

South Plains College  
 Course Syllabus: ENGL 1301: Composition I  
 Dual Credit Online  
 Fall 2024

**Instructor:** Mrs. Paige Pope

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**Phone:** 806-716-4889

**Office:** Communications-English Building 103B

**Department:** English and Philosophy

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
10:45-1:00	12:15-1:00	10:45-1:00	12:15-1:00	9:30-11:30

Course Section	Time	Location
ENGL-1301-453	Online	Online

**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, including revisions of your own work.

**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:**

Langan, John. *College Writing Skills with Readings*. 11<sup>th</sup> ed., McGraw-Hill. Ebook

- ISBN: 9781266135910 (this course is in the **TexBook program**. The book is included in the cost of the course.)

**TexBook Program:** This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.
- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have

issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).

- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the Bibliu support pages, or contact Bibliu support via the email: [support@bibliu.com](mailto:support@bibliu.com)
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.
- **Help with Bibliu issues and support:**
- Trish Wells - [patricia.wells@bibliu.com](mailto:patricia.wells@bibliu.com)
- : Bibliu support via the email: [support@bibliu.com](mailto:support@bibliu.com) (available 24/7 via chat, email, phone, and text)

#### Supplies:

- Three-ring binder to keep class notes, PowerPoint printouts, and essay materials.

#### Technology Requirements:

1. **SPC username and password:** email [helpdesk@southplainscollege.edu](mailto: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 activate your SPC student email account. Not only will you need access to your SPC email account to receive announcements for our class, but **you must use it to communicate with me. I will use it to communicate with you as well. Please check your SPC email often.**
    - Your SPC Email address is:  
**[yourSPCusername@southplainscollege.edu](mailto:yourSPCusername@southplainscollege.edu)** (ex. [jsmith1234@southplainscollege.edu](mailto: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. **Webcam:**
- You must have a working webcam for your computer. I utilize Honorlock, an online proctoring system, for the Diagnostic Essay as well as exams.
4. **Regular access to a computer and reliable internet service:**
- Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
  - **If you work from a Mac, you may encounter problems accessing your SPC One Drive, and/or submitting documents to Turnitin. The SPC technology team can assist you, but you must be proactive.**
  - 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, most coffee shops, etc.
5. **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>
6. **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.

7. **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](mailto:helpdesk@southplainscollege.edu)
- 806-716-2600

**Ebook Help:**

- McGraw-Hill: [https://mhedu.force.com/CXG/s/ContactUs?external\\_browser=2](https://mhedu.force.com/CXG/s/ContactUs?external_browser=2)
- TexBook Information (Inclusive Access):  
<https://www.southplainscollege.edu/texbook.php>
- SPC bookstore contact: [pwells@texasbook.com](mailto:pwells@texasbook.com)

**Blackboard Help:**

1. **Get Help by Email:** [blackboard@southplainscollege.edu](mailto: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@southplainscollege.edu 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 Help link listed in the Blackboard course menu.

**FREE TUTORING:**

- 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, get to know the tutors, 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. To access Tutor.com, log into Blackboard and click on **Course Resources**. Use the Tutor.com link provided on that page. You can access tutor.com tutors during the following times:
- **Monday – Thursday: 8pm-8am**
- **6pm Friday – 8am Monday morning (Yes, that is 24 hours a day on weekends)**

#### Tutoring Questions:

- Email: [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu)
- Phone: 806-716-2538

#### Course Syllabus and Organization:

- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the **Syllabus and Schedule** tab.
- The course is organized into sixteen weeks. Each week has its own module in the **Course Content** tab in our Blackboard course.
- A weekly planner and assignment checklist is provided for each week.

#### Assignment Deadlines:

- The weekly assignment/quiz deadline is **MONDAY AT 12:00 p.m. (noon)**
- The following are due **THURSDAYS AT NOON IN THE WEEKS THEY ARE ASSIGNED:**
- Outline Review Groups (each student is assigned a peer's outline to review)
- Peer Review Workshops (each student is assigned peers' essay drafts to review)
- **NO LATE WORK IS ACCEPTED**
- **EXCEPTION:** I will accept *final draft* essays for 24 hours after the due date. A late essay will receive a 20-point deduction.

**Course Grade:** 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). Essay portfolio grades are usually made up of an outline, peer review workshop, and final draft.

#### Final Course Grade Breakdown:

- |  |            |
|--|------------|
| <b>Definition Essay Portfolio Grade:</b>   | <b>10%</b> |
| <ul style="list-style-type: none"> <li>• Essay Outline and Review Group 10%</li> <li>• Initial Draft and Peer Review 20%</li> <li>• Final Draft 70%</li> </ul> |            |

<b>Comparison/Contrast Essay Portfolio Grade:</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Essay Outline and Review Group 10%</li> <li>• Initial Draft and Peer Review 20%</li> <li>• Final Draft 70%</li> </ul>	
<b>Cause/Effect Essay Portfolio Grade:</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Essay Outline and Review Group 10%</li> <li>• Initial Draft and Peer Review 20%</li> <li>• Final Draft 70%</li> </ul>	
<b>Argument Essay Portfolio Grade:</b>	<b>18%</b>
<ul style="list-style-type: none"> <li>• Essay Outline and Review Group 10%</li> <li>• Initial Draft and Peer Review 20%</li> <li>• Final Draft 70%</li> </ul>	
<b>Quizzes/Assignments:</b>	<b>25% (4 lowest scores are dropped)</b>
<b>Reflection:</b>	<b>5%</b>
<b>Midterm Exam:</b>	<b>7%</b>
<b><u>Final Exam:</u></b>	<b><u>10%</u></b>
<b>Total:</b>	<b>100%</b>

*\*Up to 3 extra credit points may be earned by completing extra credit assignments. Extra Credit assignments are available on the Additional Resources page in our Blackboard course.*

#### **Essay Assessment Guidelines:**

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

Essays are graded using the South Plains College English Department Rubric. The rubric may be found in the Course Resources tab.

## Essay Portfolios Folder: (Turnitin)

The Essay Portfolios folder is located in Blackboard on the Course Content page. The Essay Portfolios folder is a central location where all essay-related assignments and activities are submitted and completed through TURNITIN:

- o Outlines
- o Outline Review Groups
- o Initial Essay Drafts
- o Peer Review Workshops
- o Final Drafts

2. Outline Review Groups: these are peer review groups for the essay outlines. Students review other students' outlines and their own, focusing mainly on the thesis, topic sentences, and rephrased thesis.

3. Peer Review Workshops: these are comprehensive peer review experiences. Students review other students' initial drafts, rating them on the rubric criteria of unity, support, coherence, and sentence skills.

4. Always confirm that an assignment you submitted to TURNITIN was successfully uploaded. Locate your TURNITIN digital receipt by following instructions here: <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/making-a-submission/locating-digital-receipts.htm>

5. After a paper is graded, go back to TURNITIN to review the grading rubric results and read the feedback I gave.

### General Guidelines for Written Assignments:

1. All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview:

<https://www.scribbr.com/mla/formatting/>. Final drafts should be double-spaced, and written in a 12-point, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be one inch wide on all sides. A correct heading and running header are required. **Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.**

2. **All major assignments should be submitted as Microsoft Word files (.docx).** Do not submit PDF, gdoc, .pages, .odt, .rtf, or .txt files. Incorrectly submitted files are counted



late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive a successful submission confirmation message from TURNITIN. Essays submitted with less than half the required word count earn a zero by default.

**Late Work Policy:**

1. **The late policy applies only to major assignments (final essay drafts). Late work is not accepted for any reason on all other assignments,**

such as essay outlines, rough drafts, peer reviews, quizzes, activities, or reflections.

2. If you submit a final essay draft after the deadline, 20% is automatically deducted from your essay's grade. Final essay drafts will not be accepted more than 24 hours after the deadline.

3. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you're expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

**Student Responsibilities:** Students are expected to:

1. Be actively involved in Blackboard: be proficient in Blackboard (The SPC learning platform) watch all videos, be aware of deadlines,
2. Be responsible for the learning process, including preparation for class, such as reading and homework
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; do not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for knowing and understanding your grades
6. Submit all assignments in accordance with due dates, formats, and requirements, i.e., PDFs are not allowed, all essays must utilize proper MLA format.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
8. Ask questions when something is unclear. (email, phone or visit my office)

**Dropping our class:** Before you withdraw from this class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- To drop this class, fill out and submit this form online: [https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo\\_sEUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWelqAmJdCCqVjMnZs6h15Nrs0pqCo_sEUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu)
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- I will not drop you from this course. You will be responsible for your own withdrawal. If you are enrolled in class on the final day, you will receive the grade you earned.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).
- **Withdrawing from all SPC classes:** If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

**DO NOT RECYCLE PREVIOUSLY WRITTEN PAPERS FOR THIS CLASS:** You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.

TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized.

### **English Department Plagiarism and Cheating Policy:**

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you did not write in an essay or assignment without proper documentation. If you are not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

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

1. Using Artificial Intelligence websites or apps to generate, revise, or translate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; **(research is not allowed in this course)**
5. Submitting an assignment for this course that you also submitted to another course without my express approval;

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

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

## **Academic Integrity: Artificial Intelligence**

I have an ethical responsibility to ensure that all students receive credit only for work that they have originally and ethically produced, and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. Do not use AI tools (such as ChatGPT, Grammarly, Quillbot, Microsoft Editor, Draft Coach, translators, etc.) for any of these prohibited tasks:

- Allowing AI to generate any words, sentences, or written language for an assignment
- Allowing AI to "brainstorm" ideas, thesis statements, research topics, or claims

- Allowing AI to outline, organize, or otherwise direct the composition of your work
- Allowing AI to elevate, spin, enhance, or improve your own words, sentences, or ideas

Using AI to write or heavily revise your writing can lead to severe consequences, including grade penalties, zeroes, Academic Dishonesty reports, and failure or dismissal from class. AI revision

tools can be useful, but in this composition course, the goal is to help YOU learn to write effectively and correctly. The lessons in this course will teach you how to write thoughtful,

clearly-organized paragraphs and essays composed of well-constructed, grammatically correct sentences. If you need help along the way, don't turn to AI. Instead, make frequent

(daily/weekly) use of the free tutoring resources available to SPC students. The Course Resources folder in Blackboard tells how to schedule free sessions with tutors through the SPC Writing Centers (in-person or online) or Tutor.com (online only).

**SOUTH PLAINS COLLEGE POLICIES AND OFFICIAL STATEMENTS REGARDING THE FOLLOWING CAN BE FOUND USING THE PROVIDED LINK:**

<https://www.southplainscollege.edu/syllabusstatements/>

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