

Course Syllabus
ENGL1301 + INRW0300
Composition I – CoRequisite
Sections: C606 (TTh 1:00 -3:45)
Lubbock Downtown Center

Instructor: Ms. Lesley Shelton, Assistant Professor
Office: Rm. #2025, Lubbock Downtown Center
E-mail Address: lselton@southplainscollege.edu
Office Phone: 806-716-2178

FALL 2024 OFFICE HOURS
 ALL Office Hours are held in LDC Office #2025.
 Limited availability by appointment (F2F or ZOOM).

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 a.m.	10:00-11:00 a.m.	8:30-9:30 a.m.	10:00-11:00 a.m.	10:00-11:00 a.m.
3:45-4:30 p.m.	3:45-4:30 p.m.	3:45-4:30 p.m.	3:45-4:30 p.m.	

- I answer emails within 1-2 business days via email reply or in person communication.
- I answer most emails during office hours on Monday through Friday morning.
- I do not, as a rule, answer emails after 6:00 p.m. or on weekends.
- Required for emails: Course + section number and subject in the subject box of your email to me (example: *ENGL 1301-002 - Question about Week 2*).
- **Do NOT message me on Blackboard, I will not answer.**

You may want to get contact info for a few of your classmates for future reference.

Name: _____ **Phone/Email:** _____

Name: _____ **Phone/Email:** _____

PREFERRED METHODS OF COMMUNICATION

Face-to-Face:

The best way to communicate with me is to raise your concerns during class. You are always encouraged to ask questions at that time. However, if you have a concern that requires a more confidential setting (questions about grades or other more sensitive issues), you should plan to meet during scheduled office hours in my office. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

PLEASE NOTE: The 15 minutes between classes is my personal time. Even if I am at the podium in the classroom, this is not the time for student questions. Please ask during class or office hours.

Email:

Email correspondence can be very effective when used properly. Please follow the proper format for business email correspondence (appropriate subject line, salutation, complete sentences in the body, closing, and signature). You can find a good description of the expectations for professional communication here: [How to Write a Professional Email](#).

Emails **MUST specify BOTH Course & Section number in the subject line**; if this information is missing, the email will be returned to you, no exceptions. Allow 1-2 business days for a reply. If you need to reach me right away, you may call or stop by my office during office hours.

IMPORTANT: Check Blackboard and your official SPC email (Outlook 365) regularly. All email correspondence from me will automatically be sent to your SPC email address. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

Phone / Voicemail:

If you are calling with questions during scheduled office hours (and I am not busy with another student), a quick phone call can resolve many issues. My office phone number is 806-716-2178. Voicemail can also be very effective when used properly. If you must leave a voicemail, be sure to speak clearly. Leave your **full name, course and section number, and clearly state what information you need** from me. **Include your SPC email address** so that I may reply via email if I cannot return your call. Remember that I cannot call you back unless I happen to be in my office; this means I will NOT be returning any calls after office hours or on weekends. Voicemail messages that do not provide complete information will not be answered, so **be prepared before you place the call**. Oftentimes, an email is better suited to your needs.

REQUIRED Textbook for ENGL1301**Textbook:**

Wyrick: Steps to Writing Well with Additional Readings + MindTap

INRW 0300 COURSE DESCRIPTION

INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

Departments: English and Philosophy/The Teaching and Learning Center

Student Learning Outcomes:

Upon successful completion of this course, students will:

- Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.
- Identify and analyze the audience, purpose, and message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
- Determine and use effective approaches and rhetorical strategies for given reading and 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 in recognizing, formulating, and developing a claim.
- Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Recognize and apply the conventions of Standard English in reading and writing.

REQUIRED Textbook for INRW0300**Textbook:**

Wilson & Glazier: *The Least You Should Know About English: Writing Skills* + MindTap from Cengage

Additional Supplies:

Blue/black ink pen, 1 inch three-ring binder or a folder (to keep course assignments and notes), notebook paper or a spiral notebook.

Technology Requirements

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Your official email account is your lifeline to the school. You must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).

- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
 - To access your SPC email account, log in to [MySPC here](#)
 - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app. ▪ Check with the SPC Help Desk for assistance: 806-716-2600.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with current SPC credentials on all SPC campuses (Levelland, Reese, Lubbock, Plainview) during the hours the buildings are open.
 - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
 - Free WiFi is available in all SPC campus buildings, some SPC parking lots, etc.
 4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
 5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
 - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
 6. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The Blackboard email account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on [the Blackboard Help link](#) and select: Submit a Ticket..

