

ENGL 0301

Basic Developmental English

Fall 2018

Instructor: Katherine Jackson

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Office Hours: By appointment

Tutoring Hours (Lubbock Center): Tuesday 9-11, Wednesday 11-1, Thursday 3-6, and by appointment

Course Description

This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

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

Textbook and Supply Requirements

The following are requirements for this course. You will need to purchase them immediately. They are available from the SPC bookstore or online.

- Langan's *Exploring Writing: Sentences and Paragraphs with Connect Writing 3.0 Access Card* ISBN: 9781259662881
- Criterion Access Card ISBN: 9780886853822

Software Requirements

You are required to have access to the following technologies:

- Blackboard
- Connect
- Criterion
- Microsoft Word

Due to formatting requirements, I require to you use Microsoft Word for your writing assignments. As SPC students, you are eligible to download the entire Microsoft Office Suite for free at

www.office.com/getOffice365.

Communication

If you need to be in contact with me, you may do so in several ways. You may text me at **(816) 974-8385** at any time, but be aware that depending on my schedule it may take several hours for a response. I will reply as soon as my schedule permits. You can text about due dates or general course information, but I can only handle information about grades via e-mail. You can email at kejackson@southplainscollege.edu, or you can make an appointment to visit with me privately.

I will respond to e-mails as quickly as possible. Please be advised that I am busy, as you all are as well, so please allow 24 hours for e-mail response. E-mail responses will be sent to your official SPC e-mail address (if you e-mail from your gmail/yahoo/apple address, I will respond to your SPC e-mail to ensure your student privacy). **Any emails originating from a third party e-mail address (i.e. an address that is not yours) will not be opened, read, or responded to.** If you require more urgent attention, I encourage you to text me at the above number.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. Texts should include your name and course number. E-mails should include a subject, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

Text Alerts

This course will utilize a text messaging alert system to remind you of due dates, homework, etc. This service is optional to enroll in, but recommended. Text alerts are the best way to stay up-to-date with the course. Although reminders will be sent to your cell phone, **I do not receive any replies to the alert system.** If you have a question about an alert you receive, you should text me at **(816) 974-8385**.

- To register, text _____ to _____

Attendance Policy

Students are allowed two (2) absences at no penalty. The third absence will result in a deduction from your overall participation grade. The fourth absence will result in being dropped from this course with an F. Two instances of excessive tardiness will count as one absence. If you arrive to class after attendance is taken, it is your responsibility to make sure you were marked “present” for the day. If you are not sure how many absences you have accumulated, please notify me so I can provide you with an absentee report.

If you miss class, it is your responsibility to complete the required work for that day and get any notes, worksheets, or information that was assigned.

If you have an emergency or extenuating circumstances, absences may be excused at the instructor’s discretion. At any rate, if attendance is insufficient for adequately completing the course, you may be dropped.

Grading Policy

Final grades are calculated as follows:

Writing Assignments	25%
Exam 1&2 (Averaged)	15%
Connect	25%
Participation	10%
Final Exam	15%
Final Revision Project	10%

Participation

Your participation grade reflects the level of effort you apply in this course. If you come to class, participate, and stay awake, you will get full participation credit. Points may be deducted for many reasons including, but not limited to: excessive absences, excessive tardiness, non-participation in group work, using a cell phone during lecture, spending 30 minutes in the bathroom per class meeting, and sleeping.

Connect Homework

We will use Connect, an online assignment and assessment tool, to complete some projects for this class. This includes learning activities and discussion activities. You must purchase the Connect registration code from the SPC bookstore in order to register for the site's services. It should be provided in a bundle with your textbook. You will access Connect via Blackboard; I will provide specific instructions in class.

Connect assignments will take place, for the most part, outside of class. Due dates can be found in your course schedule. Connect assignments will include LearnSmart Activities (interactive instructional tools) and Discussion Posts.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone to log in to your Connect account. Doing so will be considered academic dishonesty and will be treated as such.

Late work will not be accepted; there are no exceptions. This includes technical difficulties. I recommend that you allow yourself ample time to complete assignments in the event that difficulties arise.

Writing Assignments

You will complete four formal writing assignments for this class. An average of these assignments will be worth **25%** of your final grade. Each assignment grade is comprised of four components:

- Prewriting Packet
- Rough draft
- Peer-review
- Final draft

For all four assignments, you will find two corresponding due date in the calendar: workshop and final draft. Three components of each assignment are due on workshop day—make sure you keep up with these dates. An additional outline of each component and detailed guidelines for writing assignments will be handed out prior to the first assignment.

Writing assignment final drafts must be submitted to Blackboard by the deadline. I recommend you save the confirmation e-mail that you will receive after submission in the event of technical difficulties. All writing assignments should be .doc or .docx files. I will not grade hard copies submitted during class. I will not grade assignments submitted via e-mail. I will give you detailed instructions on proper submission; make sure you follow them exactly.

Final Revision Project

At the end of the semester, you will be responsible for submitting a final, revised portfolio of your writing. This portfolio will be worth 10% of your overall course average and should include:

- One revision of a graded Writing Assignment of your choice (50%)
- Two revisions of a Discussion Post of your choice (20% each)
- A memo that outlines your revision process (10%)

I will provide a list of all in-class paragraphs prior to the final exam period for you to choose from. You **may not** use an assignment that was not completed during the regular semester; if you miss an in-class paragraph or discussion assignment, that assignment is **not** eligible for your portfolio.

While not required, I **highly recommend** that you meet with me outside of class at least once throughout the semester to discuss your revision and writing processes. I will make a meeting schedule available to you. Your final revision project should demonstrate a significant amount of thought, effort, and revision from one draft to the next. I am always happy to help guide you through the process.

Exams

In this course, you will take two exams during the regular semester. The average of these exams will be worth **15%** of your overall course average.

You will also take a final exam. It will be cumulative. I do not give exemptions to the final exam. The final will be worth **15%** of your overall course average.

Alternate exam periods are only granted for students who make arrangements with me BEFORE the exam date. If you miss an exam period without making arrangements ahead of time, you will not be permitted to take a make-up exam.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Cell Phones and Technology Policy

Cell phones should be silenced during class. If you have an emergency, please step outside of the class to use your phone. If you are using your phone during lecture, I will deduct points from your participation grade without warning. Laptops and tablets are permitted in the class **for class related purposes only**. If you are discovered to be abusing this technology, you will be counted absent for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

Student Code of Conduct

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 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.**

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. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course.

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 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.

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 exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Special Services

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.

Title IX 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, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.