

## Spring 2025 ENGL 1301 + INRW 0300 Paired Corequisite Courses Syllabus

South Plains College

Location: Communications-English Building - 117

Time: TTH 1:00-3:45

**Instructor:** Mrs. Madison Wachtel, Instructor in English

**Office Location:** Communications-English Building 103C

**Campus:** Levelland

**Department:** English and Philosophy

**Email:** [mwachtel@southplainscollege.edu](mailto:mwachtel@southplainscollege.edu)

- I try to answer emails within 24 hours Monday-Thursday and Friday morning. I will not answer emails past 6PM. If you email me past then please know I will respond to you the next morning.
- Required for emails: Type your name, course, and subject in the subject box of your email to me (example: *Jane Doe – Corequisite - Question about Week 2*).

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:00 ; 3:45-4:45	9:00-11:00	12:15-1:00	9:00-11:00	10:00-12:00

### ENGL 1301: Composition I Syllabus

**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, including revisions.

### INRW 0300: Integrated Reading and Writing Syllabus

**Departments:** English and Philosophy/Education and College Literacy

**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.

### ENGL 1301 + INRW 0300 Class Policies

**Student Conduct:** The classroom is meant to be safe and civil place in order to facilitate learning. Students will speak and write with respect towards the instructor, other classmates, and themselves.

#### **TexBook Program:**

This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.

- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the [BibliU support pages](#), or contact Bibliu support via the email: [support@bibliu.com](mailto:support@bibliu.com)
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Useful contacts:

1. Bookstore Manager: Christian Bruno - [christian.bruno@bibliu.com](mailto:christian.bruno@bibliu.com)
2. Bookstore Text Coordinator: Trish Wells - [patricia.wells@bibliu.com](mailto:patricia.wells@bibliu.com)

Bibliu Support: email [support@bibliu.com](mailto:support@bibliu.com)

### Materials:

- OPTIONAL: You will need to print several documents for our course, so get a three-ring binder and some dividers to keep course materials organized.
- You will complete several in-class short writing assignments: journaling, paragraph writing, etc.... Please have paper and writing utensils.

**Required Computer and Internet Access:** To participate in this course, you must have access to a computer or laptop with reliable, fast internet access.

1. Blackboard seems to work best with **Google Chrome** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues:

<https://www.google.com/chrome/>

- 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:
  - SPC Reese Campus Student Computer Lab (806-716-4666)
  - SPC Levelland Campus Student Computer Lab (806-716-2179)
  - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
  - your local city library
  - restaurants or cafes with free Wi-Fi
  - neighbors or friends (line up at least three)

**Computer Help:** need help with your computer, laptop, email address, username/password?

2. [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
3. 806-716-2600

### Ebook Help:

- McGraw-Hill: [https://mhedu.force.com/CXG/s/ContactUs?external\\_browser=2](https://mhedu.force.com/CXG/s/ContactUs?external_browser=2)
- TexBook Information (Inclusive Access): <https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://support.vitalsource.com/hc/en-us/categories/360001056774>
- SPC Bookstore: [tfewell@texasbook.com](mailto:tfewell@texasbook.com)

**Blackboard Help:**

1. **Get Help by Email:** [blackboard@southplainscollege.edu](mailto: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](mailto: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 seems to work best with **Google Chrome** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues: <https://www.google.com/chrome/>. Mac users may use either Chrome or Safari--both seem to work well with Blackboard.
2. **Adobe Reader:** Available to download **FREE** from this website: <http://www.adobe.com/products/reader.html>
3. **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 credentials: SPCusername@southplainscollege.edu and your SPC 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.
4. **Google Account for Google Docs.** In this class you will be expected to use google docs to write your essays. Before submitting the document will need to be converted to a word document (doc.x), but must be written in Google Docs before converting.

**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 you must use it to communicate with me.

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. [jsmith1234@southplainscollege.edu](mailto:jsmith1234@southplainscollege.edu)).
- 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 <http://www.southplainscollege.edu/>
- 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 with your SPC email account: 806-716-2600.

