

**English 1301: Composition I**  
**Policy Statement**  
**Levelland Campus**  
**Fall 2025**

**Instructor:** Kay McClellan  
**Office:** Cm 101  
**Office Phone:** 806-716-2437  
**E-Mail:** kmcclellan@southplainscollege.edu  
**Office Hours:** MW 12:15-1:00; MW 2:15-2:30; TR 12:45-2:30; 3:45-4:00;  
Fri. 1:00-3:00; and by appointment  
**Section 003:** 11:00--12:15 MW Cm 123  
**Section 004:** 1:00-- 2:15 MW Cm 123  
**Section 014:** 2:30-- 3:45 TR Cm 123

**Required Materials:** \**Kay McClellan: English 1301: Workbook* (at SPC Bookstore)  
\*a flash drive

**Please access the following link for SPC Policies on:**

Artificial Intelligence Statement  
Campus Concealed Carry Statement  
CARE (Campus Assessment, Response, and Evaluation) Team  
Covid-19  
Disabilities Statement  
Intellectual Exchange  
Non-Discrimination Statement  
Title IX Pregnancy and Parenting Accommodations Statement  
<https://www.southplainscollege.edu/syllabusstatements/>

**Health Concerns/Sickness:**

\*Please practice good hygiene when you're in SPC buildings, particularly our classroom.  
\*If you're running a fever or think you have the flu, Covid, or another virus, please do not attend class.  
Please notify DeEtte Edens: [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376

**Prerequisites:** \*Students must be TSI-compliant in both writing and reading.  
\*International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

**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.

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

**This course partially fulfills the Communication Core 010:**

**Core Curriculum Objectives addressed:**

- **Communications skills**—having effective written, oral and visual communication
- **Critical thinking skills**—employing creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Teamwork**—employing the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—using 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. 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.

**Course Evaluation:**

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class.

**Essay/Paper Assessment Guidelines:**

- \***The "A" essay** should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.
- \***The "B" essay** contains all of the above with one or two types of major grammatical errors.
- \***The "C" essay** has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.
- \***The "D" essay** contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.
- \***The "F" essay** doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

## Course Requirements:

**The Writing Process** must be followed for all writing in the class; this means that you must write for your audience and follow the assignments

## Workshop Style:

This class is being taught in Workshop Style, so as much of the writing as possible will be done in class in a casual atmosphere where students can take breaks as needed and get help from classmates or the instructor. And, because studies have shown that greater focus and concentration are achieved without outside distractions, **no earbuds can be worn in class. Also, anyone who leaves class before the day's assignment is done or the class is dismissed will be counted absent.**

**Two Ways To Be Exempt From the Final:** 1. having **1 or 0 absences**; or  
2. having an **A average**.

**Grading Policy:** 90.00%--Essays  
10.00%--Final  
100.00%--Total

## Final Course Grade: Portfolio Grading:

\***Students with more than 4 absences don't meet the minimum standards of the class and will lose a letter grade in the course for each absence over 4.**

\***If a student has turned in all the assigned essays** and has **three grades of the same kind that are the student's highest grades**, they represent the majority of the student's writing, so the student's course grade will be whatever grade those three essays are. Otherwise, the student's grades will be averaged according to the above grading scale.

\***Moreover, if a student who is not exempt from the Final skips the Final**, he/she will be given a 0 for the Final and his/her Final Course Grade will be averaged by the above grading scale.

## Ethics: Plagiarism, AI, and Cheating:

### SPC English Department Plagiarism and Cheating Policy

\*There is **zero tolerance** for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're 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.

\*In this class, each draft of all papers and assignments should be saved separately to the student's folder on the hard drive of the student's computer in CM 123, both to verify absences and academic integrity.

