

***I hear and I forget; I see and I remember; I write and I understand.***

*Chinese proverb*

**ENGL 0301.501**  
**Basic Developmental English**  
**Course Description and General Information**  
**Monday/Wednesday 2:30 p.m. – 3:45 p.m.**  
**Spring 2017**

**Instructor:** Lynette Bowen  
**E-Mail:** lbowen@southplainscollege.edu [lynette.bowen@sbcglobal.net](mailto:lynette.bowen@sbcglobal.net) (home)  
**Phone:** 806-685-3749 – You MUST leave a message. Otherwise, I will not return your call. 296-9611, ext. 4301 (Plainview campus)  
**Office:** by appointment (and I am usually available before and after class.)

**How succeed in ENGL 0301:**

1. Be on time to class, every time.
2. Complete all work on time, every time.
3. Do quality work.
4. Participate and ask questions!

**A. Required Texts:**

- \**Grassroots with Readings* by Susan Fawcett, 11th edition **NEW ONLY**
- \*Aplia software – bundled with your textbook. **Keep all folders!**
- \*3-ring binder (one inch), with seven indices
- \*Paper and pen/pencil
- \*Optional: highlighters, sticky notes, and a day planner/calendar

**B. Catalog Course Description:**

This course is a developmental course for students who do not pass the English portion of the TSIA and are selected to participate based on their score. This course is designed to provide preparatory work for students to be able to succeed in ENGL 0302 and then college-level English courses. It offers a review of English grammar and the processes of reading and writing through paragraph writing and short analytical reading. *This course will not satisfy graduation requirements.*

**C. Instructional Objectives:** By the end of the semester, students should:

1. be able to demonstrate proper use of grammar skills at the sentence and paragraph levels.
2. be able to write organized, unified, and coherent paragraphs.
3. be able to revise paragraphs to improve their presentation of ideas.
4. have written the equivalent of at least 4 formal paragraphs, plus other writing.

## **D. General Policies**

1. Class begins and ends on time. If the door is shut when you arrive, it is because class has already started. Do not come in. You are already counted absent. It is inconsiderate to me and the other students to interrupt us with your tardiness.
2. Do not leave once class has started. Again, this is rude for me and for the other students. If you feel you must leave, do not come back into class. You will be counted absent.
3. Turn in all assignments on time. **I do not accept late work.**
4. If you miss class, turn in your work BEFORE the next class in order to receive credit for that assignment.
4. THERE ARE NO EXCUSED ABSENCES. An absence is an absence.
5. If you have four absences, you will be dropped from the class.
6. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made*. Check the syllabus and with me for assignment information. Also, once we are set up in Aplia, I will post homework there.
7. **No cell phones, pagers, musical devices, ear jacks, and/or other personal electronics during class.** If you cannot do without these things for the duration of the class, then do not come to class (but remember the policy concerning absences).
8. **Turn ALL ring-tones, buzzers, bleeps, and cool sound-effects OFF when you are in class.**
9. Make-up quizzes and tests will not be given.
10. All students will take the final exam at the scheduled time.

*Very Important!*

11. Participation makes the class better for everyone. I expect students to have questions—that means you are thinking! There are no stupid questions in my class.

## **E. Homework Expectations**

### **Textbook Assignments**

You will have regular assignments from your textbook. I expect you to complete every part of every assignment. Homework is graded as a 100 (if assignment is complete) or a 0 (if even one blank is left empty). HOWEVER, I do not expect you to get every exercise correct all the time. If you are unsure of an answer, make the best guess you can, then mark that question. At the beginning of the next class, I will do a homework completion check, then will give you the opportunity to ask whatever questions you want about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

### **Aplia on-line assignments**

You will have regular Aplia assignments. I will activate specific assignments each week that you must complete according to the time set by Aplia. These assignments will be graded. I will give you instructions as we progress through the semester.

Your square folder has part of your Aplia code – DO NOT throw it away! We will take time to go to the computer lab and set up your Aplia account. I will give you more specific information later.