COREQUISITE CLASSES PLEASE TAKE NOTE

You are registered for TWO (2) separate courses that CANNOT be completed separately. You are committing to attend both class sections for the duration of both class periods each week. These classes require attendance two days per week at the scheduled class times. Do not schedule work, appointments, or other activities during class time if possible. **When you miss class, you will be counted absent**, which can have a negative impact on your outcomes. You may also miss graded participation activities that cannot be made up. It is your responsibility to be present for scheduled classes.

This also means you are responsible for completing the work for both courses: ENGL1301 and INRW0300. Each course has its own separate (although related) homework assignments. There will be a substantial

amount of reading and writing in these two courses. These two courses are graded separately, and you will receive two grades that may be different at the end of the semester.

ENGL1301 is the college credit-bearing course and is a prerequisite for many more advanced college level courses. It is the more demanding and challenging of the two courses. This is a transferrable credit that will follow you to any future college that you apply to.

INRW0300 is NOT a college credit-bearing course; however, the grade you receive will be factored into your SPC grade point average, which can affect your ability to qualify for financial aid, compete for scholarships, etc. It will not transfer to a university, but it will appear on your transcripts and may affect your admission at some institutions.

You are registered for two separate but conjoined and required courses; you must complete them both. You may not drop one course and still complete the other. If you drop the courses, you will be dropping two 3-credit hour courses (6 total hours of credit). Furthermore, you will be required to retake BOTH courses on your next attempt unless you retake and pass the TSI to allow you to enroll in ENGL1301 alone.

DELIVERY OF INSTRUCTION

This is a face-to-face class. This class requires your attendance twice per week at the scheduled class time. You are committing to attend class for the duration of each class period each week. Do not schedule work, appointments, or other activities during class time if possible. **When you miss class, you will be counted absent**, which has a negative impact on your outcomes. You may also miss graded process work and other participation activities that cannot be made up. It is your responsibility to be present for scheduled classes.

ATTENDANCE POLICY

Attendance is required and necessary for your success. Read this policy carefully. If you do not understand any part of the policy, ask for clarification NOW. Attendance will be taken for ALL students, regardless of registration date, beginning on the first scheduled day of class. You are expected to arrive on time, ready to participate, and attend the whole scheduled session. Every class day, you will be counted as **present, tardy, or absent.**

PRESENT:

To be counted as present, you must be present in the classroom when class begins and attendance is taken. Furthermore, you must attend the whole class session until class is dismissed.

TARDY:

Arriving late to the beginning of class and leaving class before dismissal can create a disruption for you and your classmates. If you arrive late **or** leave early, you will be counted tardy. **If you arrive late and leave early, you will be counted absent.** In addition, 3 tardies is equal to 1 absence.

ABSENT:

If you are not present for a regularly scheduled class, you will be marked absent. In addition, if you arrive late to class *and* leave early, you will be marked absent. Only absences related to school sponsored activities or qualified, documented accommodations are exempt from this policy. **All other absences, even absences due to periodic illness or doctor's visits, count toward your absence totals.**

School-Sponsored Activities & Officially Documented Accommodations

Students involved in school-sponsored activities or with officially documented accommodations must present appropriate documentation **before** they are absent from class. At that time, students may arrange to complete any in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements **OR** if no arrangements are made in advance of the absence, all policies in the syllabus and due dates posted in Blackboard will remain in effect.

You May Be Dropped for Excessive Absences

Students who accumulate 5 absences (including accumulated tardies) will be dropped from the course. Students with 3 or more consecutive absences will be dropped automatically unless you have made prior arrangements with me.

NOTE: If circumstances such as a documented family emergency, hospitalization, or an extended illness make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger's office at 806-716-2380). Her office can help you request accommodations from your professors and connect you with resources that may help you through difficult times. **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. If no arrangements are made, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

STUDENT RESPONSIBILITIES

Notes, Announcements, & Missed Activities

Because attendance for this class is required, you are responsible for all material presented or discussed during class—including changes to the schedule—even when you are absent or tardy. **You must still turn in all in-class or online assignments by the posted due date, even when absent, unless prior arrangements have been made. Process work, participation activities, or quizzes that you miss due to being tardy or absent cannot be made up due to the nature of the task.** It is imperative that you are present and ready to engage with the material and your classmates every day if you want to get the most out of this class.

I do not answer emails about what you missed in class. Please refer to your notes, the Blackboard Weekly folders, and/or the course schedule for this information. Email or call a classmate for needed information between classes. You may also come to scheduled office hours for additional clarification.

