South Plains College
ENGL 1301 + INRW 0300 Paired Corequisite Courses
Syllabi and Class Policies

ENGL 1301: Composition I Syllabus

Department: English and Philosophy

ENGL 1301 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.

ENGL 1301 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, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

South Plains College
ENGL 1301 + INRW 0300 Corequisite Courses

INRW 0300: Integrated Reading and Writing Syllabus

Departments: English and Philosophy/The Teaching and Learning Center

INRW 0300 Course Description: INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. 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.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Instructor's Contact Information:

Instructor: Mrs. Sharon Race, Professor of English
Office Location: Communications-English Building (CME106) on Levelland Campus
Office Hours: Monday through Thursday 1:30-3:00 PM, Friday 10:00 AM-noon, or by appointment
Office Phone: 806-716-2439

How to contact Mrs. Race: Use the **Course Messages** link located inside our Blackboard course to send me a message. I try to answer course messages within 24 hours Monday-Thursday and Friday morning.

How to send Mrs. Race a course message inside our Blackboard English course:
1. Click on Course Messages in the menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about Week 2).
7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a message has been sent successfully, check your Sent folder.

If Blackboard isn't working: email Mrs. Race at srace@southplainscollege.edu

ENGL 1301 + INRW 0300 Class Policies

One Required Access Code (no paper textbook required):

Cengage - MindTap Accelerate: Integrated Reading and Writing, 1 term Printed Access Card
ISBN: 9780357029046
1/8/2019 © 2020
1st Edition undefined

You can purchase your access code directly from the South Plains College bookstores on the Levelland or
Reese campuses, over the phone, or through the SPC bookstore website:
>   Levelland Campus Bookstore: 806-716-2397
>   Reese Campus Bookstore: 806-716-4690
>   SPC Bookstore website: http://www.sp-levbookstore.com

Another option is to purchase Mindtap directly from the Cengage website when you access Mindtap through
our Blackboard course.

Temporary Access Period: Cengage allows free temporary access to Mindtap for the first two weeks of class.
Then you'll need to pay for the access code. All your work in Mindtap will be saved.

Required Computer and Internet Access: To participate in this online course, you must have daily access to a
computer or laptop with reliable, fast internet access.
- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and
  use it every time you access Blackboard to avoid many technical issues.
- 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! You can find computers and/or Wi-Fi in the following places:
  o SPC Reese Campus Student Computer Lab (806-716-4666)
  o SPC Levelland Campus Student Computer Lab (806-716-2179)
  o SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
  o your local city library
  o restaurants or cafes with free Wi-Fi
  o neighbors or friends (line up at least three)

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

Mindtap Help: You will probably need to disable pop-up blockers on your internet browser to access Mindtap
the first time. Cengage Support: https://www.cengage.com/help-center/

Blackboard Help:
1. **Get Help by E-mail:** blackboard@southplainscollege.edu
   o 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.

o The **blackboard@southplainscollege.edu** account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
o 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 under the Course Tools menu.

Required Computer Software:
1. *Internet Browser: Blackboard Learn* is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. *Office 365: Word and PowerPoint*: You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides 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 install to your PC, Mac, or mobile device.
   a. To access Office 365, go to https://www.office.com and sign in with the following format: SPCusername@southplainscollege.edu and your MySPC password.
   b. 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.
3. *Adobe Reader:* Available to download **FREE** from this website: http://www.adobe.com/products/reader.html

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 SPC also sends many important messages to your SPC email address.
- Your SPC Email address is: **yourSPCusername@students.southplainscollege.edu** (ex. jsmith1234@students.southplainscollege.edu). Soon it will change to **yourSPCusername@southplainscollege.edu** without the "students."
- 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.

Do not confuse our course Blackboard Course Messages with your SPC Student Email account; they are separate. For all communication with me, use Course Messages inside our Blackboard course.

TURNITIN (where you submit papers in our Blackboard course):
- TURNITIN is where papers are submitted and graded inside our Blackboard course.
- TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.

- Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.
- After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.
- Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.
- Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that students have gained during the semester.

