

Course Syllabus
ENGL1301: Composition I
Section 603 (MW 1:00 -2:15p.m.)
Lubbock Downtown Center

Instructor: Ms. Lesley Shelton, Assistant Professor
Office: Rm. #2025, Lubbock Downtown Center
E-mail Address: lshelton@southplainscollege.edu
Office Phone: 806-716-2178

SPRING 2025 OFFICE HOURS
 ALL Office Hours are held in LDC Office #2025.
 Limited availability by appointment (F2F or ZOOM).

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-9:30 a.m.	8:30-9:30 a.m.
2:30-3:00 p.m.	1:30-2:30 p.m.	2:30-3:00 p.m.	1:30-2:30 p.m.	

- I answer emails within 1-2 business days via email reply or in person communication.
- I answer most emails during office hours on Monday through Friday morning.
- I do not, as a rule, answer emails after 6:00 p.m. or on weekends.
- **Required for emails: Course + section number and subject in the subject line of your email** to me (example: *ENGL 1301-002 - Question about Week 2*).
- **Do NOT message me on Blackboard, I will not answer.**

You may want to get contact info for a few of your classmates for future reference.

Name: _____ **Phone/Email:** _____

Name: _____ **Phone/Email:** _____

PREFERRED METHODS OF COMMUNICATION

Face-to-Face:

The best way to communicate with me is to raise your concerns during class. You are always encouraged to ask questions at that time. However, if you have a concern that requires a more confidential setting (questions about grades or other more sensitive issues), you should plan to meet during scheduled office hours in my office. Face-to-face communication, whether in person or online, is always the preferred mode of communication.

PLEASE NOTE: The 15 minutes between classes is my personal time. Even if I am at the podium in the classroom, this is not the time for student questions. Please ask during class or office hours.

Email:

Email correspondence can be very effective when used properly. Please follow the proper format for business email correspondence (appropriate subject line, salutation, complete sentences in the body, closing, and signature). You can find a good description of the expectations for professional communication here: [How to Write a Professional Email](#).

Emails **MUST specify BOTH Course & Section number in the subject line**; if this information is missing, the email will be returned to you, no exceptions. Allow 1-2 business days for a reply. If you need to reach me right away, you may call or stop by my office during office hours.

IMPORTANT: Check Blackboard and your official SPC email (Outlook 365) regularly. All email correspondence from me will automatically be sent to your SPC email address. If you have trouble with your email login, contact IT Support and get it fixed right away! This is your lifeline to the school!

Phone / Voicemail:

If you are calling with questions during scheduled office hours (and I am not busy with another student), a quick phone call can resolve many issues. My office phone number is 806-716-2178. Voicemail can also be very effective when used properly. If you must leave a voicemail, be sure to speak clearly. Leave your **full name, course and section number, and clearly state what information you need** from me. **Include your SPC email address** so that I may reply via email if I cannot return your call. Remember that I cannot call you back unless I happen to be in my office; this means I will NOT be returning any calls after office hours or on weekends. Voicemail messages that do not provide complete information will not be answered, so **be prepared before you place the call**. Oftentimes, an email is better suited to your needs.

ENGL1301 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.

ENGL1301 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:

- Demonstrate knowledge of individual and collaborative writing processes.
- Write essays that exhibit logic, unity, development, and coherence.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
- Write a minimum of six 500-word essays.

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.

Required Course Materials**Textbook:**

No textbook required. I will provide your reading materials for this class.

Additional Supplies:

Blue/black ink pen, 1 inch three-ring binder or a folder (to keep course assignments and notes), notebook paper or a spiral notebook.

Technology Requirements

1. **SPC username and password:** email 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 go ahead and activate your SPC student email account. Your official email account is your lifeline to the school. You must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. 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. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with current SPC credentials on all SPC campuses (Levelland, Reese, Lubbock, Plainview) during the hours the buildings are open.
 - 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, etc.
- 4. **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>
- 5. **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.
- 6. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>

COMPUTER / IT HELP

Need help with your computer, laptop, saving or uploading files, email address, username/password, etc.?

