

# English 1301: Composition I

## Syllabus/Policies for Online Courses

Fall 2020

**Instructor:** Ms. Mollie Moore  
**E-mail:** mmoore@southplainscollege.edu

**Office:** CME 102  
**Office Phone:** 806-716-2444

**Class Meetings:**  
Weekly // Online through Blackboard

**Office Hours:**  
MW: 11AM-1 PM  
TR: 10-11 AM  
F: 9 AM-11 AM

### **Text & Materials:**

The following are requirements for this course. You will need to access them immediately and consult them frequently as you complete coursework.

### **Online Course & Textbook**

A program from Cengage called MindTap will be used as a required part of this course. It is an online homework and textbook platform you will use to complete many of your assignments. It contains a complete E-textbook with built in homework assignments and writing assignments.

### **You do not have to purchase your textbook.**

All course materials for this class have been provided in the course fee instead. For more information see our customized page at: [https://www.cengage.com/coursepages/SPC\\_ENGL\\_COMP](https://www.cengage.com/coursepages/SPC_ENGL_COMP)

Your course is being delivered through Inclusive Access which means you have already been billed for course materials through your tuition and you do not need to purchase any additional materials for this course. \*\*Please see the end of this document if you would like more information on Inclusive Access.

### **Software**

- High-speed Internet connection
- Web browser
- Blackboard account
- Microsoft Word (Strongly suggested over Googledocs because of MLA formatting issues) You can also always work in Google then convert Google and other documents into Word.docx format.
  - Microsoft offers a free download of the Office programs at <https://www.office.com/GetOffice365> (just use your SPC email address)

### **Other**

- Flash/Thumb/Online Drive to store each of your typed assignments for this course. \*Save often to avoid heartache later: “My computer crashed with my assignment on it, so I had to start over, and that’s why my paper is late,” is not an acceptable excuse. Save your work in numerous places, and save it frequently.\*
- (Highly Recommended) A three-ring binder to print off assignment sheets and materials and store them in an organized and convenient manner.

## 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.

## Objectives:

- **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.

## Goals/Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Exhibit logic, unity, development, and coherence to create essays.
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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
7. Write a minimum of six 500-word essays (or the equivalent there of).

## Grades:

Major Essays (4, includes final) 50%

MindTap & Writing Assignments (5 Units) 50%

## Grades Breakdown:

### Major Essays:

Essay #1 (Process Analysis)	5%
Essay #2 (Causal Analysis or Comp/Contrast)	10%
Essay #3 (Definition)	15%
Essay #4 (Argument, final exam)	20%

### MindTap & Writing Assignments:

Writing Assignments	20%
Homework Activities (Also includes Discussion Boards)	15%
Just in Time Plus	10%
Quizzes	5%

## Grading Scale:

A (Superior): 100-90%

B (Good): 89-80%

C (Average): 79-70%

D (Poor): 69-60%

F (Unacceptable): 59-50%

## Assignment Information/Completion:

- ANNOUNCEMENTS: Any information sent out via announcements in emails, course messages, or posted as an announcement on the course website (Blackboard) is important and is, accordingly, an extension of assignment requirements and syllabus policies. **Students must read all announcements and will be held responsible for any information posted in the announcements.**
- Numerical grades are assigned for convenience in averaging grades only. Your grade at the end of the course will be determined on an average system, not on a point system.
- LATE WORK: Failure to turn in an assignment on time can result in a grade of 0/F for the assignment. In some cases, essays will be penalized for each day late, **if the student discusses the situation with the instructor.** Late policies for each type of assignment are as follows:
  - Major Essays // -20 per day beginning at 12:01 AM after due date and not accepted after 5 days
  - Writing Assignments // -30 per day and not accepted after 3 days
  - MindTap Homework, Just in Time Plus, and Quizzes // NOT accepted late // Will drop your lowest 3 grades in each of these categories
- Any late work on Major Essays may not be made-up without prior approval from the instructor.
- All work (writing assignments, exams, discussions, etc.) will be completed in Blackboard and MindTap.
- **You may not do work from Week 1 during Week 2 for a grade.** However, once a week is released, the content (notes, etc.) will be available throughout the semester. Likewise, units will be posted in their entirety, so a student will be able to work ahead in a unit (work in Week 2 during Week 1) **but will need to be sure each WEEK'S assignments are completed by the end of that WEEK, NOT UNIT.**
- Accumulating any four zeroes in the course could result in your being dropped from the course with an X or F, at my discretion.
- **If you fail to submit any Major Essay, you could be dropped from the course with an X or F, at my discretion.**

