

English 1301 – Composition I
Syllabus

Instructor: Steve Sanders

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Remind.com: text @_____ to the number 81010 to receive news and updates about this course (*Recommended*)

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Office Hours: MWTTh: 8:00-9:15 AM; MTWTh: 12:15-1:00 PM; F: 8:00-11:00 AM; M-TH: 2:20-3:00 PM (appt. only)

Course Description: This course includes a grammar review and a study of the principles of good writing, methods of paragraph and theme development, frequent essays, and collateral readings in literature and the other humanities.

Required Texts

1. Langan. *College Writing Skills with Readings*. 9th Ed. McGraw Hill.
2. Hacker. *A Writer's Reference*. 8th Ed. Bedford/St. Martin's.
3. Collegiate Dictionary (such as Merriam Webster Collegiate Dictionary)
4. Any other text not mentioned here will be given to the students in class.

Prerequisite: International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

Credit: 3 **Lecture:** 3 **Lab:** 0

Required Supplies: Access to computer with printer and Internet access

This course satisfies a Core Curriculum Requirement: Yes—Communication Foundational Component Area

Core 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.

Course Purpose: The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English Language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

Student Learning Outcomes (A)

Upon completion of the course, the student will show competence in the course objectives listed below:

1. Understand that writing is an interactive process that includes prewriting, writing and revision and apply those principles to the assignments/papers

2. Develop a paper in an appropriate and logical order/structure/mode
3. Use revision to rectify structural, unity/focus, developmental, grammatical, or mechanical issues with a paper
4. Analyze and appreciate professional writers' work by understanding its message, how it communicates, and how it impacts the reader.
5. Apply the principles of the writing process in tailoring sentence structure, tone, diction, overall style, and mode to both fit the assignment and audience in order to promote coherence and effective communication
6. Apply the principles of logic to the writing in order to make its communication more efficient, coherent, and powerful
7. Apply the principles of unity and coherence in order to help the writing be focused and promote more effective communication
8. Apply the principle of parallelism in order to make the writing more coherent, logical easily read and understood, and structured
9. Write an essay in standard English (the criteria being those described in the current required handbook) in order to follow the writing process regarding the style requirements of academic writing
10. Understand and apply the grammatical and mechanical elements of writing in order to promote effective and powerful communication
11. Be able to analyze a student's own work or a classmate's work and to determine if anything needs to be changed for the work to fit the assignment, be more developed, or communicate more effectively and then convey it in writing to the student
12. Make constructive suggestions for others' work during peer editing or other critiques or presentations
13. Do group work by working with other members of the class in order to complete the assignment by contributing to the project while interacting with other members of the group in order to do so.

Course Requirements (B)

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory 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 courteous actions to others, *especially by putting away cell phones* and other distractions while in class
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

Outcomes Inventory: A pre- and post-test may be used to determine the extent of improvement that the students have gained during the semester; the tests will be given at either the discretion of the instructor or departmentally assigned.

Methods of Evaluation

1. Students will complete three 500 (min.) - 600 (max.) word essays to be graded according to the requirements in this syllabus. Word counts are to be printed on the last page of each essay.
2. Students will complete various assignments to assess understanding of class readings and discussions (written assignments, quizzes, exams).

Composition Requirements

1. All compositions must successfully use the conventions of standard grammar.
2. All compositions must be properly developed.
3. All compositions must be properly unified and coherent.
4. All compositions must properly utilize logic, facts, and argumentation to advance its thesis.

Composition Foci

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

Grades

Daily Grades (1 grade): classwork, quizzes

Major Grades (2 grades): finished essays, exams

Due Dates

All assignments are due on the days listed on the syllabus calendar. **Late assignments (no matter the reason) will not be accepted.** If you are absent for any reason, then you should email me the completed assignment on or before the due date (day and time). Both scheduled and unscheduled quizzes cannot be made up, but I will drop the two lowest quiz grades to account for two absences from class. *Note: If, for some odd reason, the calendar must be changed, then it will be noted in class.*

Essays

All essays (planning work, rough drafts, and final drafts) are due on the dates on the course calendar. No final draft of an essay will be accepted without its planning work and rough draft.

