welcome
Fall 2020

Course: ENGL 0301 Developmental English

Instructor: Wendy Esch

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
2:15 – 3:15 p.m.	1:00 – 3:00 p.m.	2:15 – 3:15 p.m.	1:00 -- 3:00 p.m.	9:00 – 11:00 a.m.

Course Description

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard American English. The course provides a fundamental review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements.

Core Curriculum Objectives

This course will address the following core curriculum competencies:

- **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 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 practical approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the thoughts and words of other writers in student writing using established strategies.

4. Evaluate the 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 American English.

Required Supplies

The following are requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

- 3-ring binder with paper for notetaking
- Writing utensils
- Face Mask

Ebook/Textbook

The textbook (ebook) required for this course will be provided to you in class. **You do not need to purchase a book/code from the bookstore.**
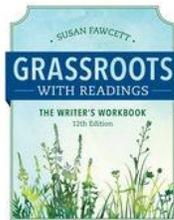
MINDTAP GRASSROOTS
Author: FAWCETT
Edition: 12TH
Published Date: NA
ISBN: 2818560433071
Publisher: CENGAGE L
How to access your Ebook and MindTap assignments/ Registration

1. The first time that you click on the MindTap assignment in Blackboard, you will be required to register your account.
2. I will walk you through the registration process during class.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- *Internet Browser:* Blackboard is designed to work best with the **Mozilla Firefox or Chrome** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/ Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- Blackboard account and Mindtap account – Provided with this course.
- *Access your FREE Microsoft Office 365: Word and PowerPoint*:
  - 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. Microsoft is continuously adding new applications as well. (Please note: SPC does not currently subscribe to e-mail through Office 365)
  - You can use Office 365 online or install it on your PC, Mac, or mobile device.
  - To access Office 365, go to https://www.office.com/GetOffice365 and click the link "Find out if You're Eligible."
  - Complete the registration process with your SPC e-mail address (your *Blackboard username@southplainscollege.edu*), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log in.

Communication

You can reach me in several ways:
1. E-mail me at wesch@southplainscollege.edu
2. Send me a message with your cell phone in Remind.
3. Call my office at 806-716-2446 and leave a message.
4. Drop by during my office hours.

Please note: I return e-mails, texts, and calls within 24 hours. However, I may not be immediately available to you should you need something, so please do not wait until the last minute to complete assignments.

Ways that I will communicate with you:
1. **Your South Plains College e-mail (This is the official communication path for this course). Plan to check it every day.**
2. **Remind text alerts** - I will text announcements about assignment deadlines, instructor absence, and/or class location changes. (We will set that up in class during the first week of the semester.)
   - Click here to sign up for Remind - https://www.remind.com/join/eng0301m
3. **Announcements in your Blackboard class**.

Attendance and Participation Policy

- To be successful in this course, you must attend consistently and punctually and participate fully.
- If a person believes he/she has been exposed to COVID-19 or tests positive, they will report to their Instructor and Health Services, DeEtte Edens, BSN, RN at 806-716-2376 OR mailto:dedens@southplainscollege.edu for quarantine guidance.
- Students who have not submitted an assignment for three weeks and/or are not passing the class with a 60 or higher may risk being dropped from the class.
- Be advised – I will accept late work for a week past the due date, but there will be a significant deduction associated with all late assignments. If you are absent, you are still required to complete the assigned work by the indicated due date to receive full credit. Please note that Small Group Workshop and Peer Editing are activity assignments that will not be accepted late.
- Please notify me when you are going to be out of town for a school-sponsored event. I will let you work ahead so that you don't miss any deadlines.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments	
Major Paragraphs	25%
Paragraph Revisions	25%
MindTap	25%
Journal & Daily Work	20%
Final Exam	5%
Total	100%

GRADE TOTAL

A (Superior):	90-100
B (Good):	80-89
C (Acceptable):	70-79
D (Poor):	60-69
F (Unacceptable):	0-59

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

Announcements

Any information sent-out via announcements in e-mails, via REMIND, or posted as an announcement on the course website is essential and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

In-Class Paragraph Writing

All paragraphs are created and typed/handwritten during class time and in the classroom. Typically three class periods are provided for writing/revising one paragraph, with guided instruction and one-on-one feedback from me on each step. Due dates can be found on the course calendar, and specific assignment details can be found in the module folders in Blackboard. **I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

MindTap Coursework

Throughout the semester, you will be required to complete several online MindTap exercises, quizzes, and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. Although you will access these assignments via Blackboard, you must have purchased the access code to complete these assignments. When averaged together, these assignments are worth 25% of your final grade, so the completion of your daily assignments is very important.

Journals / Daily Work

You will be required to complete journal entries in Blackboard over an array of topics. This assignment is helpful in honing your writing skills and creativity. Entries will be graded on participation, interest, and length rather than grammar. When averaged together with daily work, these assignments are worth 20% of your final grade, so the completion of these fun assignments can really benefit your overall average.

Post Course Exam

A final exam will be given at the end of the course. Students will be exempt from this final if they meet the guidelines outlined here.
1. Students with a grade of an "A" or "B" the week before final exams and have completed all of their writing assignments will be EXEMPT from taking it.
2. Students with a grade lower than "B" or with missing assignments will be required to take the final exam.

Grading Time Frames

I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers are graded.