## Evaluation:

- The "A" essay is perfectly formatted, with three or fewer spelling/wrong word and/or grammatical errors. It also has an excellent title, strong thesis, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- The "B" essay at the 1301 level contains all of the above with one or two more errors.
- The "C" essay has a thesis, introduction, and conclusion, but lacks support and has multiple errors.
- The "D" essay contains one or more of the following problems: lack of a strong thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- The "F" essay does not meet the minimum requirements for a 1301-level essay assignment. Some examples of "F" essays are 1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.

\* Specific assignment requirements will be given and discussed in weekly assignment sheets and videos.

\*Note: In college, a "C" is an average paper; it does not have anything "wrong" with it; it fulfills the assignment; it simply does not move beyond the average.\*

## **Absence Policy:**

Online students are required to log in to Blackboard frequently. If you fail to log on every week, I will assume you are no longer taking the class. Students who fail to log on weekly could be dropped from the course with an X or F.

Furthermore, accumulating any four zeroes in the course could result in your being dropped from the course with an X or F, at my discretion. If you fail to submit any paper or major assignment, you could be dropped from the course with an X or F, at my discretion.

## **Professionalism:**

### **Coursework**

All coursework, however small, MUST follow the rules of Standard English and grammar, as well as maintain a professional and formal tone. I will not grade an assignment that is in incomplete sentences, uses non-standard English, or employs a disrespectful tone. Any such assignment will receive a "0."

### **Email/Message Etiquette**

Students should limit course messages to "quick" questions. My office hours or appointments by phone or electronic meeting are the best way for us to address more complex questions and concerns about the course. If the answer to your question can be found in the textbook, blackboard, or syllabus, please do not email me because I will only refer you to one of these sources.

I expect students to use professional language and tone in all communication with me, including email and course message correspondence. "Soooooooooooooooo B4 u snd me a msg..... B sure i can read it." Additionally, students should include their first and last name and section number in the "subject" line of the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should *never* ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation!!!!!! in the email. Finally, students should only email me from their SPC email addresses OR Blackboard Course Messages. Emails from Yahoo, Hotmail, etc. are not delivered to my inbox. **I prefer students to message in BlackBoard. This can be done from the main, left-hand menu under "Message Ms. Moore Here."**

*\*Please note: if you use the "Email Instructor" function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages. For the quickest reply, use the provided message link instead.*

## **Communicating with the Instructor:**

The best way to reach me is through course messages in Blackboard. Although I cannot guarantee that I will respond to your messages right away, I do check my messages and email frequently. Please realize that if you message me after 5 PM, I cannot guarantee a response that night. Weekend responses may be slower or delayed until the next school day. Although most of my communication will be through Blackboard announcements or a direct course message to you, your SPC email is also an official form of communication between you and me, so it is extremely important that you check your SPC email fairly regularly.

If you have any questions or concerns about the class or your performance in the class, please do not hesitate to set up an appointment with me during office hours or write a message to me. I would rather hear about your concerns early in the semester when we still have time to work together, rather than at the end of the class when it is too late for me to help you. Also, if you have any special accommodations please let me know of your needs as soon as possible.

**Academic Integrity—Plagiarism/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 it.**

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. Giving an in-text citation only at the end of a paragraph.

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; or
7. Copying another's work during an examination or on a homework assignment.

**Students with Disabilities:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**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, sexual orientation, or veteran status.

**Statement of Diversity:**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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

**\*\*Additional Notes on Inclusive Access:**

- **Textbook:** The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- **Upgrading to a physical textbook:** Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher. The cost for this course's physical book is \$20.85.
- **How to opt out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

**\*\*\*FALL 2020 COVID-19 RECOMMENDATIONS:**

- Since this is a fully online course, I don't anticipate there to be any alterations made due to the global pandemic. However, I feel the need to mention that, of course, your health and safety are my top priority, and, as always, the scope and schedule of our class could change if the situation warrants it. I will keep you posted on anything that could affect our class, and I ask that you keep me posted on anything that could affect your performance in this class (as related to COVID-19 or not).