### **Computer Lab and On-line Information**

**\* If you choose not to complete Aplia assignments, you will not pass the class.**

*You are responsible for*

Your SPC e-mail account information

Your SPC password

Your Aplia password

**\*\*\*\*\*I do not have any information about any passwords and cannot help you if you do not have your passwords!\*\*\*\*\***

*All official SPC information needs to be communicated through SPC's e-mail system. If you need to get in touch with me, send it to my SPC account ([lbowen@southplainscollege.edu](mailto:lbowen@southplainscollege.edu)). I also recommend that you send any info to my home account ([lynette.bowen@sbcglobal.net](mailto:lynette.bowen@sbcglobal.net)). Likewise, if I need to get in touch with you, I will send a note to your SPC e-mail account.*

For Aplia assignments, you are allowed two “free passes.” These can be used if you have computer glitches. If you do not use your free passes, I will drop the two lowest grades of your Aplia work.

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC computer. Just remember that your computer assignments must be completed *whether or not you have a computer at home*.

If you feel that you need some extra help with typing and keyboarding skills, here are some helpful sources for you:

\*Go the Tutoring Center. It has a very good online typing tutorial.

\*Go to one of the following free websites:

-nimblefingers.com

-mrkent.com

### **F. Grades**

Homework and Journal Writing	5%
Tests and Quizzes	20%
Aplia assignments	30%
Writing (including pre-writing, writing, revising, and final copy)	30%
Final Exam (Grammar and Writing)	15%

*You must pass this course with a C or better to move into ENGL 0302.*

## **G. Notebook Sections**

Class Information  
Assignment Sheets  
Handouts  
Journal Writing  
Work in Progress  
Finished Work  
Notes

## **H. How to Turn In Formal (Typed) Written Assignments**

Formal written assignments must be:

- A. typed
- B. double-spaced
- C. 12-pt Times Roman
- D. 1-inch margins
- E. no fancy fonts or graphics

<i>top sheet</i>	final copy
	rough drafts/edits (at least 3, preferably more)
<i>bottom sheet</i>	your prewriting notes

## **I. How Do You Move into English 1301—Composition I?**

To move into English 1301 (Freshman Composition), you must:

1. Pass the Writing **and** Reading sections of the TSI

OR

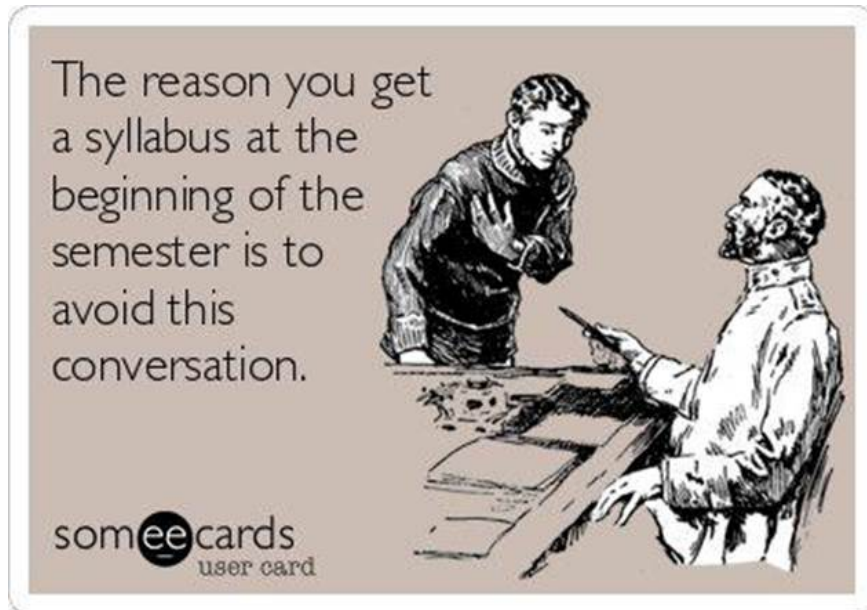
2. Pass ENGL 0302 with a **B and, if applicable**, pass READ 0301/EDUC1100 with a B (or pass the Reading test on the TSI).

