

South Plains College
 Course Syllabus
 ENGL 1301 + INRW 0300 Paired Corequisite Courses
 Face-to-Face
 Fall 2024

Instructor: Mr. Matthew Race

Office Location: Communications-English Building 103A

Campus: Levelland

Department: English and Philosophy

Office Phone: 806-716-2439

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- I try to answer emails within 24 hours Monday-Thursday and Friday 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
8:15 – 9:15	8:15 – 9:15 2:30 – 4:00	8:15 – 9:15	8:15 – 9:15 2:30 – 4:00	9:00 – 11:00

Class Location: Communications / English Building, Room 111

Time: M / W 1:00 pm – 3:45 pm

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 Responsibilities: Students are expected to:

1. Be on time and regularly attend class (see the attendance policy)
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participate in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. **Be responsible for courteous actions to others, especially by putting away cell phones and other distractions, including personal laptops, iPads, or tablets, while in class. You will be asked to leave the classroom if you insist on using your cell phone during class time.**
4. Personal laptops are not allowed in this classroom. The room comes equipped with computers for you to use.
5. Be responsible for having an appropriate attitude and using appropriate language in academic environments; do not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
6. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
7. Submit all assignments in accordance with due dates, formats, and requirements.
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and utilizing AI.
9. Ask questions when something is unclear.

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

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition and fees.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by Bibliu, linked inside your Blackboard course. Bibliu (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit:
- support@bibliu.com (available 24/7 via chat, email, phone, and text)
- Trish Wells- patricia.wells@bibliu.com
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

*Please consult with your professor before deciding to opt-out.

Materials:

- 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)
- **If you work from a Mac, you may encounter problems accessing your SPC One Drive, and/or submitting documents to Turnitin. The SPC technology team can assist you, but you must be proactive.**
- Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.

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

2. helpdesk@southplainscollege.edu
3. 806-716-2600

Ebook Help:

- McGraw-Hill: https://mhedu.force.com/CXG/s/ContactUs?external_browser=2
- TexBook Information (Inclusive Access) Trish Wells: patricia.wells@bibliu.com
- Bibliu: support@bibliu.com

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - 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.
 - The **blackboard@southplainscollege.edu** account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - 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.

Free Brainfuse Tutoring:

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.

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.

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).
- 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):

ESSAY PORTFOLIOS

1. The Essay Portfolios folder is located in Blackboard toward the top of the **Course Content**. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed.
Essays may include:
 - Initial Essay Drafts
 - Peer Review Workshops
 All Essays will include:
 - Outline
 - Final Draft
2. Although Turnitin accepts PDFs, I do not. A PDF is NOT an acceptable format for essay submissions. If you submit a PDF, you will be required to resubmit the essay in Microsoft Word format. If you must resubmit after the deadline, it will be considered late.
3. 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.
4. After you submit a paper to TURNITIN, you must obtain proof of the submission. This may be taking a picture of the confirmation or downloading the receipt to your OneDrive. That way you can **prove that you turned your paper in on time**.
5. Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Late Work Policy

1. The late policy applies only to major assignments (final essay drafts and the Midterm Exam—with limits). Late work is not accepted for any reason on all other assignments, such as essay outlines, rough drafts, peer reviews, quizzes, activities, or reflections.
2. If you submit a final essay draft after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Final essay drafts will not be accepted more than one week after the deadline.
3. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

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).

Grades

Process Essay Portfolio Score:	10%
<ul style="list-style-type: none"> • 10% Prewriting Work • 20% Outline • 70% Exemplification Essay Final Draft 	
Definition Essay Portfolio Score:	10%
<ul style="list-style-type: none"> • 10% Prewriting Work • 20% Outline • 70% Definition Essay Final Draft 	
Cause/Effect Essay Portfolio Score:	10%
<ul style="list-style-type: none"> • 10% Essay Outline • 20% Peer Review Initial Draft • 70% Essay Final Draft 	
Argument Essay Portfolio Score:	15%
<ul style="list-style-type: none"> • 20% Argument Essay Outline • 20% Peer Review: Argument Initial Draft • 60% Argument Essay Final Draft 	

Quizzes/Reading Activities:	20% (4 lowest scores are dropped)
Reflection Portfolio	10%
Attendance:	10% (3 dropped)
Midterm Exam:	5%
<u>Final Exam:</u>	<u>10%</u>
Total:	100%

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 On Time = 100

Absent = 0 (11+ minutes late)

Late/Early Departure = 50 (10 minutes)

Optional Extra Credit: earn up to three points to be added to the final grade. Details are in Blackboard.

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.

How to withdraw from these 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_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu
- 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 instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

Essays are graded using the South Plains College English Department Rubric. The rubric may be found in the Course Resources tab.

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).

DO NOT RECYCLE PREVIOUSLY WRITTEN PAPERS FOR THIS CLASS: You may not submit the same or a revised version of a paper you wrote previously for this or 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.

English Department Plagiarism and Cheating Policy:

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you did not write in an essay or assignment without proper documentation. If you are 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, revise, or translate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting 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; **(research is not allowed in this course)**
5. Submitting an assignment for this course that you also submitted to another course without my express approval;

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

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 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.

SOUTH PLAINS COLLEGE POLICIES AND OFFICIAL STATEMENTS REGARDING THE FOLLOWING CAN BE FOUND USING THE PROVIDED LINK:

<https://www.southplainscollege.edu/syllabusstatements/>

- Intellectual Exchange Statement
- Disabilities Statement
- Non-Discrimination Statement
- Title IX Pregnancy Accommodations Statement
- CARE (Campus Assessment, Response, and Evaluation) Team
- Campus Concealed Carry Statement
- COVID-19 Statement
- Artificial Intelligence Statement