# Class Schedule

## Unit 1: Thinking, Reading, & Writing in College & Online

Week 1 // Introduction to Instructor & Coursework  
Monday 8/24 12:00 AM – Tuesday 9/8 11:59 PM\*\*

\*\*Week 1 Assignments will stay open through Week 2 to allow for any students who may join the class late or have trouble getting started in the online format. You should still try to complete these assignments by **Monday 8/31 at 11:59 PM** to stay true to the course's weekly format.

- 1.1 Welcome & Introductions
- 1.2 Syllabus // Expectations // Grading
- 1.3 Explanation of Assignments // Getting Started in MindTap
- 1.4 Week 1 Reading & MindTap Assignments

### **9/7: LABOR DAY HOLIDAY**

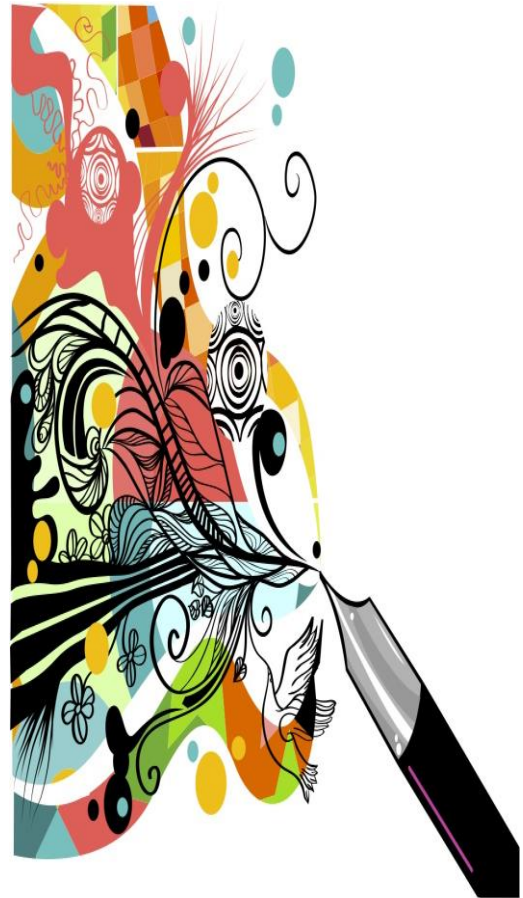
Week 2 // Critical Thinking & the Writing Process  
Tuesday 9/1 12:00 AM – Tuesday 9/8 11:59 PM\*\*

\*\*Week 2 begins the normal, weekly cycle of the class.  
Any assignments from 1.1-2.2 will be due at the end of this weekly period.

- 2.1 Week 2 Reading & MindTap Assignments
- 2.2 Writing a Process Analysis: Essay #1 Assignment & Video

Week 3 // Practicing the Process with A Process Analysis  
Tuesday 9/8 – Monday 9/14

- 3.1 Week 3 Reading & MindTap Assignments
- 3.2 Discussion Board: Plagiarism
- 3.3 FINAL Copy of Essay #1 DUE