In-Class Computer, Cell Phone, Headphones, Ear Buds, 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. Texting or other use of cell phones is not allowed in class. If you are constantly on your phone during class, I will ask you to leave the classroom for the day, and you will be counted absent
2. Wearing headphones and ear buds is not permitted during lecture time but is allowed on lab writing days.
3. Personal laptops and tablets can be used during writing/lab days.

Due Dates

Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 14 days of the due date to receive partial credit. After 14 days your papers will not be accepted and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

Due times are <u>midnight</u> on the date listed on the calendar.

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

Assignment Submission

I cannot accept any assignment via e-mail, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.

As an online 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 or check your SPC e-mail for submission acknowledgement to verify it's been submitted correctly. If it's not submitted successfully by the due date, you will not receive credit for it, regardless of whether you thought the paper had sent.
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 incur the late deduction associated with late assignments.

4. Additionally, all files must be submitted as .docx documents (Microsoft Word). Other file formats such as .gdoc, .pages, .odt, .rtf, or .txt files will not work with Turnitin. If you submit anything other than a .docx file, your assignment will be considered late and incur the late deduction. **If you are writing your essay on Google Docs, you will need to download the paper to your computer in Microsoft Word format before submitting it to Turnitin.**

Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. Remember, you are responsible for making sure your work has been submitted correctly.

Style Guide

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

Academic Integrity

"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 problem, 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.
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.

TSIA Writing and Essay Test

1. You may sign up to take the writing and/or essay section of the TSIA test any time it is offered during the semester if you feel you are ready.
2. If you have taken the TSIA Writing Test at least once, then you may retake the essay portion alone or the multiple-choice part by itself.
3. If you attend class each day and you pass the writing section of the TSIA test during the first month of the semester, then 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 TSIA test is offered and to register online: http://www.registerblast.com/levelland/Exam/Index?Group=1409

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's 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.

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. Following 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) 806-716-2529.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from the 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.

Health and Wellness

Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference sessions via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing.

Diversity Statement

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

Writing Center - CM112

We have free writing help on each campus in our Writing Centers. The Levelland campus Writing Center is housed in the Communication building Room CM112. Because this is a writing class, I highly recommend that you take advantage of the free tutoring available here. The tutors are only available during select times throughout the day, so be sure to run by there to check the schedule. The Writing Center is also equipped with computers and a printer if you need to print out an assignment. It also houses cozy couches if you have a few minutes between classes to relax.

Basic Needs

Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable doing so. Your first step will enable her to provide any resources that she may possess.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the Instructor. Neither the 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.**
Since you are college students, I expect you to conduct yourselves professionally:
1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your supplies to class daily.

4. Try to take care of personal needs before and after class.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to stop or leave the classroom and may be dropped from the course.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the Internet, e-mail, 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 allowed.

*Students who do not comply with the above will be dropped from the course.

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, a notification will be sent to the student and instructors. It is the student's responsibility to work with the Instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or e-mail cgilster@southplainscollege.edu for assistance.

Please Note: The Instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes at any point during the semester. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set forth in this syllabus by the Instructor.

Class Schedule – ENGL 0301 Fall 2020

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your Instructor and/or Blackboard.

Assignments will be accepted up to 14 days past the deadline but will receive a late deduction. Any assignment submitted past the 14-day deadline will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the task, arrangements must be made with your Instructor. **If you miss class, check Blackboard or ask me about missed assignments**.

ENGL 0301 Course Schedule

Week	Assignments
Week 1	• Review Syllabus/Calendar • Sign up for Mindtap/Remind
Week 2	• E-mail Instructor • "I love" paragraph
Week 3 **Labor Day**	• Formal vs Informal • **Mindtap -Chapter 23: Nouns** • **Mindtap -Chapter 24: Pronouns** • **Mindtap -Chapter 30: Capitalization**

Week 4	• Photo Paragraph • **Complete Mindtap Assignments**
Week 5	• **Mindtap -Chapter 10: Subjects and Verbs** • **Mindtap -Chapter 12: Present Tense (Agreement)** • **Mindtap -Chapter 13: Past Tense**
Week 6	• Summary Paragraph • **Complete Mindtap Assignments**
Week 7	• Informative Paragraph • **Mindtap -Chapter 1: Exploring the Writing Process** • **Mindtap -Chapter 3: Developing Effective Paragraphs** • **Mindtap -Chapter 6: Process, Comparison-Contrast, and Classification**
Week 8	• Paragraph Revisions • **Complete Mindtap Assignments**
Week 9	• **Mindtap -Chapter 15: Progressive Tenses** • **Mindtap -Chapter 14: The Past Participle in Action** • **Mindtap -Chapter 11: Avoiding Sentence Fragments**
Week 10	• Compare/Contrast Paragraph • **Complete Mindtap Assignments**
Week 11	• Paragraph Revisions • **Mindtap -Chapter 4: Improving Your Paragraphs** • **Mindtap -Chapter 9: Proofreading to Correct Your Personal Error Patterns** • **Mindtap -Chapter 7: Definition, Cause-Effect, and Persuasion**
Week 12	• Argument Paragraph • **Complete Mindtap Assignments**
Week 13-	• Paragraph Revisions • **Mindtap -Chapter 31: Commas** • **Mindtap -Chapter 25: Adjectives and Adverbs** • **Mindtap -Chapter 19: Avoiding Run-Ons and Comma Splices**
Week 14 - **Thanksgiving**	• Playlist of the year • **Complete Mindtap Assignments**
Week 15	• Review for Final • **Complete Mindtap Assignments**
Week 16	• **Finals Week**