Student Conduct: Students are expected to

- Be on time and regularly attend class.
- Be responsible for your learning process: Come to class prepared by completing all readings and homework; participate in class discussions, including asking relevant questions and being a good group member; listen when your instructor is speaking, take appropriate notes and ask for clarification when necessary; keep up with assignments if absent; turn in assignments on time.
- Be respectful and courteous toward your instructor and classmates. This includes limiting side conversations, reducing distractions caused by electronic devices, removing earphones in class.
- Complete all assignments in accordance with the assignment prompts and instructions, including due dates, formats, and any other requirements.
- Don't cheat or plagiarize on any assignment. You must complete your own work if you want to improve your reading and writing skills. Do not use AI apps, translation software or other apps, or any other forms of improper collaboration to complete your assignments
- Ask questions when something is unclear. Be an advocate for yourself. Your instructor is here to help you, so ask when you need assistance.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Do not answer your phone in the classroom; if you need to take a call, please step into the hallway.
- Do not text during lecture or discussion time. Do not watch shows or videos during class.
- All mobile devices are to be put away during quizzes and tests or when instructed by professor.
- *If non-adherence to this policy becomes a habitual problem, you will be asked to leave the class and be assigned an absence for each infraction.*

Composition Requirements

1. All compositions must successfully adhere to the requirements of the assignments.
2. All compositions should use the conventions of standard grammar and formatting.
3. All compositions must properly utilize logic, facts, and argumentation to advance the thesis.
4. **All compositions must be the original work of the student submitting the work for credit.**

ENGL1301 COURSE EVALUATION

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). I do not curve grades or round up averages. In this class, you will receive the grade you earn for the work you complete and turn in subject to policies in this syllabus.

Graded Assignments:**LOW STAKES WRITING ASSIGNMENTS: 25% Total**

Five writing assignment each worth 5% of the overall grade.

HIGH STAKES WRITING ASSIGNMENTS: 45% Total

Three writing assignments each worth 15% of the overall grade.

ATTENDANCE, HOMEWORK, QUIZZES, PARTICIPATION, & EXAMS

Online Reading Quizzes in MindTap	10%
JustInTime+ exercises in Mindtap	10%
Participation Assignments	10%

Writing Assignments – Low and High Stakes

As you can see, the majority of your grade depends on successful completion of your writing assignments. Your writing assignments should be your number one priority in this class, as you cannot pass the class if you fail to complete and turn in your writing assignments.

Online Homework – MindTap

Most of your weekly readings and homework assignments will be accessed through Blackboard in the MindTap interface. Readings should be completed prior to the class in which the material will be discussed; those dates are in your schedule. Reading quizzes & Just In Time Plus (JIT+) quizzes will always be due on Friday (before 11:59pm) of the week assigned unless otherwise noted.

MindTap must be accessed on the internet. If you do not have a computer at home with reliable internet access, you will need to make plans to use one of the computer labs on campus, in the Technology Center or in one of the libraries to complete your online homework.

Participation – In-Class & Online Activities

The participation grade will be based on in-class and online activities related to your writing assignments. For example, I may ask you to bring a deliverable product to class, usually part of the writing assignment that you are working on, for group discussion and feedback. Depending on the completeness of the work you produce and the quality of your participation, you will receive a 95, 75, 55, or 0 for most assignments.

INRW0300-COREQ COURSE EVALUATION**GRADED ASSIGNMENTS:**

Grammar & Participation Quizzes	30%
Paragraph Writing Assignments	30%
Reading Response Worksheets	20%
Vocabulary Journals	20%

Final Exam

There is no final exam for this course.

LATE WORK POLICY

I do not accept late assignments except in very rare situations; therefore, if you forget to do an assignment, do not send me an email asking if you can make it up. However, there is a built-in grace period for some assignments, with a late penalty. To be successful in college, you must turn your work in on time.

If you have trouble submitting your work on Blackboard for any reason, email me and **include a copy of your completed assignment**, along with an explanation of the technical problem before the deadline for the assignment. As soon as possible, you must submit your assignment (the same document that you emailed) as usual. **Any exceptions to this policy must be arranged with me before the assigned due date and time.**

Always backup your electronic files. Best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Dropbox or Microsoft OneDrive, a flash drive, or another mechanism. ***A lost file or a crashed computer is not an excuse for late work in this class.***

Low & High Stakes Writing:

Essays must be successfully submitted in Blackboard by the due date and time listed. **Essay Assignments will be accepted for up to 3 days after the due date with a 10 point deduction for each day past the due**

date. After 3 days, the essay will not be accepted for any reason, unless an accommodation has been arranged prior to the due date. Nevertheless, if you miss the due date and you have an essay to submit, you should always upload it as soon as possible. There is no guarantee that you will receive credit for work beyond the 3-day grace period, but failure to submit a writing assignment will always result in a zero. Assignments cannot be accepted after the course has ended.

