

Course Syllabus

ENGL 0301 (3:3:0)
Sections 200 and 204

Basic Developmental English

Instructional Area: English

South Plains College

Division of Arts and Sciences

Department of English

Reese Center

FALL 2017

Instructor: Ms. Lesley Shelton

Please tear this page from the packet and return it, signed, to the instructor. Keep your copy of the policy statement (syllabus) for reference throughout the semester.

My signature below indicates that I have read the syllabus and policies for this course, that I understand them, and that I agree to abide by them.

PRINT YOUR NAME: _____

SIGN YOUR NAME: _____ DATE: _____

COURSE: _____ SECTION: _____ SEMESTER: _____

English 0301: Basic Developmental English Course Syllabus – Fall 2017

Sections 200 and 204

Instructor: Ms. Lesley Shelton, Instructor of English
Office: Room RC316K, Building 3, Reese Center, South Plains College
Office Hours: Mondays: 9:30-11:00 AM & 2:30-4:00 PM; Tuesdays: 7:30-8:00 AM;
Wednesdays: 9:30-11:00 AM & 2:30-4:00 PM; Thursdays: 7:30-8:00 AM; and
Fridays: 9:30-10:30 AM
Office Phone: 806-716-2178 (voice mail available)
E-mail Address: lskelton@southplainscollege.edu
NOTE: Please use Blackboard messaging to reach me for all class related correspondence.

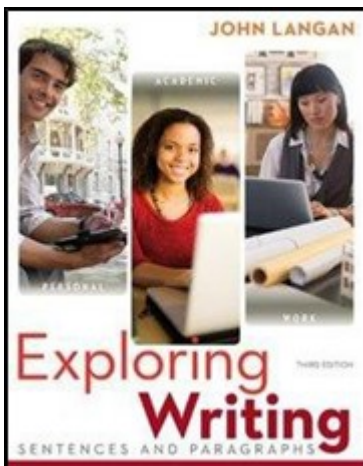
Course Description:

This is a course in fundamental English for students who score below 355 on the writing section of the TSI assessment test or who are selected to participate based on their score on another writing placement test. ENGL0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard English. The course provides a basic review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, run-on sentences, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs.

Learning Outcomes: Upon the successful completion of this course, students will:

1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

Required Textbook + Connect Writing 3.0:



Langan, John, *Exploring Writing: Sentences and Paragraphs*, 3rd edition. McGraw Hill: 2013.

Connect Writing 3.0 Subscription: a free access code to *Connect* comes with a new textbook; or you can buy access online.

- A new textbook comes packaged with a **free access code** for Connect Writing 3.0—our online writing lab, where you do your homework.
- **Do not remove the plastic from your textbook until you come to class and make sure that you have the right textbook.**
- **Do not throw away the Connect access code flyer!**
- Waiting on a paycheck or financial aid? No problem—Connect Writing 3.0 offers a 14-day courtesy period access for free!

Supplies: Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper

Blackboard and Internet Access:

Blackboard is a website host for our class, where you view and access homework, view and print out class PowerPoint lessons, check your grades, view the syllabus, and email me.

You must have internet access to complete your homework assignments, so plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that you can use on a regular basis.

The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or <https://southplainscollege.blackboard.com>

Attendance Policy

Attendance in this class is required and necessary for your success. You should make every possible effort to attend every class. However, periodic absences are sometimes unavoidable. Read this policy carefully. If you do not understand part of the policy, ask for clarification NOW.

ABSENCES:

If you think that you will miss more than four (4) classes, I suggest that you consider dropping this class. **All absences, even absences due to periodic illness or doctor's visits, are considered unexcused, except for absences related to a university sanctioned event.** You need not turn in notes from the doctor to me, although an email alerting me to your absence is appreciated.

You may be dropped from the course after you have accumulated four (4) consecutive absences or five (5) non-consecutive absences. If you are dropped from the course, you will not be reinstated. If you are dropped for excessive absences after November 16, 2017, (last day to drop a course), you will receive an F for the course.

If circumstances, such as a documented family emergency or an extended illness, make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Stan DeMerritt's office) to discuss possible accommodations. Please also come and speak with me—in advance if possible—so that we can make suitable arrangements for turning in your assignments.

TARDIES:

Arriving late to the beginning of class and leaving class before dismissal are problems not only for the student, but the disruption affects the rest of the class as well. I expect your regular, punctual attendance and engaged participation in all class discussion and activities for the duration of our scheduled time. When you are absent, you miss valuable instruction that is integral to your success! Even if you are running late to class, I strongly encourage you to come anyway. Having said that, be respectful of others; quietly enter the room and sit at the nearest desk to avoid disrupting the class.

