

South Plains College
ENGL 1301

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Office Hours: **By appointment only**

To make an appointment to meet in MS Teams, visit [Student One-on-One in MS Teams](#) (**this link is also on the Instructor Contact page in Blackboard**).

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.

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, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

Student Learning Outcomes Assessment: A writing assignment graded by a rubric will be used to determine the extent of improvement that the students have gained during the semester.

Textbook

There is no need to purchase a book or the access code for this book – you paid for it with your tuition. I'll provide instructions for accessing these resources when class begins.

Supplies

Access to computer with printer and Internet access

Course Evaluation

A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below). Essay grades are made up of an initial draft, peer review, and final draft.

Essay Initial Drafts (average of all)	20%
Essay Peer Reviews (average of all)	20%
Essay Final Drafts (average of all)	30%
Quizzes/Assignments:	15%
Reader Responses (discussions):	15%
Total:	100%

Student Responsibilities

Students are expected to:

1. Use Microsoft Word to submit all writing assignments
2. Log in to Blackboard frequently and checking announcements and email every day
3. Complete all assigned readings and viewing all assigned lectures in their entirety, and taking notes for each
4. Check feedback on graded writing assignments and apply that feedback to future writing assignments
5. Complete all assignments by the due date
6. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; and accepting responsibility for not understanding an assignment or failing an assignment
7. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
8. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
9. Be responsible for courteous actions to others
10. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
11. Submit all assignments in accordance with due dates, formats, and requirements
12. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
13. Ask questions when something is unclear

Attendance and Participation Policy

Regular, consistent attendance is required for this course. Any activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement.

There are several main things to remember about attendance for this course:

1. **I do not drop students for non-attendance.** It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending but don't complete the coursework will receive an F at the end of the semester.
2. Late work is not accepted for any reason.

Be advised – I do not accept late work for any reason. You cannot make up assignments.

Assignment Submission

I cannot accept any assignment via email, for any reason. 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 .gdoc, .pages, .odt, .rtf, or .txt files. If you submit anything other than a .docx file, you will be given a 0 for that assignment and will not be allowed to make it up.**

Papers will be submitted in Blackboard. They must be named according to the instructions in order for them to be graded. I will not make allowances for the late policy because of misplaced files or files with non-standard file names.

Be aware – any assignment that doesn't meet the minimum length requirement by ½ will be given a zero, and you will not be allowed to make it up. Assignments that meet the length requirement by ½ but still don't meet the length requirement will receive significant grade deductions.

Please understand: File management is a skill that, as a college student, you should be very comfortable with. I cannot accept late work from students who didn't understand how to upload files. When you submit a file in Blackboard, you should receive a receipt at your SPC email address. Look for this email after you submit each assignment to ensure the file is in the proper place. This is extremely important.

As a college student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not be able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

Why Microsoft Word

Many students wonder why I'm so adamant about using Microsoft Word for this course when there are many other word processing programs available. The answer is simple: Blackboard only allows me to view and grade Microsoft Word documents. It does not allow Apple Pages, Google Docs, or any other type of text files to be viewed or graded properly.

It's also a matter of formatting, which is addressed by course competency four: "[S]tudents will...[w]rite in a style appropriate to audience and purpose." Academic writers – you – are expected to follow a specific style guide, and academic audiences – me – expect to see specific formatting standards addressed. While the other programs might allow you to format your document properly, due to time constraints, I can only provide instructions for one program, and since it's the only program Blackboard will allow me to view and grade, Microsoft Word it is.

Luckily, Microsoft Word, and all programs in the Microsoft Office suite, are offered to SPC students at no cost. You can access these programs at www.office365.com using your SPC email address and password.

Why No Late Work?

I do not accept late work for any reason, whether it be five minutes late or five days late, because you forgot or because you're having technical difficulty. The reason is simple: fairness.

First is fairness to my students. This policy is applied to all students in the same way, so there can never be any question of favoritism; if I allowed late work for certain circumstances, but not for others, or for certain students, but not others, that wouldn't be fair. I don't want to make a judgement call about which circumstances or students require leniency, so the blanket policy applies to everyone – no late work for any reason.

This policy is also fair to my students' mental health and course progress. It's been my experience that students who get behind have a very hard time catching up, and having missing assignments causes anxiety and worry, which affects performance.

Submitting work on time is also fair to your classmates, as much of the work we do requires collaboration. If students don't submit work on time, it holds up the work their peers need to do to complete assignments like outline review and peer review. These assignments all build on one another, and late submissions would bring everything to a screeching halt.

Next is fairness to *myself*. My grading schedule is very strict, and there are many responsibilities associated with my job, so I cannot add keeping track of missing assignments to my already-full plate. I set due dates so that I can give you feedback in a timely manner, and if I allowed work to be submitted late, that would be unfair to my workload.

Style Guide

We will use the APA style guide for formatting and documentation in this course. Specific rules regarding this particular style guide can be found in on the 'Additional Resources' page in Blackboard. All documents you submit should be formatting using APA standards, and all citations you write, whether in-text or on a References page, should follow APA guidelines for citation.

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. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.****

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated that you can't get around, as smart as you are. ;-)

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. Using AI such as ChatGPT to generate your essays;
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; or
5. Missing in-text citations.

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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

AI Submissions and Procedure

I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced. Any evidence of AI through detection ratings or faculty review will be subject to further investigation.

It is your responsibility as a student to demonstrate that your work is original in order to avoid penalties or plagiarism violations. I encourage all students to keep a comprehensive draft history and track changes in Microsoft Word as a precaution. This is the easiest way to prove authorship and protect your academic integrity in the age of AI.

In many cases, work containing evidence of AI assistance will require a Zoom conference for an interview and proctored writing sample. These conferences will be recorded and reviewed by at least one other faculty member, and a determination will be made as to whether there is satisfactory evidence of authorship to earn credit.

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.

College-Required Syllabus Statements

For a list of college-required syllabus statements, visit <https://www.southplainscollege.edu/syllabusstatements/>.

Topics include:

- Intellectual exchange
- Disabilities
- Non-Discrimination
- Title IX Pregnancy Accommodations
- CARE Team
- Campus Concealed Carry