- Email: helpdesk@southplainscollege.edu
- Call: 806-716-2600 during regular business hours

BLACKBOARD HELP

1. **Get Help by Email:** 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 email 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 Blackboard Help link](#) and select: Submit a Ticket.

DELIVERY OF INSTRUCTION

This is a face-to-face class. This class requires your attendance twice per week at the scheduled class time. You are committing to attend class for the duration of each class period each week. Do not schedule work, appointments, or other activities during class time if possible. **When you miss class, you will be counted absent**, which has a negative impact on your outcomes. You may also miss graded process work and other participation activities that cannot be made up. It is your responsibility to be present for scheduled classes.

ATTENDANCE POLICY

Attendance is required and necessary for your success. Read this policy carefully. If you do not understand any part of the policy, ask for clarification NOW. Attendance will be taken for ALL students, regardless of registration date, beginning on the first scheduled day of class. You are expected to arrive on time, ready to participate, and attend the whole scheduled session. Every class day, you will be counted as **present, tardy, or absent**.

PRESENT:

To be counted as present, you must be present in the classroom when class begins and attendance is taken. Furthermore, you must attend the whole class session until class is dismissed.

TARDY:

Arriving late to the beginning of class and leaving class before dismissal can create a disruption for you and your classmates. If you arrive late **or** leave early, you will be counted tardy. **If you arrive late and leave early, you will be counted absent.** In addition, 3 tardies is equal to 1 absence. It is your responsibility to ensure that marked absences are changed to tardy if you come late to class before you leave class that day. These changes will not be made after the date has passed.

ABSENT:

If you are not present for a regularly scheduled class, you will be marked absent. In addition, if you arrive late to class *and* leave early, you will be marked absent. Only absences related to school sponsored activities or qualified, documented accommodations are exempt from this policy. **All other absences, even absences due to periodic illness or doctor's visits, count toward your absence totals.**

School-Sponsored Activities & Officially Documented Accommodations

Students involved in school-sponsored activities or with officially documented accommodations must present appropriate documentation **before** they are absent from class. At that time, students may arrange to complete any in-class assignments they may miss. If those assignments are not completed and submitted according to the arrangements **OR** if no arrangements are made in advance of the absence, all policies in the syllabus and due dates posted in Blackboard will remain in effect.

You May Be Dropped for Excessive Absences

Students who accumulate 5 or more absences (including accumulated tardies) will be dropped from the course unless an accommodation has been approved. Students with 3 or more consecutive absences will be dropped automatically unless you have made prior arrangements with me.

EXTENDED ABSENCE ACCOMMODATION: If circumstances such as a documented family emergency, hospitalization, or an extended illness make prolonged or excessive absences unavoidable, you should contact the Dean of Students (Dr. Lynn Cleavinger's office at 806-716-2380). Her office can help you request accommodations from your professors and connect you with resources that may help you through difficult times. **Most importantly**, communicate with me—in advance if possible—so that we can make suitable arrangements for turning in your work. If no arrangements are made, all policies in the syllabus and due dates posted in Blackboard/MindTap will remain in effect.

STUDENT RESPONSIBILITIES

Notes, Announcements, & Missed Activities

Because attendance for this class is required, you are responsible for all material presented or discussed during class—including changes to the schedule—even when you are absent or tardy. **You must still turn in all in-class or online assignments by the posted due date, even when absent, unless prior arrangements have been made. Process work, participation activities, or quizzes that you miss due to being tardy or**

absent cannot be made up due to the nature of the task. It is imperative that you are present and ready to engage with the material and your classmates every day if you want to get the most out of this class.

I do not answer emails about what you missed in class. Please refer to your notes, the Blackboard Weekly folders, and/or the course schedule for this information. Email or call a classmate for needed information between classes. You may also come to scheduled office hours for additional clarification.

