

## COURSE SYLLABUS AND POLICIES

### English 0301.001 Basic Developmental English

South Plains College  
Spring 2017

CLASS MEETINGS: 0301.001: Mondays and Wednesdays 9:30-10:45 CM 117

**PROFESSOR:** Ashleigh S. Brewer  
**EMAIL:** abrewer@southplainscollege.edu  
**COURSE WEBSITE:** Blackboard

**SKYPE:** ashleigh.s.brewer  
**Phone:** (806) 716-2441

**LEVELLAND OFFICE:** Communications 103B  
**OFFICE HOURS:** MW: 8:30-9:15 TR 8:30-9:15 & 1:00-2:00  
F: 8:30-11:30

\*Also available by appointment and via Skype

\*Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours. But, you must communicate with me; I won't know if you're struggling in my class unless you tell me!\*

This is a course in fundamental English for students who score below 350 on the writing section of the TSIA test or who are selected to participate based on their score on another writing placement test. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard English. The course provides a basic review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, run-on sentences, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs.

Learning Outcomes: Upon the successful completion of this course, students will:

1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

Required Course Documents Connect Writing Subscription + Criterion:

Connect Writing and *Criterion* Subscription: An access code to Connect and *Criterion* can be purchased in the bookstore for around \$65 for both.

- Connect Writing—our online writing lab, where you do your homework. Do not throw away the Connect access code flyer!
- Waiting on a paycheck or financial aid? No problem—Connect Writing offers a 14-day courtesy period access for free!
- Criterion: you will submit all of your formal assignments in Criterion for instant feedback and help. It is required.

Supplies: Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper

Blackboard and Internet Access:

Blackboard is a website host for our class, where you are able to view and access homework, view and print out class Powerpoint lessons, check your Connect grades, view the syllabus, and email me. You will need internet access to complete your homework assignments, so you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that you can use on a regular basis. The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard

course from the SPC homepage: <http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>

My Blackboard Username: \_\_\_\_\_

My Blackboard Password: \_\_\_\_\_

#### Grading Policy:

Your current *Connect* grades and *Connect* average (without any dropped grades) will be continuously available for you to view in our Blackboard course. I usually update course averages after every major grade. I highly recommend that you check your grades often.

The following grades will be assigned when:

- A 90% or better is achieved on graded work; you have made excellent progress in writing skills.
- B 80% or better is achieved on graded work; you have made good progress in writing skills.
- C 70% or better is achieved on graded work; you have made fair progress in writing skills.
- D 60% or better is achieved on graded work; you have made minimal progress in writing skills.
- F 59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

If your grade is border-line, I may take your attitude and absences/tardies into consideration when deciding whether to assign the higher or lower letter grade. Regardless of your final average, I reserve the right to assign a grade of C or better only if I believe you can be successful in ENGL 0302.

#### Graded Requirements

Introductory Paragraph	5%
Paragraph 1	5%
Revision of Paragraph 1	5%
Paragraph 2	10%
Exam 1	10%
Revision of Paragraph 2	5%
Paragraph 3	15%
Connect Writing Homework	20% (2 lowest homework grades will be dropped)
Final Exam	10%
In-Class Work	15%

#### In-Class Paragraph Writing

All paragraphs are created and typed/handwritten during class time and in the classroom. Normally three class periods are provided for writing one paragraph, with guided instruction and one-on-one feedback from me on each step. Paragraphs are not to be worked on outside of class. Therefore, no paragraph writing should leave the classroom in any form, whether on paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been graded. If you work on your paragraph or receive assistance on it outside of class or if your ungraded draft leaves the classroom, you will receive an "F" for the paragraph or be given a different topic over which to write your paragraph. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.

#### Online Homework – Connect Writing

Your weekly homework assignments will be accessed through Blackboard and must be completed by 11:59 PM on Sundays. The homework assignments will be completed on the internet at a website called Connect Writing, so a current subscription to Connect Writing is required. I will help you register in Connect Writing during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments in Connect.

## **COURSE POLICIES AND PROCEDURES**

**ATTENDANCE:** In accordance with college policy, students may be dropped from classes, at the discretion of the professor, due to excessive absences. All absences, excused and unexcused, are included in this count. A differentiation is not made between “excused” or “unexcused” absences. An absence is an absence. After your 4th absence (consecutive or not), you could be dropped from the class with an F or X. This policy is firm. Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course. If you accumulate excessive absences after April 27<sup>th</sup>, 2017 (last day to drop a course), you will receive an F for the course.

Additionally, a student accrues an absence each time he or she accumulates a total of three tardies. A tardy is defined as being between 1-10 minutes late. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. If a student is more than 30 minutes late to class, that student will be counted absent. Leaving class excessively or early can also result in an absence. Please take care of personal business before class.