If you arrive late to class, you are responsible for signing the class roster, or you will remain marked absent for the day (see above absence policy). If you leave class before dismissal, you will be counted tardy for that day. Three marked tardies equal one absence (see above absence policy).

NOTES, ANNOUNCEMENTS, & MISSED ACTIVITIES:

Any graded activities that you miss due to being tardy or otherwise absent cannot be made up. You must be present and on time to receive full credit for participation. Furthermore, you are responsible for all material presented or discussed during class, **including changes to the schedule**, even when you are absent or tardy. **You** are responsible for signing the attendance sheet to be counted present for class. You are still responsible for turning in all assigned work and obtaining notes and/or assignments when you miss class. I recommend that you exchange contact information with your classmates in case you need this kind of information between classes. I do not answer emails about what you missed in class. However, you are always welcome to come to my scheduled office hours.

SCHOOL-SPONSORED ACTIVITIES

Students involved in school-sponsored activities must show me documentation from the appropriate coach/sponsor **before** they are absent from class. Students must make arrangements at that time for completing any in-class assignments they may miss. Keep in mind that late work will not be accepted.

Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. Grades will be updated every week or two. I recommend that you check your grades regularly.

Grades are assigned according to this scale:

- A 90% or better is achieved on graded work; you have made **excellent** progress in writing skills.
- B 80% to 89% is achieved on graded work; you have made **good** progress in writing skills.
- C 70% to 79% is achieved on graded work; you have made **fair** progress in writing skills.
- D 60% to 69% is achieved on graded work; you have made **minimal** progress in writing skills.
- F 59% or less is achieved on graded work, and/or you have not achieved or attempted to make progress in writing skills.

If your grade is border-line, I may take your attitude and absences/tardies into consideration when deciding your final grade. **Regardless of your final average, I reserve the right to assign a grade of C or better only if I believe you can be successful in ENGL 0302.**

<u>Assignment</u>	<u>Grade Calculation</u>
Paragraph 1	20%
Revision of Paragraph 1	5%
Paragraph 2	20%
Revision of Paragraph 2	5%
Paragraph 3	20%
<i>Connect Writing 3.0</i> Homework	20% (2 lowest homework grades will be dropped)
Final Exam	10%

Final Exam

If you miss a maximum of two (2) classes during the entire semester and tardiness has not been a problem, or if you have an "A" average, you may be exempted from the final exam. If your course average is below 70% at the end of the semester, you will be required to take the final exam no matter what your attendance record is.

Online Homework – *Connect Writing 3.0*

Your weekly homework assignments will be accessed through Blackboard and must be completed by midnight on Sundays. The homework assignments will be completed on the internet at a website called *Connect Writing 3.0*, so a current subscription to *Connect Writing 3.0* is required. I will help you register in *Connect Writing 3.0* during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments in *Connect*.

In-Class Paragraph Writing

All paragraphs are created and typed/handwritten during class time and in the classroom. Normally three class periods are provided for writing one paragraph, with guided instruction and one-on-one feedback from me on each step. Paragraphs are not to be worked on outside of class. Therefore, no paragraph writing should leave the classroom in any form, whether on paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been graded. **If you work on your paragraph or receive assistance on it outside of class or if your ungraded draft leaves the classroom, you will receive an "F" for the paragraph or be given a different topic over which to write your paragraph. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

Plagiarism and Cheating

“Offering the work of another as one’s own, without proper acknowledgment, is plagiarism” and will not be tolerated (*General Catalog*, 23). Furthermore, cheating will not be tolerated (see *General Catalog*, 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the incident, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

Late Work Policy

I do not accept late assignments. I will drop your two lowest *Connect Writing 3.0* assignment grades.

Make-up Paragraph Day: Participation By Instructor Approval Only

I provide one make-up paragraph day during the last week of classes. If you fail to complete a paragraph assignment, you must **immediately** submit a request to attend the make-up day. The request must be a persuasive, typed memo (approx. 150 words) that explains the reason for the absence or missed deadline, with appropriate documentation attached. You will be notified if your request is approved. Only those students whose requests have been approved in advance will be allowed to attend the make-up day. You will be able to substitute the make-up day paragraph for **one paragraph grade**, not for a revision grade or daily work grades. The make-up day paragraph will be hand-written during one class period.

Cell Phones, Head Phones, Ear Buds, Laptops, and Tablets

Creating an environment free of distractions for all students is important for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. **Keep cell phones on silent mode or powered off (not on vibrate mode*) and stored out of your sight during class. Cell phones may not be placed on the desks nor on the computer towers. Texting or other use of cell phones is not allowed in class. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (*Students who need to leave their phones on vibrate must visit with me to inform me of their situation.)**
2. Wearing head phones or ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class. All in-class computer work will be done on the provided classroom computers.