Course Evaluation: The same letter grade will be assigned for both the ENGL 1301 and the INRW 0300 courses: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Description Paragraph:	5%
Process Essay:	10%
Definition Essay:	10%
Revision Essay:	10%
Cause/Effect Essay:	10%
Argument Essay:	15%
Quizzes and Mindtap	22% (2 lowest scores are dropped)
Midterm Exam:	8%
Final Exam:	10%
Total:	100%

Optional Extra Credit: earn up to three points to be added to the final grade.

Grade Reports: Click on the **My Grades** link in the Course Tools menu to view your scores and current grade. I recommend you do this weekly throughout the semester so you are always aware of your grade status.

Late Work: *I DO NOT ACCEPT LATE WORK*
- 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.
- Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the 9:00 AM deadline each Monday (or Tuesday if designated).
- **Pretend that the weekly deadline is Sunday at midnight instead of Monday morning.**
- You may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

Essay Assessment Guidelines:

- Essays may earn grades ranging from A to F based on the grading scale below. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. An essay's final grade may also include process assignments and drafts.
- Papers can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments.
- **MAJOR ERRORS are grade killers!** The major errors are fused sentences, comma splices, fragments, subject-verb agreement errors, pronoun-antecedent agreement errors, pronoun reference errors, three spelling/wrong word errors. Here's how major errors can affect your papers: if your paper has great content and contains no major errors, it could earn an A. Great content with one or two major errors would earn a B; great content with three or four major errors earns a C; five or six major errors drops it to a D; seven or more major errors receives a failing grade. In other words, don't let MAJOR ERRORS prevent your papers from earning the scores that your great content deserves!

"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."

Attendance Policy:

- *These corequisite courses are a "package deal"—continuous enrollment in both is required. If you are dropped or withdraw, then you are losing six hours, not just three.*
- 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.
- I strongly recommend that you access ("attend") our course daily Monday through Thursday to work on the week's assignments. If you were attending a face-to-face corequisite class, you would spend an hour and fifteen minutes in class with me Monday through Thursday, and then you would have homework to complete outside of class.
- Use the weekly planner in each assignment folder and check off each activity or assignment as you complete it.
- To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.
- **If you accumulate ten zeros and/or submit no assignments for three consecutive weeks, you will be dropped from the course.**

Plagiarism and Cheating: 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:** "Offering the work of another as one's own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism" (General Catalog). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others'; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.
- **Cheating:** "Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating" (General Catalog). Some example of cheating are copying responses from another student's paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- DO NOT RECYCLE OLD PAPERS FOR THIS CLASS: You may not submit the same or a revised version of a paper you wrote for 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 point deduction or 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.

- Communicate—if you do not understand the assignment, call or send me a message through Course Email, but do so in a timely fashion. Do not wait to call or email the day or night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- Be Respectful—Be courteous in all your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and not produce the best results.
- Be Studious—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. Set aside times each week that you "attend" your internet class. If you plan to "attend" this class only to take quizzes or exams, you will not do as well as you desire. I recommend you access our Blackboard course and work on assignments daily Monday through Thursday.

How to withdraw from this internet corequisite course:
1. First, visit with me before you withdraw. There may be a way to get back on track.
2. Click on the academic calendar link at the bottom of the SPC home page to see when the last day is to drop a course this semester.
3. Click on **Syllabus** in our Blackboard course content menu and download and print the **Student Initiated Drop Form**.
4. Fill out and sign the form. Make arrangements to get my signature on the form.
5. Take the drop form to the SPC Admissions and Records Office at the Levelland, Reese, or Lubbock campus. You must have a picture ID and pay the $5 fee to complete the drop. Call 806-716-2187 or 806-716-2375 for more information.
6. If you cannot come in person to one of the campuses, then you need to submit an email to amorin@southplainscollege.edu or aruiz@southplainscollege.edu and they will work with you. The email should be from your SPC student email account and should include a brief statement that you wish to drop and the reason you are unable to come to an SPC campus to accomplish that task. Include your name and the course and section you need to drop.

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, Reese Center (Building 8) 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 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 for assistance.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

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.