final Draft..... Due Apr 22**

Module 3 MindTap Assignments (Mar 31 – May 1) ..... Due May 1

Class Assignment/ Final Exam Review/ MindTap.....Apr 27 – May 1

**MindTap Post-Test.....FINAL EXAM WEEK -- May 4 - 8**

All final drafts are due by 11:59 PM on the due date listed.

This schedule is tentative and may be subject to change at the instructor's discretion. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set forth in this syllabus.