If you do not think that you will be able to complete an essay before the due date, you should come speak to me right away. In some circumstances, I may grant an extension or offer some guidance or accommodation. However, **once the due date has passed, no exceptions will be made.** I expect you to stay on top of your work and advocate for yourself if you need help.

Online Homework: There is a 5-day grace period for the online MindTap reading quizzes and JIT+ quizzes. Late submissions will receive a 20% penalty. However, I will drop your two (2) lowest online reading quiz grades and two (2) lowest JIT+ quiz grades at the end of the semester. These accommodations are designed to give grace for an occasional missed assignment.

Participation: There is no grace period for participation assignments. **You cannot make up missed participation grades and late work will not be accepted.** However, I will drop your two (2) lowest participation grades at the end of the semester. This accommodation is designed to give grace for an occasional missed class.

NOTE: Participation assignments and Peer Reviews depend upon timely submissions and interaction with your peers. Due to the nature of these assignments, it is imperative that you turn in your work on time and attend class, or you will not be able to complete the assignment. There will be no extensions for late work for these assignments. You must complete these tasks as assigned to receive credit.

There will be no “extra credit” work available at the end of the semester. You earn your grade by the quality of work assigned during the semester that you turn in on time.

ACADEMIC DISHONESTY

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and essays. It is your responsibility to establish authorship of the work that you turn in. You should keep all prewriting and notes, annotated sources, outlines, versions of drafts, and any other materials related to the essay. If requested, you will have to produce this work. Inability to produce your annotations, research, and other prewriting will be considered evidence that you did not comply with the guidelines of the assignment.

Be advised: if academic dishonesty is determined to have taken place, the assignment will receive an F and, if circumstances warrant it, you may receive an F for the semester. **You will not be allowed to submit a new draft; the zero will stand.** Furthermore, any other parts of the process work that are deemed to have been likewise plagiarized will also receive a zero. You are expected to produce your own work in this class.

If anomalies are found in an assignment submission, that assignment will receive a zero, and the student will be notified by email that more information is needed. The student will be asked to produce all process work and prewriting materials to determine which writing concepts need to be clarified and/or to establish the original authorship of the submission. The student will have 48 hours to request a meeting and produce the required materials. If the student fails to do so, the zero will become the final grade for the assignment.

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

- Using Artificial Intelligence websites or apps **to generate, revise, or translate** all or any part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
- Submitting an assignment for this course that you also submitted to another course without instructor's express approval;
- Failing to provide in-text citations and/or works cited entries.

Other cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's (i.e., "ghost writing");
- Taking pictures of a test, test answers, or someone else's paper.

ALL INSTANCES OF PLAGIARISM, CHEATING, AND OTHER FORMS OF ACADEMIC DISHONESTY MAY BE REPORTED TO THE DEAN OF STUDENTS' OFFICE.

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.

"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*).

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 806-716-2529 from 8:00 am – 4:00 pm for more information. Students wanting to set up a counseling session will have an option to be seen face-to-face on any campus or via teleconference.

Any student in need of food or other essentials may visit the food pantry. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

STUDENT TUTORING

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access Tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

Friday 6pm – Monday 8am

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **found in the [SPC Academic Calendar](#)**. It is your responsibility to withdraw from this course if you deem it necessary. Students actively registered in this class will be assigned their earned letter grade at the end of the course. Course averages are updated regularly, but

it is up to you to determine whether you need to drop the class or not. You should not drop any course without speaking first with your instructor or professor, as well as a financial AND academic advisor.

For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ADDITIONAL SYLLABUS STATEMENTS

For information regarding

- **Intellectual Exchange**
- **Disabilities**
- **Non-Discrimination**
- **Title IX Pregnancy Accommodations**
- **CARE (Campus Assessment, Response, and Evaluation) Team**
- **Campus Concealed Carry**
- **COVID-19**
- **Artificial Intelligence Statement,**

use the following link: [Syllabus Statements \(southplainscollege.edu\)](https://www.southplainscollege.edu/syllabus-statements).

Ms. Shelton reserves the right to make reasonable changes in course policy at any time.