Student Conduct: As a student, you are expected to

- Adhere to all attendance policies.
- Be responsible for your learning process: Come to class prepared by completing all readings and homework; participate in class discussions, including asking relevant questions and being a good group member; listen when your instructor is speaking, take appropriate notes and ask for clarification when necessary; keep up with assignments if absent; turn in assignments on time.
- Be respectful and courteous toward your instructor and classmates. This includes limiting side conversations, **reducing distractions caused by electronic devices, removing earphones in class.**
- Complete all assignments in accordance with the assignment prompts and instructions, including due dates, formats, and any other requirements.
- Only turn in original work that you completed yourself for graded assignments. Don't cheat or plagiarize on any assignment. **Do not use AI apps, translation software or other apps, or any other forms of improper collaboration to complete your assignments.**
- Ask questions before an assignment has been turned in when something is unclear. Be an advocate for yourself. Your instructor is here to help you, so ask when you need assistance.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class. Remove ear buds during class.
- Do not answer your phone in the classroom; if you need to take a call, please step into the hallway.
- Do not text during lecture or discussion time. Do not watch shows or videos during class.
- All mobile devices are to be put away during quizzes and tests or when instructed by professor.
- *If non-adherence to this policy becomes a habitual problem, you will be asked to leave the class and be assigned an absence for each infraction. You may be dropped from the course if necessary.*

ENGL1301 COURSE EVALUATION

Course Evaluation: 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). I do not curve grades or round up averages. In this class, you will receive the grade you earn for the work you complete and turn in subject to policies in this syllabus.

Graded Assignments:

Project 1: Language Story Essay with Statement of Goals and Choices	10%
Process Work: Project 1 (Perusalls, Drafts, Peer Feedback, Participation, and Evaluation)	5%
Project 2: Summary & Response Essay with Writer's Memo	15%
Process Work: Project 2 (Perusalls, Drafts, Peer Feedback, and Participation)	5%
Project 3: Standard Persuasive Essay	20%
Process Work: Project 3 (Perusalls, Drafts, Peer Feedback, and Participation)	10%
Project 4: Multimodal Remix Project with Statement of Goals and Choices	15%
Process Work: Project 4 (Perusalls, Drafts, Peer Feedback, and Participation)	10%
Project 5: Final Multimodal Remix Showcase	5%
Process Work: Project 5 (Drafts)	5%

**Up to 3 extra credit points may be earned by completing the Perusall Textbook reading assignments.*

***Any assignment that does not meet at least 50% of the minimum length requirement will receive an automatic zero.*

Composition Requirements

1. All compositions must successfully adhere to the requirements of the assignments.
2. All compositions should use the conventions of standard grammar and formatting.
3. All compositions must properly utilize logic, facts, and argumentation to advance the thesis.
4. **All compositions must be the original work of the student submitting the work for credit.**

Essay Assessment Guidelines

Essays may earn grades ranging from A to F. 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. *Detailed guidelines are available in Blackboard.*

Process work includes most non-textbook reading assignments, in-class brainstorming, drafting, workshops, written feedback to peers, etc. This work, while informal, will be some of the most important work we do for the course. Your collective process work counts as a percentage for each project (see above), and failure to complete process work will have a significant impact on your grade. The goal of this regular writing and practice is to generate ideas, thinking on the page, not about having a finished product. Your process work grade should be a reflection of your continued engagement and preparation, not of perfection or mastery.

Perusal Readings that are designated as Textbook reading assignments will fall into the Bonus category. Each reading is valued at 3 points; a running average of Bonus assignments will be shown in the gradebook. Students who complete any BONUS reading assignments will receive up to 3 points (the average of all assigned Textbook readings) to be added to your final average.

Other than the textbook bonus readings described above, there will be no “extra credit” work available at the end of the semester. You earn your grade by the quality of work assigned during the semester that you turn in on time according to these policies.

LATE WORK POLICY

I do not accept late assignments except in very rare situations; therefore, if you forget to do an assignment, do not send me an email asking if you can make it up. To be successful in college, you must turn your work in on time. However, there is a built-in grace period for some assignments, with a late penalty.