## **K. Statement of Nondiscrimination:**

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

**L. Americans with Disabilities Act (ADA) Statement**

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 through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).



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**ENGL 0301.501**  
**Developmental English**  
**Spring 2017**  
**Lynette Bowen, Instructor**

**I have read this syllabus and course description. I understand and accept all policies and procedures as described.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***J hear and J forget; J see and J remember; J write and J understand.  
Chinese proverb***

**ENGL 0301.501  
Basic Developmental English  
Tentative Syllabus  
Lynette Bowen, Instructor  
Monday/Wednesday 2:30p.m. – 3:45 p.m.  
Spring 2017**

How to Succeed in Class:

1. Be on time, every time.
2. Come to class prepared, on time, every time.
3. Come ready to ask questions and discuss.

Week 1	Jan 18	Introductions, course information, syllabus e-mail assignment
Week 2	Jan 23 & 25	Set up notebooks Chapter 1: The Writing Process Chapter 2: Prewriting to Generate Ideas Chapter 29: Capitalization Chapter 34: Spelling Chapter 35: Look-Alikes/Sound-Alikes
Week 3	Jan 30 & Feb 1	Introduction to computer lab and Aplia Ch. 3: Developing Effective Paragraphs From Ch. 5: Illustration paragraph work Aplia assignments
Week 4	Feb 6 & 8	Ch. 3: Developing Effective Paragraphs Ch. 9: Subjects and Verbs Aplia assignments
Week 5	Feb 13 & 15	Ch. 3: Developing Effective Paragraphs Ch. 9: Subjects and Verbs Ch. 10: Avoiding Sentence Fragments Aplia assignments
Week 6	Feb 20 & 22	From Chapter 5: Illustration paragraph due (first formal writing) Ch. 4: Improving Your Paragraphs Ch. 10: Avoiding Sentence Fragments Aplia assignments

Week 7	Feb 27 & Mar 1	Ch. 4: Improving Your Paragraphs From Ch. 5: Description paragraph work Ch. 10: Avoiding Sentence Fragments Aplia assignments
Week 8	Mar 6 & 8	Ch. 4: Improving Your Paragraphs From Ch. 5: Description paragraph work Ch. 10: Avoiding Sentence Fragments Ch. 11: Present Tense (Agreement) Aplia assignment
<i>Week of Mar 13 &amp; 15</i>	<i>Spring Break</i>	From Ch. 5: Description paragraph due (second formal writing due) Ch. 11: Present Tense (Agreement) Ch. 12: The Past Tense (Aplia only) Ch. 13: The Past Participle in Action Aplia assignments
Week 9	Mar 20 & 22	From Ch. 5: Process paragraph Ch. 13: The Past Participle in Action Aplia assignments
Week 10	Mar 27 & 29	From Ch. 5: Process paragraph Ch. 16: Coordination Aplia assignments
Week 11	Apr 3 & 5	From Ch. 5: Process paragraph Ch. 16: Coordination Ch. 17: Subordination Aplia assignments
Week 12	Apr 10 & 12	From Ch. 5: Process writing (third formal writing due) Ch. 17: Subordination
Week 13	Apr 17 & 19	<i>Monday - Easter Holiday – no classes</i> From Ch. 6: Persuasion Paragraph
Week 14	Apr 24 & 26	Ch. 18: Avoiding Run-Ons and Comma Splices From Ch. 6: Persuasion Paragraph
Week 15	May 1 & 3	Ch. 18: Avoiding Run-Ons and Comma Splices From Ch. 6: Persuasion Paragraph Ch. 30: Commas



**Final Exam Wednesday, May 10 3:15 – 5:15**

**You must take the final at this time and place.**

*You will have assignments, quizzes, and tests in addition to those listed above.*