Quizzes

Quizzes may be either **scheduled or unscheduled**. Please be prepared for them by paying attention, taking notes, participating in discussions, and successfully completing your assignments.

Exams

Exams are scheduled on the calendar and may either be objective or subjective.

Extra Credit (optional):

- Submit a 30,000-50,000 word original novel by the last regular class day of the semester to have your lowest essay grade raised by 2 letter grades or to an "A," whichever is lower. The novel **MUST** be original (in other words, not

plagiarized--I will check using Google and the various plagiarism tools available) and shared via Google Docs to sanders.spc@gmail.com as a Google Doc by 11:59 PM on the last regular class day of the semester to be valid.

- Watch the film *Helvetica* and write a one-page, handwritten review of the film by last regular class day of the semester to have your lowest remaining quiz dropped.
- Walk an animal for an hour at the Levelland Animal Shelter (109 Commerce Street at the Levelland Industrial Rail Park) to have an one (1) absence excused. Take a picture with a volunteer or employee at the shelter as proof of your hour and submit via email to sanders.spc@gmail.com.

Grading Policy

A = 90 - 100

B = 80 - 89

C = 70 - 79 (Class credit is only given for a grade of "C" or above.)

D = 60 - 69

F = 59 or below

Absence/Tardy Policy

Students in English 1301 are expected to be on time. If you are late to class, then you are considered absent but will be allowed to stay in class and submit assignments due that day for full credit. If you are late to class and choose to stay, please enter quietly and take your seat.

If you pack up and leave before class is dismissed for the day, then you will be counted absent.

After four (4) absences, you will be dropped from the class.

Note: Official South Plains College-related absences will not count towards being dropped from the class, though one must submit to me official, signed documentation from S.P.C. for the absence on the day of your return.

Any other absence will count towards being dropped from the class.

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 Special Services Office early in the semester so that appropriate arrangements may be made. The instructor should also be notified. Students requesting accommodations must provide acceptable documentation of the disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 894-9611 ext. 2529, 2530, in Levelland, or the Special Services Office in rooms 113C and 112, Reese Center building 1, 885, 3048 ext. 4654 for students at Reese or the Byron Martin Advanced Technology Center (ATC).

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, or sexual orientation. This instructor will comply with federal, state, and professional equal opportunity regulations.

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.

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.

Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, 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.

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

- 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;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

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

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

Syllabus Calendar

All the due dates for work are on the course calendar. And, while the due dates probably will not be moved, the teacher reserves the right to make changes to the calendar because of unforeseen events and the havoc they might wreak upon the schedule. In most cases, though, refer to the calendar for the dates assignments are due. If you don't know the day any given assignment is due, then ask the teacher.

Email Policy

Due to privacy concerns, the teacher will not discuss grades through email. If you would like to talk about your grades or assignments, please make an appointment (using email, if necessary) for this purpose. (See the teacher schedule at the beginning of the syllabus.)

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time.
- Please do not text during lecture or discussion time.
- All mobile devices are to be put away during quizzes and tests.
- If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.

***I realize emergency situations occur. Please let me know before class if you are expecting an important message or call, and exit the room in order to answer your device.*

Campus Concealed Carry syllabus statement:

Campus Concealed Carry - 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, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

English 1301 Rigor Agreement

English 1301 is a college-level course. **It, by definition, will move faster, be more rigorous in testing and grading, and will require considerably more study time outside the classroom than high school courses.** The following list of study techniques is highly recommended for understanding the content of the course with the goal of demonstrating the content through discussion, assignments, and testing:

1. Study groups;
2. Extensive note taking;
3. Daily at-home review of notes;
4. Reading ahead;
5. Taking notes at home over the reading assignment;
6. Participating in class discussion;
7. Asking questions if you do not understand; and
8. Attending tutorials if you do not understand.

If you are not willing to undertake *all* of these suggestions, then expect to do worse (considerably worse) than your previous high school courses.

I have read the above statement, and I understand the above statement applies to me and my enrollment in English 1301.

Name (printed)

Signature

Date

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Signature

Date

Teacher Copy