Classroom Etiquette

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. Bring your textbook, paper, and pen to class daily. You are not allowed to share textbooks.
3. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency.** If you leave the classroom before being dismissed, you may be marked absent.
4. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.
5. Do not abuse or vandalize the classroom equipment (monitors, keyboards, etc.). Do not changing the default settings.
6. NO tobacco use of any kind or vaping in the classroom or in my office.
7. Avoid profanity. No sexually harassing language will be tolerated in my classroom.
8. Disruptive, offensive, threatening, or abusive behavior will NOT be tolerated. After one warning, you will be asked to leave the classroom. Police will be called when appropriate.
***Students who do not comply with the above may be dropped from the course.**

“Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course” (*South Plains College Student Guide*, 11).

Passing the TSI Assessment Test Writing Section

1. You may sign up to take the TSI test any time it is offered during the semester, if you feel you are ready.
2. If you attend class each scheduled meeting and you pass the writing section of the TSI assessment during the first month of the semester, show your scores to me, and you will then receive the final grade of B or C. **You do not need to drop the course.**
3. If you do not have excessive absences and you pass the writing section of the TSI test during the second, third, or fourth month of the semester, show your scores to me, and you will then receive the final grade of A, B, or C. **You do not need to drop the course.**

Visit the South Plains College Testing Center website to find out dates when the TSI test is offered and to register online: <http://www.registerblast.com/levelland/Exam/Index?Group=1409>

Note to Students with Disabilities

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.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Diversity Statement

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction.

Statement of Nondiscrimination

I do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

Campus Concealed Carry:

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. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

*I reserve the right to make changes in course policy at any time.

English 0301 Proposed Calendar – Ms. Shelton – Fall 2017

Required Textbook: *Exploring Writing: Sentences and Paragraphs*, 3rd edition, 2013, by John Langan

Required Subscription: Connect Writing 3.0

TAKE NOTE:

1. This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and completed on the internet in *Connect Writing 3.0* and are due by midnight on Sundays.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you will have to take the final exam, no matter what your attendance record is.
3. You may register to take the writing section of the TSIA test at any time during the semester. If you pass it, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This is a tentative calendar, so the course may deviate from this if I deem it necessary.

Calendar Subject to Change

Week #	Lesson Topics
Week 1	Day 1: Course Syllabus, Log in to Blackboard
	Day 2: Email writing assignment, Bring textbook to next class
Week 2	COMPUTER DAY IN ROOM RC829 Day 3-4: Register in Connect Writing
	Ch. 31-Spelling Improvement; Ch. 32-Omitted Words and Letters; Ch. 33-Commonly Confused Words
Week 3	Spelling, Word Choice, & Vocabulary Activity Day
	Ch 6: Subjects and Verbs
Week 4	Ch. 7: Fragments
	Ch. 8: Run-ons
Week 5	Ch. 1: An Introduction to Writing, Ch. 2-The Writing Process
	Ch. 3: Four Steps for Writing, Four Bases for Revising
Week 6	Ch. 3: Four Steps for Writing, Four Bases for Revising (cont.)
	Ch. 4: Exemplification Paragraph Assignment Day 1-Choose topic, brainstorm, cluster paragraph 1

Week #	Lesson Topics
Week 7	Day 2-Outline, write paragraph 1
	MEET IN COMPUTER LAB RC829 Day 3-Type, revise paragraph 1
Week 8	Ch. 9: Sentence Variety I
	Ch. 10: Standard English Verbs; Ch. 11-Irregular Verbs (ex. Lie, lay; sit, set)
Week 9	Ch. 12: Subject-Verb Agreement
	Ch. 13: Consistent Verb Tense
Week 10	Ch. 4: Cause or Effect Paragraph Assignment Day 1-Choose topic, brainstorm, cluster paragraph 2
	Day 2-Outline, write paragraph 2
Week 11	MEET IN COMPUTER LAB RC829 Day 3-Type, revise paragraph 2
	Ch. 15: Pronoun Reference, Agreement, and Point of View
Week 12	Ch. 16: Pronoun Types
	Ch. 20: Faulty Parallelism
Week 13	Ch. 26: Apostrophes; Ch. 28: Commas
	HOLIDAY - Thanksgiving
Week 14	Ch. 4: Argumentation Paragraph Assignment Day 1-Choose topic, brainstorm, cluster paragraph 3
	Day 2-Outline, write paragraph 3
Week 15	MEET IN COMPUTER LAB RC829 Day 3-Type, revise paragraph 3
	Final Exam Review; Make-Up Paragraph Day (only with instructor approval)
Week 16	FINAL EXAMS
	FINAL EXAMS