ENGL 0301

Basic Developmental English

Fall 2019

Instructor: Katherine Jackson
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Office Hours: By appointment
Tutoring Hours: Monday 1p-4 (Reese, Room 307E); Thursday (LBK Center) 10a-12
Course Description
This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

- Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose
- Determine and use effective approaches and rhetorical strategies for given writing situations
- 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
- Evaluate relevance and quality of ideas and information to formulate and develop a claim
- Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Edit writing to conform to the conventions of Standard English.

Textbook and Supply Requirements

The following are requirements for this course. You will need to purchase them immediately. They are available from the SPC bookstore or online.

- Langan's *Exploring Writing: Sentences and Paragraphs with Connect Writing 3.0 Access Card*
  IBSN: 9781259662881

Software Requirements

You are required to have access to the following technologies:

- Blackboard
- Connect
- Microsoft Word

Due to formatting requirements, I require to you use Microsoft Word for your writing assignments. As SPC students, you are eligible to download the entire Microsoft Office Suite for free at www.office.com/getOffice365.

Communication

The best way to contact me is via email. You can email at kejackson@southplainscollege.edu, or you can make an appointment to visit with me privately.

I will respond to e-mails as quickly as possible. Please be advised that I am busy, as you all are as well, so please allow 24 hours for e-mail response. E-mail responses will be sent to your official SPC e-mail address (if you e-mail from your gmail/yahoo/apple address, I will respond to your SPC e-mail to ensure your student privacy). **Any emails originating from a third-party e-mail address (i.e. an address that is not yours) will not be opened, read, or responded to.** If you require more urgent attention, I encourage you to text me at the above number.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. Texts should include your name and course number. E-mails should include a subject, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

Attendance Policy

Students are allowed three (3) absences at no penalty. The fourth absence will result in a deduction from your overall participation grade. The fifth absence will result in being dropped from this course with an F. Two instances of excessive tardiness will count as one absence. If you arrive to class after attendance is taken, it is your responsibility to make sure you were marked "present" for the day. If you are not sure how many absences you have accumulated, please notify me so I can provide you with an absentee report.

If you miss class, it is your responsibility to complete the required work for that day and get any notes, worksheets, or information that was assigned.

Although I encourage students to be in active communication with me about absences in this course, I do not, typically, excuse absences regardless of cause (doctor's notes, etc.) except in extreme or extenuating circumstances. Your three absences are yours to do with as you wish, but I do recommend reserving these for unexpected illness or other situations requiring your absence that might arise throughout the course.

Grading Policy

Final grades are calculated as follows:

Writing Assignments	25%
Midterm	10%
Connect	25%
Participation	10%
Journal	15%
Final Exam	15%

Participation

Your participation grade reflects the level of effort you apply in this course. If you come to class, participate, and stay awake, you will get full participation credit. Points may be deducted for many reasons including, but not limited to: excessive absences, excessive tardiness, non-participation in group work, using a cell phone during lecture, spending 30 minutes in the bathroom per class meeting, and sleeping.

Connect Homework

We will use Connect, an online assignment and assessment tool, to complete some projects for this class. This includes learning activities and discussion activities. You must purchase the Connect registration code from the SPC bookstore in order to register for the site's services. It should be provided in a bundle with your textbook. You will access Connect via Blackboard; I will provide specific instructions in class.

Connect assignments will take place, for the most part, outside of class. Due dates can be found in your course schedule. Connect assignments will include LearnSmart Activities (interactive instructional tools) and Discussion Posts.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone to log in to your Connect account. Doing so will be considered academic dishonesty and will be treated as such.

Late work will not be accepted; there are no exceptions. This includes technical difficulties. I recommend that you allow yourself ample time to complete assignments in the event that difficulties arise.

Writing Assignments

You will complete five formal writing project for this class. An average of these assignments will be worth **25%** of your final grade. Each writing project is composed of several components. There are due dates for each component in the calendar.

First, you must complete the **prewriting packet** for each assigned project. These will be due in-class on the due date. The completed packet will be worth 10% of the overall project grade.

Second, you must complete a **rough draft** and participate in a **peer review.** The rough draft is due in class when peer review will take place. The rough draft and peer review portions are worth 20% of your overall project grade.

Finally, you will submit a **final draft.** Writing assignment final drafts must be submitted to Blackboard by the deadline. The final draft is worth 80% of the overall project grade.

I recommend you save the confirmation e-mail that you will receive after submission in the event of technical difficulties. All writing assignments should be .doc or .docx files. I will not grade hard copies submitted during class. I will not grade assignments submitted via e-mail. I will give you detailed instructions on proper submission; make sure you follow them exactly.

Exams

In this course, you will take a midterm and a final exam. The midterm is worth 10% of your overall course grade. The final will be worth 15% of your overall course average. The final exam will be cumulative. I do not give exemptions to the final exam.

Alternate exam periods are only granted for students who make arrangements with me BEFORE the exam date. If you miss an exam period without making arrangements ahead of time, you will not be permitted to take a make-up exam.

Journal

Early in the semester, I will distribute a list of potential journal topics. On the last day of class, your journal is due. I will provide a rubric that details the way these assignments will be evaluated. The complete journal is worth 15% of your overall course grade.

Although there may be periodic check-ins about your journal progress, it is up to you to work on this throughout the semester. Journals are *not* graded for grammar. These are designed to provide you with

platform to write freely without concern for "correctness." Regardless, the final journal will be the largest single writing artifact you produce all semester; I strongly encourage you stay motivated with the journal throughout the course.

Final journals will be turned in online in a single word file by the due date.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Cell Phones and Technology Policy

You should prevent your phone from buzzing, dinging, ringing, or vibrating in a distracting way during class. If you have an emergency, step outside the classroom to use the phone. Laptops and tablets are permitted for class related purposes only. Headphones or earbuds are not permitted during lecture unless otherwise specified. If you are using technology for something unrelated to the course, it will affect your participation grade and could potentially result in being marked "absent" for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

Student Code of Conduct

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.**

Academic Integrity

It is the aim of the faculty at 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.

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. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course.

Disclaimer

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.

Diversity Statement

In this course, the teacher will establish and support and environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiples 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 exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Non-Discrimination Statement

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.

Special Services

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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.