

South Plains College  
ENGL 1301



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 <https://calendly.com/mescamilla-spc/meeting>

Office Hours -- Fall 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. - 1:30p.m.	11:00 a.m. - 1:30 p.m.	11:00 a.m. - Noon	11:00 a.m. - Noon	8:00 - 9:00 a.m.

If you need to contact me outside of class, you should do so using your SPC email account. Instructions for accessing it, along with all the programs in the Office 365 suite, are in your syllabus. I will answer emails I receive within one business day (excluding weekends and holidays).

**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.

**Prerequisite:** Students must be TSI-complete or waived in both writing and reading.

**Credit:** 3 **Lecture:** 3 **Lab:** 0

**This course 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, 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

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Wyrick, J. (2023). *Steps to writing well* (11<sup>th</sup> ed.). Cengage Publishing.

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

### Supplies

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- Access to computer with printer and Internet access
- Paper and pen for notetaking
- Colored pens and highlighters for editing

### Grade Scale

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<b>Essay Exams (average of all)</b>	<b>20%</b>
<b>Essay Small Group Workshops (average of all)</b>	<b>20%</b>
<b>Essay Final Drafts (average of all)</b>	<b>30%</b>
<b>Quizzes/Assignments (average of all)</b>	<b>10%</b>
<b>Daily Writing Assignments (average of all)</b>	<b>5%</b>
<b>Notes (average of all)</b>	<b>5%</b>
<b>Attendance</b>	<b>10%</b>
<b>Total:</b>	<b>100%</b>

### Essays

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You will be required to submit four full essays. There will be several steps to complete for each essay. The **first step** is the completion of an essay exam. The **second step** is participation in a small group workshop. The **third step** is the submission of a revised draft of your essay exam.

If you do not take the essay exam, you won’t be able to participate in small group workshops, lowering your grade further.

If you do not come to small group workshop on the date you've been assigned, on time, with paper copies of your essay in hand, you will not be able to participate, and your grade will suffer.

Due dates can be found on the course calendar and specific assignment details can be found in the module folders in Blackboard. Late work will not be accepted for any reason.

### **Student Responsibilities**

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Students are expected to:

1. Use Microsoft Word to submit all writing assignments
2. Log in to Blackboard frequently
3. Prepare for essay exams ahead of time
4. Attend small group workshops on the date they're assigned, arriving on time with paper copies of your essay in hand
5. Check feedback on graded writing assignments and apply that feedback to future writing assignments
6. Complete all assignments by the due date
7. Be responsible for the learning process, including preparation for class, such as reading and homework; participation 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
8. 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
9. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
10. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
11. 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
12. Submit all assignments in accordance with due dates, formats, and requirements
13. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
14. Ask questions when something is unclear

### **Attendance and Participation Policy**

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

I will take role at the beginning of each class meeting. If you are present when I take role and stay for the entire time, you will receive full points for that day. If you are late, leave early, are

on your phone, or do not participate in group activities, you will receive zero points for that day. There will be no negotiating.

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. If you are absent, you are still required to complete the assigned work by the indicated due date and are still required to demonstrate the concepts you missed in your writing.

You cannot make up tests. You cannot make up small group workshops. You cannot make up in-class quizzes and assignments. I do not provide lectures or PowerPoint slides in Blackboard. I will not tell you what you missed when you return to class or through email. It will be your responsibility to get the information you missed from a classmate.

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. However, please know that no exceptions will be made to the late assignment policy.

### **Assignment Submission**

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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**

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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](http://www.office365.com) using your SPC email address and password.

### **Why No Late Work?**

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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

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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

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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. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Using AI to write papers;
3. Discovering the content of an examination before it is given;
4. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
5. Entering an office or building to obtain unfair advantage;
6. Taking an examination for another;
7. Altering grade records;
8. Copying another's work during an examination or on a homework assignment;
9. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
10. Taking pictures of a test, test answers, or someone else's paper.

### **AI Submissions and Procedure**

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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**

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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**

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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

## COVID-19

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If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
  - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
  - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
  - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
  - c. A student is clear to return to class without further assessment if they have completed:
    - The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.



Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.