Students involved in school-sponsored activities need to show me their documentation from the appropriate coach/sponsor before they are absent from class. Students will make arrangements at that time for completing any in-class assignments they may miss.

If you miss class only twice during the entire semester and tardiness has not been a problem, or if you have an “A” average, you may be exempted from the final exam. If your course average is below 70% at the end of the semester, you will be required to take the final exam no matter your attendance record.

### Late Work Policy

I do not accept late assignments. I will drop your two lowest Connect Writing assignment grades.

### Make-up Paragraph Day: Participation By Instructor Approval Only

I provide a make-up paragraph day during the last week of classes. If you fail to complete a paragraph in class during the time allotted or are absent on the day the class finishes one of the paragraphs, you should immediately submit a request to attend the make-up day. The request should be a typed persuasive paragraph of 150 words that explains the reason for the absence or missed deadline. Attach appropriate documentation to the paragraph. Only those students who have submitted a request to attend the make-up day and are approved will be allowed to attend the make-up day. Students who are approved to come to the make-up day will be able to substitute the make-up day paragraph for their zero on one paragraph grade. The makeup paragraph can substitute only for a paragraph, not for a revision grade or daily work grades. The make-up day paragraph will be hand-written during one class period.

**BE PREPARED.** Being prepared means that the student has carefully read all required readings and completed any out-of-class writing assignments. Bring your notecards, paper, and pen to class on a daily basis. You are not allowed to share notecards or notes. Do not leave the classroom unless it is an emergency.

**BE PROFESSIONAL.** All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. Disruptive behavior is not restricted to behavioral issues alone; it can include interruptions from cell phones, iPods/mp3 players, sidebar conversations, or beeping watches. None of these behaviors is conducive to the environment we hope to promote this semester.

“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 11).

Tobacco, alcohol, drugs, and/or firearms will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.

3 \*This syllabus and schedule is subject to change at the instructor’s discretion. Continued enrollment by the student in the course indicates that the student agrees and will abide-by all policies set-forth in this syllabus.\*

BE HONEST. Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion. There are no extenuating circumstances for cheating of any kind. My recommendation – for the very first offense – will be for a failing grade for the course at a minimum and, very likely, recommendation for suspension from South Plains College. I have zero tolerance for cheating. If I suspect a student or group of students of cheating, I will drop him/her/all involved without discussion. Please believe me when I say that I have ways of determining whether or not a student has cheated that he/she/they cannot get around.

The SPC General Catalog specifically addresses academic integrity as follows. "It is the aim of the faculty of South Plains College to foster a spirit 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, possibly suspension" (23). "Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers" (23). Students must consult the General Catalog for the college's detailed policies on plagiarism and cheating. Ignorance of the college's policies and procedures is not a viable defense for plagiarism or cheating.

BE MENTALLY PRESENT. The use of any electronic devices (cell phones, iPhones, iPods, Blackberry, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate and out of sight; texting under the desk/in your lap is NOT out of sight. Cell phones may not be placed on the desks nor on the computer towers. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day, but will be counted absent; I will not interrupt class to dismiss you. (However, I understand that sometimes emergencies occur. If you need to have your cell phone on during class for an emergency, please discuss it with me before class begins that day.) All in-class computer work is to be done on the classroom computers.

EMAIL: I typically check my email twice a day (Monday-Friday at noon), once in the morning and once again in the afternoon. If students have a question, please feel free to email me; however, please allow at least 48 hours for a response. If I have not responded to your email within 48 hours, please send it again, as it may have been overlooked. Additionally, I do not check my email Friday afternoon – Sunday; any emails sent on those days will be responded to on the following Monday. Students should limit emails to "quick" questions. My office hours or appointments are the best way for us to address more complex questions and concerns about the course. If the answer to your question can be found in the textbooks, course website, or syllabus, please do not email me as I will only refer you to one of these sources.

Please note: if you use the "Email Instructor" function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages.

EMAIL ETIQUETTE: I expect students to use professional language and tone in all communication with me, including email correspondence. "Soooooooooooooo B4 u snd me a msg. B sure i can read it." Additionally, students should include their first and last name and section number in the "subject" line of the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should never ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email. Finally, students should only email me from their SPC email address. Emails from Yahoo, Google, Hotmail, etc. are not delivered to my inbox. Students may also send me messages in BlackBoard.

GRADING TIME FRAMES: I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers are graded.

