

**ENGL-1301**  
**Composition I (Face to Face)**  
**Fall 2018**

**Instructor:** Buffy Rattan  
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**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
12:45 p.m. – 2:15 p.m.	1:00 p.m. – 2:00 p.m.	12:45 p.m. – 2:15 p.m.	1:00 p.m. – 2:00 p.m.	9:00 a.m. – 12:00 p.m.

**Course Description**

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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.

**Scope/Purpose**

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The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

**Prerequisites**

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- 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.

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

## Core Curriculum Objectives addressed

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- Communication 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

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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.

## Supplies

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The following are the supply requirements for this course. Please bring them to class.

1. Loose leaf paper for notetaking
2. Highlighters and colored pens for revision and editing
3. Writing utensils

## Textbook

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You must purchase the book for this course. Because we will be referring to the textbook in our classroom discussions, you need to bring it with you every day to class.

1. Langan, John. *College Writing Skills with Readings*. 9th ed., McGraw-Hill, 2013

Book ISBN: 9781259988547

## Software Requirements

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You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account

- Word processing program (papers will only be accepted in .doc or .docx format)

The following technology is optional, but useful:

- Cell phone with text messaging capability
- Blackboard app for smart phones

## **Communication**

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You can reach me in one of three ways: you can email me using the Blackboard course email tool, call my office at 806-716-2434, or make an appointment to meet either in-person or via video conference using Collaborate in Blackboard.

I return calls during business hours only: Monday – Thursday, 8:00 a.m. – 4:00 p.m., and Friday, 8:00 a.m. – noon. I do not return calls received outside of these hours until the next business day. Also, keep in mind that I spend part of each day in the classroom.

I request that students limit the use of email to quick questions and requests. A discussion during office hours is the best way for us to address more complex questions and concerns about the course. As I receive a lot of email on any given day, it may take 24 to 48 hours for me to respond to your email. This is going to require some planning on your part; you won't be able to wait until the last minute to complete assignments.

We will use the Blackboard email tool exclusively for this course; you may access it via the "Course Email" link within our Blackboard course. To help me stay organized, I request that you use the Blackboard email tool within our course instead of my South Plains College email address.

I also request that you register to receive text alerts for this course (instructions will be in Blackboard on the first day of class). I will frequently text reminders, and if you're registered for the text alert service, you'll have the most current information.

## **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 late, absent, or leave early will receive a 0 for that day. Additionally, students who are unable to participate in discussion when called upon will receive a 0 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 do not accept late work for any reason. If you are absent, you are still required to complete the assigned work by the indicated due date.

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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Your final grade in this course will be based upon your performance on course projects. Each area of your work will make up a specific percentage of your final grade in this course.

Final grades will be assigned based on the following percentages:

Essays	40%
Essay Exams	10%
Small Group Workshops	10%
Final Drafts	20%
NROC Exercises (average of all)	20%
Response Papers (average of all)	20%
Participation (average of all)	5%
Module Packets (average of all)	10%
Course Post-Test (Final)	5%

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 make contact.

### **Essays**

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You will be required to submit three full essays. There will be several steps to complete for each essay. The first step is the completion of an essay exam. The second is participation in a small group workshop. The third is the submission of a revised draft. If you do not complete the essay exam, you won't be able to participate in the small group workshop, lowering your grade further. Due dates and specific assignment details can be found in the module folders in Blackboard. Late work will not be accepted for any reason.

### **Response Papers**

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You will be required to write three response papers for this course – one for each module. Instructions for these assignments can be found in Blackboard. These assignments will be worth 20% of your final grade. I do not accept late work for any reason.

### **Reading Assignments and Video Lectures**

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Mandatory, assigned reading is required for this course; you are also required to watch recorded video lectures. Reading and video lecture assignments can be found in Blackboard.

### **NROC Coursework**

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Several NROC exercises must be completed over the course of the semester. Availability and due dates are available on the course calendar. NROC exercises will help you review your grammar and help you improve your reading skills and think about the writing process. You will access these assignments via Blackboard. Averaged together, these assignments are worth 20% of your final grade. I do not accept late submissions for any reason.

## **In-Class Computer and Cell Phone Use**

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Students will not be allowed to use personal electronics in this course, including but not limited to cell phones, tablets, or laptop computers unless previously agreed to by the instructor. 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.

## **Academic Integrity**

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It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism,

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Giving an in-text citation only at the end of a paragraph.

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, text messaging, internet) 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; or
7. Copying another's work during an examination or on a homework assignment.

**\*\*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.\*\***

## **Due Dates**

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Due dates are posted in Blackboard, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

## 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. 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 .pdf, .pages, .odt, .rtf, or .txt files.

## 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.

## 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.

## Health and Wellness

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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

## 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 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.**

## Discrimination Policy

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It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

## Diversity Policy

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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.

### **Campus Concealed Carry**

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations.