

South Plains College

“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”

Course Syllabus for ENGL1301 + INRW0300 – Fall 2019

Instructor Contact and Office Hours

Instructor: Dr. Erika M. Warnick, Associate Professor in Reading and Education

Email: ewarnick@southplainscollege.edu

Phone: 806-716-2238 Please leave me a message if I am not available to answer your call

Office Location: Library Building, Levelland Campus, Third Floor,
Room 306

Classroom Location: Room 313 – Library Building

Office Hours for Fall 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm-3:00pm	1:00pm-3:00pm	1:00pm-3:00pm	8:30am-9:30am; 1:00p.m.-2:00pm	9:00a.m.- 12:00p.m <i>by appt. only!!!</i>

If I have to cancel office hours for any reason, you will be notified via email, and an announcement will be sent to you in Blackboard.

Join the Remind Text Service for YOUR class!! ☺

M/W 9:30am/11am Section:

Text @heaa9h to the number 81010

T/Th 9:30am/11am Section:

Text @ e724ac to the number 81010

ENGL 1301: Composition I Syllabus

Department: English and Philosophy

ENGL 1301 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.

ENGL 1301 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, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

INRW 0300: Integrated Reading and Writing Syllabus

Departments: English and Philosophy/The Teaching and Learning Center

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.

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

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. 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.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. 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.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

ENGL 1301 + INRW 0300 Combined Syllabus and Class Policies

Required Materials for Class

Textbook/Digital Homework Access Code:

INRW 0300/ENGL 1301: ISBN 9780357496329 MindTap Accelerate for Integrated Reading and Writing: Printed Access card bundle with Comp Foundations Workbook

Required Course Material:

1. 3-ring binder with loose paper
2. Highlighters, pens, pencils
3. Jump/flash drive to save papers
4. Word processing software (e.g., Word, or Pages for Mac)
5. Dedicated access to a computer WITH Wifi, to complete assignments in Blackboard, In Mindtap, and to create, revise, and email papers.

Grades and Assessment of Work in Class

Student Learning Outcomes Assessment: A pre- and post-test and a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Grades are determined by the following scale:

90-100 = A 60-69 = D
80-89 = B 0-59 = F
70-79 = C

Writing portfolio: <ul style="list-style-type: none">- 3 drafts (5% each)- 3 final versions (10% each)- 1 final reflection (10%)- All pre-writing (outlines, individual paragraphs is 5% total)	60% of grade
Paper-based homework assignments	10% of grade
Weekly digital homework (Mindtap)	15% of grade
Mid-term exam	5% of grade
In-class activities & Participation	10% of grade
TOTAL	100%

A grade of C or higher is required to successfully pass this class and move on to ENGL 1302.

Please note: the grade you earn in ENGL1301 will be the same grade awarded for INRW0300:

Grade Needed to Pass INRW/ENGL Corequisite Course

A grade of C or higher is required to successfully pass this class and move on to ENGL 1302.

Please note: the grade you earn in ENGL1301 will be the same grade awarded for INRW0300:

The grades you receive on your assignments, quizzes, homework, digital work, drafts, revisions, papers, and exams are indicators of your progress toward college level reading and writing. Students will be asked to keep an ongoing record of these grades. Additionally, **it is each student's responsibility** to continually monitor academic progress posted in each student's grade book on Blackboard.

Institutional Policies

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.

Disability 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 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.

Equal Opportunity, Harassment, and Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360. South Plains College is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the college. The Health and Wellness Center offers confidential support (806-716-2529) and Voice of Hope has a 24-hour hotline (806-763-7273). You are encouraged to report any incidents online at <http://www.southplainscollege.edu/about/campussafety/complaints.php>.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. Students who wish to request accommodations must contact the Health and Wellness Center at 806-716-2529 to initiate the process.

Campus Carry and South Plains College: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <https://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Campus Resources

Tutoring: Dr. Gail Malone or Dalila Gonzales, 806-716-2241 or dgonzales@southplainscollege.edu. Each semester, tutor schedules will be posted in our classroom and various other locations around campus as they become available. Please make special note that all tutoring services at SPC are free to students.

Additionally, **the college now subscribes to TutorMe**, an on demand, live, virtual tutoring program! TutorMe may be found in your Blackboard class.

Health & Wellness Center: The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716-2529.

Advising & Testing: Please call 806-716-2366, or email advising@southplainscollege.edu
Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services.

Attendance, Grading, and Classroom Behavior Policies

Attendance Policy

Students must attend each session and be on time. If you have questions about an absence, please see the instructor. **Absences will affect your grade in this course. You may be dropped from the course with an 'X' or an 'F' if I believe the objectives of the course cannot be met due to your lack of participation and attendance.** If you have excessive absences, I will try to contact you. If you have excessive absences and you do not respond to my attempts to contact you, you will receive an F in the course. Participation means active engagement. A person cannot be actively engaged if texting, using a cell phone, and/or sleeping in class. Use of a cell phone in class may be counted as an absence. Additionally, being consistently late to class is disruptive, and is subject to the Disruptive Behavior Policy (below).

- Students are “gifted” five total absences for the semester – this includes excused and unexcused absences (so, whether you have a note or not, it counts towards your five absences!!)
- Two tardies = 1 absence. Tardy is walking into class 5 minutes or after.
- It is the student’s responsibility to get material missed, contact the professor, and get notes from the instructor and/or other students. Students are still expected to submit assignments on time, even if they have been tardy/absent.

Disruptive Behavior

Do your best to be respectful of others and their right to learn in a peaceful environment in all aspects of classroom behavior. Disruptive behavior includes, but is not limited to, creating distractions, talking out of turn, talking with classmates during lecture, wandering in and out of class, chronically showing up late, chronically leaving early, or improper use of technology. “Failure to comply with lawful directions 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.” (See Student Guide)

****If the instructor deems a student unprepared in any manner (e.g., consistently not bringing required materials/homework to class), and/or, if a student disrupts the learning environment, he/she will be asked to leave the class. If a student is asked to leave the class, this will result in an absence for that day, and this absence does count towards the student's allowable total of absences for the semester. If the student is continually unprepared for class in any way, and/or continually disrupts the learning environment, that student may be dropped from this course with the grade of F.*

Cellphone/Laptop/Tablet Usage in Class

Cellphones, tablets, and/or laptops may be used in the class for note-taking and academic purposes only. These devices should be kept on silent or off mode. Taking phone calls during class is prohibited. If I see anything distracting, I will ask you once to put the item (e.g., cell phone) away. If the behavior continues, and I have to ask you a second time, you may be asked to leave the class, which will count as an absence for that day. If the behavior continues, you may be referred to the Dean of Students, and/or dropped from the course.

Grading Policy/Late Work

- You are expected to submit quality, college-level work, free from errors and slang, on the date on which assignments are due (please see overview course schedule and Blackboard).

Late policy: Homework, in-class writing assignments, active reading assignments, and any work you miss (EXCLUDING exams, essays, and Mindtap) may be submitted up to two days (48-hours from the original due date) after the original deadline but with a point deduction penalty. 15 points will be deducted for every day the assignment is late, up to 30 points off the score for the assignment. After the 48 hour deadline, a score of 0 will be entered into the gradebook for the missing work. The only exception to this is an unforeseen circumstance (please see policy, below).

Example: You miss a homework assignment that was due Monday! OOPS!! You will have no later than Wednesday (by 4:00pm) to submit the assignment to me. For each day the assignment is late, 15 points will be deducted from the assignment's score (so, 15 points for Tuesday, 15 points for Wednesday).

- You are expected to keep all material from the class during the course of the semester.
- Grades are updated weekly and entered into the Blackboard gradebook.
- It is the student's responsibility to monitor their grades and progress.
- Mindtap individual grades are located in Mindtap, but your Mindtap average will be in the Blackboard gradebook.
- Normal turnaround time for grading is two weeks (generally sooner).

- **IF a student's course average falls below a 70, the student will be required to complete tutoring sessions through TutorMe, found in Blackboard.**

Unforeseen Circumstances

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. *It is only at the instructor's discretion that a due date may be amended or extended.* If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments.

Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

What is Plagiarism?

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

What Constitutes Cheating?

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, text messaging, internet) 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 Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Course Assignments: Instructions & Requirements

Writer's Portfolio – 60% of Grade

The following are components of your Writer's Portfolio, worth 60% of your total grade:

1. Revised Essay #1 = 10% of portfolio
2. Revised Essay #2 = 10% of portfolio
3. Revised Essay #3 = 10% of portfolio
4. Essay #1 Complete Draft = 5% of portfolio
5. Essay #2 Complete Draft = 5% of portfolio
6. Essay #3 Complete Draft = 5% of portfolio
7. Essay Final – Reflection essay in Blackboard = 10% of portfolio
8. All individual draft parts of essays (ongoing) – includes items such as essay outlines, concept maps, and drafts of individual parts written in/out of class = 5% of portfolio

Essay/Portfolio Requirements

- You will receive a set of specific instructions for **each writing assignment**, as well as the rubric, which will be used to grade your essays (both drafts and finals will be graded).
- You are expected to turn in **every part of an assignment** according to the dates listed on the course outline, announced in class, on the assignment instructions, and/or listed in Blackboard.
- Essays **are expected to be complete when submitting draft and revised versions. Complete means 5 paragraphs and 500-750 words.**
- Incomplete essays – in either draft or final versions, will be given a grade of 0.
- Unless otherwise noted, all essays (drafts, revisions, and parts) should be in MLA format, submitted via Blackboard mail, in either Word or Pages.
- Drafts and revisions will be submitted through the Turnitin system through Blackboard.
- Essays **WILL NOT be accepted late**, unless permission has been granted ahead of time by the instructor. The late policy does not apply to drafts and revised essays or the final essay!!

Paper-based Assignments = 10% of Grade

- You will have paper-based assignments due every week to two weeks.

- All assignments **must be typed, unless otherwise noted.**
- All assignments **must be turned in at the start of class, unless otherwise noted.**
- It is expected that you will keep all graded work that has been passed back to you, for your records.
- Missed homework will receive a 0, however, you may submit a missed assignment up to two days after the deadline, but at a severe penalty (30 points off the final score). No late work will be accepted after the 48 hour cut-off, unless I have approved this ahead of time (e.g., an extreme, unforeseen circumstance).

Mindtap Digital Exercises – 15% of Grade

You will have weekly digital homework (Mindtap). These exercises will be due every Friday, by 11:59pm (unless otherwise noted).

- Each student will receive a two-week free trial of Mindtap. It is a requirement for success in the class that students purchase Mindtap.
- It is **a student's responsibility to locate WIFI and/or a computer to complete homework:**
 - Claiming lack of WIFI access, and/or computer access or tech issues are not excuses for missing assignments! Plan ahead!!!
- If you have technical issues, **you will need to file a tech support ticket (link in Blackboard) within 2 days of the issue, and copy me on the email.** Failure to do so will result in a 0 for missed assignments.
- The late policy does not apply to Mindtap!!

In-Class Activities & Participation – 10% of Grade

You will have daily in-class activities. These will include items such as (but not limited to) quizzes, workbook activities, hands-on activities, readings, and other exercises.

- Students are expected to bring their workbook to every class. We will work out of the workbook in class, and this will count towards in-class activities grades.
- We will do activities for a grade in class, every class.
- If you are absent or tardy and miss activities/assignments, you will receive a 0 for those missed assignments/activities. **The exception to this is if:**
 - a student contacts me ahead of time about absences
 - a student has documentation (e.g., hospital stay, illness) for missed classes.
- You may make-up missed in-class activities, during my office hours, within the 48-hour late policy guidelines (see policy above). Otherwise, missed activities will receive a 0.

Midterm Exam – 5% of Grade

- There will be one exam in this class, worth 5% of your grade.
- The exam cannot be made up without written documentation of an absence (e.g., doctor's note). The course late work policy does not apply to the midterm!
- If a student is late to the exam, the student may still take the exam during the class time, but he/she will not receive extra time.

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

UPDATES to Syllabus for Fall 2019, INRW/ENGL Coreq, Dr. Warnick (As

UPDATED Thanksgiving Dates and Exam:

- Exam will be on Monday, 11/25 and Tuesday, 11/26 (depending on your class day)
- We are off Wednesday, 11/27-Friday, 11/29

UPDATE to Essays:

****Instead of FOUR final essays at 10% each (40%), there will only be THREE final essays, with the 40% distributed evenly:***

- Final essay 1 – 13.33%
- Final essay 2 – 13.33%
- Final essay 3 – 13.33% (this essay will be due M, 12/9 and T, 12/10, depending on your class day!!)