ANNOUNCEMENTS: Any information sent-out via announcements in emails, posted as an announcement on the course website, or via REMIND is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

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**STUDENTS WITH DISABILITIES:** 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. Students should present appropriate verification from Student Disability Services during my instructor's office hours. Please note I am not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

**STATEMENT OF NONDISCRIMINATION:** Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

**STATEMENT OF DIVERSITY:** By its very design, this course engages texts that some students might find difficult and/or controversial. In this class, the instructor 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 exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### Passing the TSIA Test Writing Section

1. You may sign up to take the TSIA test any time it is offered during the semester, if you feel you are ready.
2. If you attend class each scheduled meeting and you pass the writing section of the TSI Assessment during the first month of the semester, show your scores to me, and you will then receive the final grade of B or C. You do not need to drop the course.
3. If you do not have excessive absences and you pass the writing section of the TSIA test during the second, third, or fourth month of the semester, show your scores to me, and you will then receive the final grade of A, B, or C. You do not need to drop the course.

Visit the South Plains College Testing Center website to find out dates when the TSIA test is offered and to register online: <http://www.registerblast.com/levelland/Exam/Index?Group=1409>

**COURSE OUTLINE AND CALENDAR:** Students are responsible for completing the following critical reading, writing, and grammar assignments as identified in the weekly summaries. As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for the critical reading and *Connect* assignments to be completed on the appropriate due date as outlined in the schedule.

#### **TAKE NOTE:**

1. This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and completed on the internet in *Connect Writing* and are due by 11:59 PM on Sundays.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 70%, however, you will have to take the final exam, no matter what your attendance record is.
3. You may register to take the writing section of the TSIA test at any time during the semester. If you pass it, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This is a tentative calendar, so the course may deviate from this if I deem it necessary.

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<u>Week #</u>	<u>Starts On ...</u>	<u>Lesson Topics</u>
Week 1	Jan 18	Course Syllabus <ul style="list-style-type: none"> <li>• Have your BlackBoard Log-in by next class.</li> </ul>
Week 2	Jan 23	SMART Goals and College Success Log in to Blackboard PPT: How to Email Your Instructor Begin Email Writing Assignment <ul style="list-style-type: none"> <li>• Have your registration cards for <i>Criterion</i> and <i>Connect</i> by the next class meeting so you can register</li> </ul>
	Jan 25	Registration in <i>Connect Writing &amp; Criterion</i> Reading and Responding #1
Week 3	Jan 30	Spelling Improvement & Commonly Confused Words Omitted Words and Letters
	Feb 1	Subjects and Verbs, Parts of Speech
Week 4	Feb 6	Subjects and Verbs, Continued
	Feb 8	Fragments
Week 5	Feb 13	Run-ons
	Feb 15	An Introduction to Writing & The Writing Process
Week 6	Feb 20	Four Steps for Writing, Four Bases for Revising <ul style="list-style-type: none"> <li>• Revise Introductory Paragraph</li> </ul>
	Feb 22	Writing Day 1: Choose topic, brainstorm, cluster paragraph 1
Week 7	Feb 27	Writing Day 2: Outline, write paragraph 1
	Mar 1	Writing Day 3: Type, revise paragraph 1 In-Class: Reading and Responding #2
Week 8	Mar 6	Sentence Variety I
	Mar 8	Standard English Verbs Irregular Verbs (ex. lie, lay; sit, set)
Week 9	Mar 20	Subject-Verb Agreement Consistent Verb Tense
	Mar 22	Exam 1

Week 10	Mar 27	Writing Day 1: Choose topic, brainstorm, cluster Paragraph 2
	Mar 29	Writing Day 2: Outline, type Paragraph 2
Week 11	April 3	Writing Day 3: Type, revise Paragraph 2
	April 5	In-Class Reading and Responding #3 Pronoun Reference, Agreement, and Point of View
Week 12	April 10	Pronoun Types
	April 12	Faulty Parallelism
Week 13	April 17	No School: Easter Holiday
	April 19	Apostrophes and Commas
Week 14	April 24	Writing Day 1: Choose topic, brainstorm, cluster Paragraph 3
	April 26	Writing Day 2: Outline, type Paragraph 3 *Last day to drop or be dropped from any course
Week 15	May 1	Writing Day 3: Type, revise Paragraph 3
	May 3	Final Exam Review
Week 16	May 10	Final Exam: Wednesday 8:00 am – 10:00 am

**SPRING 2017 Important Dates**

January:

17: First Day of Classes

February:

1: Scholarship Applications Due  
6: Last day for 70% Refund  
13: Last day for 25% Refund

March:

8: May Graduation Application Due  
11: Residence Hall Close at 9:00 am  
13-17: Spring Break  
19: Residence Halls open at 9:00 am  
20: Classes Resume

April:

17: Easter Holiday  
19: Online Registration Opens for Spring Interim, Summer Sessions, and Fall 2017 at 8:00 am  
27: Last Day to Drop Courses

May:

8-11: Final Exam Week  
12: Commencement  
9:30 a.m. Last Name A – L  
1:00 p.m. Last Name M –Z  
12: Residence Halls Close at 5:00 pm  
15: Final Grades Due by 10:00 am

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