**TURNITIN (where you submit papers in our Blackboard course):**

4. TURNITIN is where papers are submitted and graded inside our Blackboard course.
5. 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.
6. 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 is not confirmed, the paper will not be submitted, and there will be no digital receipt.
7. 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.
8. Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.
9. Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

### SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations:

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

- Email: [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu)
- Phone: 806-716-2538

### Brainfuse

South Plains College has partnered with Brainfuse to provide online tutoring and academic resources. Brainfuse can be accessed through Blackboard under the "Assist" and "Tools" tabs. The hours for online tutoring are Monday through Thursday 8:00 PM – 8:00 AM and 6:00 PM Friday through 8:00 AM Monday.

**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).

Essay Outlines	5%
Essay Drafts	10%
Reflection Paragraph	5%
Process Essay	8%
Comparison and Contrast Essay	10%
Cause/Effect Essay	10%
Argument Essay	12%
Quizzes/Reading Activities:	20% (4 lowest scores are dropped)
Attendance:	10%
Midterm Exam:	5%
Final Exam:	5%
<b>Total:</b>	<b>100%</b>

### Attendance Policy:

*You are expected to attend all classes in order to be successful in this course. However, if the occasion arises that prevents you from attending, your absence will be calculated as follows:*

Present = 100

Absent = 0

Late/Early Departure = 50 (10 minutes)

If you are more than 10 minutes late, or depart more than 10 minutes early, you will be considered absent.

**Optional Extra Credit:** At any point during the semester you can redo one of your major essays for full credit. This is a one-time opportunity. Most students wait until we get closer to the end of the semester to ensure they choose the essay to redo that will best improve their 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:** ***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).
- 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.
- However, there are always exceptions to every rule. If you feel like you have a good case as to why your paper will be late, please come talk to me. It is possible that I will grant you an extension.

**How to withdraw from our corequisite courses:**

Dropping our class

- Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.
- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- I will not drop you from this course. You will be responsible for your own withdrawal. If you are enrolled in class on the final day, you will receive the grade you earned.
- To drop this class, fill out and submit this form  
online: [https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo\\_sEIUODEXTUFXS0JODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo_sEIUODEXTUFXS0JODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu)

- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.

#### Withdrawing from all classes

- If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).

#### 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."

### **Academic Integrity: Plagiarism and Cheating**

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

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 or submitting work that has been purchased, borrowed, or downloaded from another writer or from an online site or is the product of collusion with another person or mechanism;
3. Copying and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

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 Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

### **Academic Integrity: Artificial Intelligence**

I have an ethical responsibility to ensure that all students receive credit only for work that they have originally and ethically produced, and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. Do not use AI tools (such as ChatGPT, Grammarly, Quillbot, Microsoft Editor, Draft Coach, translators, etc.) for any of these prohibited tasks:

- Allowing AI to generate any words, sentences, or written language for an assignment
- Allowing AI to "brainstorm" ideas, thesis statements, research topics, or claims
- Allowing AI to outline, organize, or otherwise direct the composition of your work
- Allowing AI to elevate, spin, enhance, or improve your own words, sentences, or ideas

Using AI to write or heavily revise your writing can lead to severe consequences, including grade penalties, zeroes, Academic Dishonesty reports, and failure or dismissal from class. AI revision tools can be useful, but in this composition course, the goal is to help YOU learn to write effectively and correctly. The lessons in this course will teach you how to write thoughtful, clearly-organized paragraphs and essays composed of well-constructed, grammatically correct sentences. If you need help along the way, don't turn to AI. Instead, make frequent (daily/weekly) use of the free tutoring resources available to SPC students. The Course Resources folder in Blackboard tells how to schedule free sessions with tutors through the SPC Writing Centers (in-person or online) or Tutor.com (online only).

**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 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.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

*Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of changes at any point during the semester.*