## Unit 2: Comparison/Contrast & Causal Analysis

Week 4 // Tuesday 9/15 – Monday 9/21

4.1 Writing a Comparison/Contrast or Causal Analysis:  
Essay #2 Assignment & Video

4.2 Week 4 Reading & MindTap Assignments: C/C FOCUS

Week 5 // Tuesday 9/22 – Monday 9/28

5.1 Week 5 Reading & MindTap Assignments: C/A FOCUS

5.2 Discussion Board: Choosing the best topic for Essay #2

Week 6 // Tuesday 9/29 – Monday 10/5

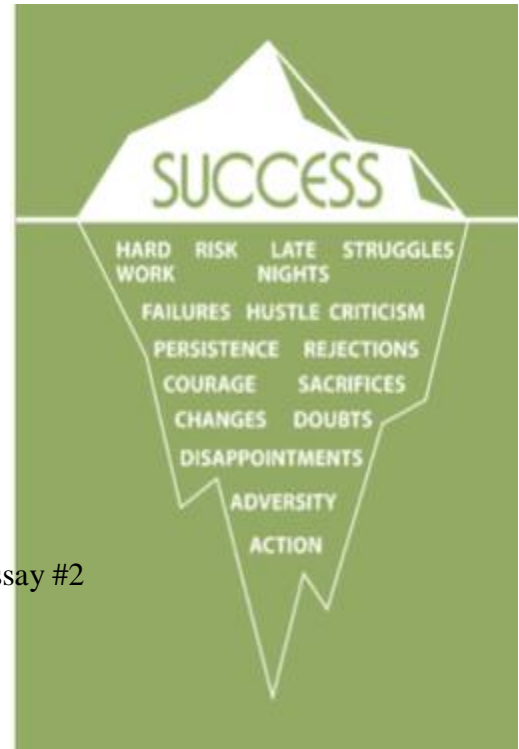
6.1 Week 6 Reading & MindTap Assignments: Drafting your Essay #2

6.2 Turn in Essay #2 Rough Draft to MindTap NetTutor

Week 7 // Tuesday 10/6 – Monday 10/12

7.1 Week 7 Reading & MindTap Assignments: Revising your Essay #2

7.2 FINAL COPY of Essay #2 DUE



## 10/16: FALL BREAK

## Unit 3: Definition

Week 8 // Tuesday 10/13 – Monday 10/19

8.1 Writing a Definition: Essay #3 Assignment & Video

8.2 Week 8 MindTap Assignments: Definition FOCUS

Week 9 // Tuesday 10/20 – Monday 10/26

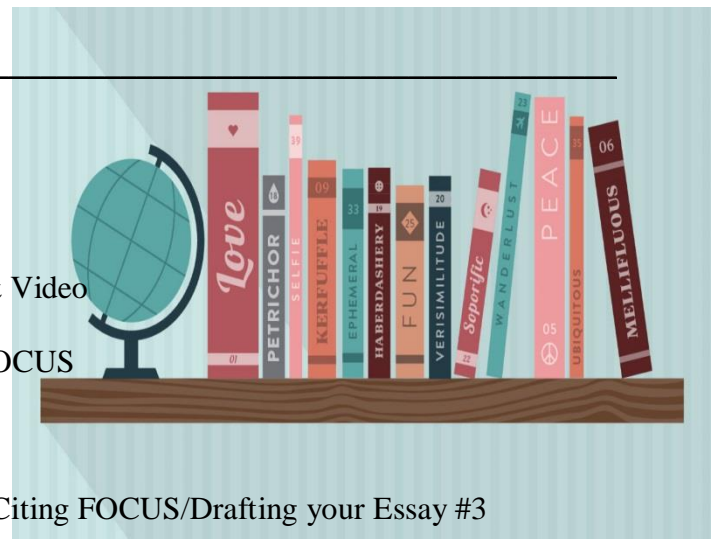
9.1 Week 9 MindTap Assignments: Research & Citing FOCUS/Drafting your Essay #3

9.2 Turn in Essay #3 Rough Draft to MindTap NetTutor

Week 10 // Tuesday 10/27 – Monday 11/2

10.1 Week 10 MindTap Assignments: Revising your Essay #3/Documenting your sources

10.2 FINAL COPY of Essay #3 DUE





## Unit 4: Argument

Week 11 // Tuesday 11/3 – Monday 11/9

11.1 Writing an Argument: Essay #4 Assignment & Video

11.2 Week 11 Reading & MindTap Assignments: Argument FOCUS

Week 12 // Tuesday 11/10 – Monday 11/16

12.1 Week 12 MindTap Assignments: Developing, Researching & Drafting your Essay #4

12.2 Turn in Essay #4 Rough Draft to MindTap NetTutor

Week 13 // Tuesday 11/17 – Monday 11/23

**\*\*THURSDAY 11/14: Last Day to Drop Fall Semester Courses**

13.1 Week 13 MindTap Assignments: Revising your Essay #4

13.2 FINAL Copy of Essay #4 DUE



## Unit 5: Thinking, Reading, & Writing to Succeed

Week 14 // Tuesday 11/24 – Monday 11/30

**11/25-27: THANKSGIVING HOLIDAY**

Week 15 // Tuesday 12/1 – Monday 12/7

15.1 Week 15 Reading & MindTap Activities

15.2 Discussion Board: Using What You've Learned

**Week 16: Finals \*\*Essay #4 is your Final Exam**

