

# ENGL 0301

## Basic Developmental English

Spring 2018

**Instructor:** Katherine Jackson

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**Office Hours:** 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

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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

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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

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You are required to have access to the following technologies:

- Blackboard
- Connect
- Criterion
- Microsoft Word

Due to formatting requirements, I highly recommend 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](http://www.office.com/getOffice365).

If you choose to use another word processor for writing assignments, they must follow the formatting instructions exactly.

## Communication

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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 email me via blackboard or at [kejackson@southplainscollege.edu](mailto: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. **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 always write in complete sentences. This is a habit that will serve you well—it is best to start practicing now.

## Text Alerts

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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

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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

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Final grades are calculated as follows:

Writing Assignments	35%
Connect Assignments, Homework	20%
Exams 1 and 2 (Averaged)	10%
Final Exam	15%
Final Revision Project	10%
Participation	10%

## Participation

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Your participation grade reflects the level of effort you apply in this course. 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

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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

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You will complete four formal paragraph writing assignments for this class. An average of these assignments will be worth **35%** of your final grade. Each assignment grade is comprised of four components:

- Prewriting Packet 5%
- Rough draft 10%
- Peer-review 5%
- Final draft 80%

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.

### Prewriting Packet:

For each writing assignment, you will receive a packet with several steps to complete that contribute to your overall score. This packet should be completed **prior** to writing the rough draft. The prewriting packet will be due at the beginning of class on workshop day. Packets will not be accepted after the workshop for their corresponding assignment. Packets completed **during** workshop will not be accepted.

### Rough Draft:

For each assignment, you must also submit a rough draft to Criterion (available via Blackboard) for review. This draft must be submitted **by the time class begins** on workshop day. Criterion is a service that provides you with feedback on grammar, organization, and content. I will give you more detailed instructions in class. Rough drafts will not be accepted after the due date for their corresponding assignment.

### Peer review:

You will also participate in peer-reviewing of your rough drafts. This will take place during workshop for each assignment. You must bring a printed or handwritten copy of your rough draft to workshop in order to receive peer-review credit. **You must participate to the best of your ability to receive full credit for peer review.** If you miss class on the day of a peer review and/or fail to bring a copy of your rough draft, you will receive a

zero (0) for this portion of the grade. Peer reviews may not be completed outside of class. You may not peer review your own paper.

### **Final drafts:**

Final drafts are worth 80% of your project grade. Final drafts will be submitted on Blackboard **by midnight on the due date**. No late assignments will be accepted. There are no exceptions. Final drafts of Writing Assignments are one of the largest components of your overall course grade—be sure you do not overlook these due dates.

All papers will be formatted in Times New Roman font, size 12. They will be double spaced, include 1” margins, and a proper heading with your name, class, and the date. They should also include a centered title. This is fairly standard formatting for collegiate writing. It is my recommendation that you change the default font setting on your computer. **Points will be deducted for incorrect formatting—be sure to follow these instructions.** Your final draft should also show that you have revised the rough draft; the rough draft and final drafts should **not** be identical. If you turn in the same draft as both a rough and final, it will be treated as your final draft and you will not receive credit for the rough draft and peer-review portions of that assignment.

Writing assignments will be turned in on Blackboard and will be checked for plagiarism. Your assignments will be compared to online sources including articles, websites, and online student essays. I cannot stress this enough---do not under **any** circumstances attempt to submit work to me that is not completely original. I have zero tolerance for academic dishonesty. **If you are found to plagiarize, you will be dropped from the course with an F.** You may refer to the SPC catalog for the consequences of academic dishonesty.

**Your assignment must be submitted to Blackboard to be graded. I will not accept or grade printed or e-mailed assignments.**

### **Final Revision Project**

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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 (60%)
- One revision of an in-class paragraph of your choice (20%)
- One revision of a Discussion Post of your choice (20%)

I will provide a list of all in-class paragraphs and discussion assignments 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 meet 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**

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In this course, you will take two exams during the regular semester. The average of these exams will be worth **10%** 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**

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We will also use Blackboard in this course. You may access the Blackboard login page at [southplainscollege.blackboard.com](http://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](mailto: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**

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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.

## **Student Code of Conduct**

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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 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**

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

**There is zero tolerance for academic dishonesty in this course.**

## **Disclaimer**

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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**

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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.

## **Special Services**

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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.