If you have trouble submitting your work on Blackboard for any reason, email me before the deadline for the assignment and **include your completed assignment**, along with an explanation of the technical problem. As soon as possible, you must submit your assignment (the same document that you emailed) as usual. **Any exceptions to this policy must be arranged with me before the assigned due date and time.**

Always backup your electronic files. Best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Microsoft OneDrive, Dropbox or Google Docs, a flash drive, or another mechanism. ***A lost file or a crashed computer is not an excuse for late work in this class.***

Process Work assignments must be completed by the assigned due date. Late work will not be accepted. The nature of process work and participation requires that the work is completed according to the schedule and that you be present to participate in the group activities associated with those assignments. If you miss class, you will not earn any in-class points assessed for those assignments.

Major Projects must be submitted in Blackboard by the due date and time listed. **A Major Project will be accepted for 3 days after the due date. 10 points will be deducted for each day past the due date. After 3 days, it will not be accepted for any reason.** Assignments cannot be accepted after the course has ended.

ACADEMIC DISHONESTY

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and essays. **It is your responsibility to establish authorship of the work that you turn in.** You should keep all prewriting and notes, annotated sources, outlines, versions of drafts, and any other materials related to the assignment. Upon request, you must produce this prewriting work. Inability to produce your research, annotations, and other prewriting will be considered evidence that you did not comply with the guidelines of the assignment.

If anomalies are found in an assignment submission, that assignment will receive a zero, and the student will be notified by email that more information is needed. The student will have 48 hours from email notification to request a meeting. The student must produce all process work and prewriting materials to determine which writing concepts need to be clarified and/or to establish the original authorship of the submission. If the student fails to take appropriate and timely action, the zero will become the final grade for the assignment.

Be advised: if academic dishonesty is determined to have taken place, the assignment will receive an F and, if circumstances warrant it, you may receive an F for the semester. **You will not be allowed to submit a new draft; the zero will stand.** Furthermore, any other parts of the process work that are deemed to have been likewise plagiarized will also receive a zero. You are expected to produce your own work in this class.

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

- Using Artificial Intelligence websites or apps **to generate, revise, or translate** all or any part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- 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 properly citing them;
- Submitting an assignment for this course that you also submitted to another course without instructor's express approval;
- Failing to provide in-text citations and/or works cited entries.

Other 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, texting, internet, Quizlet, etc.) 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 (i.e., "ghost writing");
- Taking pictures of a test, test answers, or someone else's paper.

ALL INSTANCES OF PLAGIARISM, CHEATING, AND OTHER FORMS OF ACADEMIC DISHONESTY MAY BE REPORTED TO THE DEAN OF STUDENTS' OFFICE.

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.

"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*).

HEALTH AND WELLNESS

Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call 806-716-2529 from 8:00 am – 4:00 pm for more information. Students wanting to set up a counseling session will have an option to be seen face-to-face on any campus or via teleconference.

Any student in need of food or other essentials may visit the food pantry. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

STUDENT TUTORING

SPC Tutors

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, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Brainfuse

Brainfuse is a FREE tutoring service to all currently enrolled SPC students. Each student has access to 3 hours of tutoring per week through Brainfuse. Students can access Brainfuse during the following hours:

Monday – Thursday: 8pm-8am

Friday 6pm – Monday 8am

You can find a link to Brainfuse under the assist or tools option in [Blackboard](#).

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2241.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of “W” is **found in the [SPC Academic Calendar](#)**. It is your responsibility to withdraw from this course if you deem it necessary. Students actively registered in this class will be assigned their earned letter grade at the end of the course. Course averages are updated regularly, but it is up to you to determine whether you need to drop the class or not. You should not drop any course without speaking first with your instructor or professor, as well as a financial AND academic advisor.

For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ADDITIONAL SYLLABUS STATEMENTS

For information regarding

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

use the following link: [Syllabus Statements \(southplainscollege.edu\)](#).

Ms. Shelton reserves the right to make reasonable changes in course policy at any time.