\***During the semester, if there appears to be a major discrepancy between a student's in-class writing versus what's submitted for grades**, then, there may be a **verbal review** of the paper with the student, and the student may be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of the student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

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

- \***Using Artificial Intelligence** websites or apps to generate and/or revise all or 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 citing them;
- \*Submitting an assignment for this course that you also submitted to another course without my express approval;
- \*Missing in-text citations and/or missing works cited entries.

**\*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 Reviews so that the writing is no longer the original student's;
- \*Taking pictures of a test, test answers, or someone else's paper

**Student Responsibilities:** Students are expected to

1. **Be on time and regularly attend class.**
2. **Be responsible for having an appropriate attitude and using appropriate language in academic environments**; not use combative, condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. **Have respectful behavior toward instructor and classmates** in order to contribute to the atmosphere necessary for learning.
4. **Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.**
5. 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.
6. **Submit all assignments in accordance with due dates, formats, and requirements.**
7. **Avoid all forms of cheating and plagiarism** on all assignments, including improper collaboration.
8. **Ask questions when something is unclear.**

## **SPC Attendance Policy:** (4.3.5 Attendance)

\*Students are expected to attend all classes to be successful in a course.

\***When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed.** It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. **Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.**

\***Students who enroll in a course but have never attended by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.** It is the student's responsibility to verify administrative drops for excessive absences. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

## **My Attendance Policy:**

This course is taught in Workshop style, so for students to learn what they should, they need to be in class. Students who miss 30 minutes of the class period will be counted absent. Students who leave class before getting a checkmark on their work or before the class is dismissed will be counted absent.

**Students with more than 4 absences don't meet the minimum standards of the class and will lose a letter grade in the course for each absence over 4.** Students who have 0 or 1 absence and are borderline (59, 69, 79, 89) at the end of the semester will be moved up a letter grade. **The final is optional for students with an A average or 0 or 1 absence.** **Students who are 5 or more minutes late will be counted absent each time after the second time. Students who habitually don't bring their Workbook to class will be counted absent, starting with the third time.**

## **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.**

**Papers:** \***In Class Writing:** \*No paper will be accepted from students who do not write a significant portion of their paper in class.

\***Papers not abiding by current MLA formatting will not be accepted:**

\***Font:** use Courier New #12

\***Spacing:** double space throughout the paper (even in heading)

\***Margins:** have a one inch margin all around the page

\***Header:** the last name and page number should be in the top right corner of each page

\***Heading** (on first page only): student's first and last name  
Prof. McClellan  
Engl 1301--section number  
Due date of paper

\***Late Papers:** will be accepted on the due date or the following class day without penalty; **after that, the paper be dropped a letter grade for each day (Mon.-Fri.) it's late**, unless the student has documentation for a school trip.

## Technology:

- \***SPC username and password**: email: [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu) or call: the **SPC Help Desk** at **806-716-2600**
- \***Computer Help**: for help with your computer, laptop, email address, username, or password?  
[helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)  
**806-716-2600**

## SPC Tutors and Writing Center:

- \***Levelland English Dept. Open Lab**: CM 112
- \***SPC Tutors: Booking an appointment online:**

\*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>

\*The SPC Writing Centers offer free writing support to South Plains College students, faculty, and staff. Writing tutors are available during scheduled times to work face-to-face or online via Zoom with writers through all stages of the writing process from choosing a topic to drafting and revising. The SPC Writing Centers offer support for writing in various contexts, including academic courses, as well as non-course related documents such as resumes, cover letters, scholarship thank you letters, and more. To schedule an appointment, click here. <https://www.southplainscollege.edu/writingcenter/> or call (806)716-2032

### \***Brainfuse**

\*South Plains College has partnered with Brainfuse to provide **free** online tutoring and academic resources. Brainfuse can be accessed through Blackboard under the “Assist” and “Tools” tabs. The hours for online tutoring are:  
Mon.-Thurs. 8:00 PM – 8:00 AM and 6:00 PM Friday through 8:00 AM Monday.

## Class Rules

**\*Violating a class rule can result in a student's being dropped from class with an F.**

**\*Students will be dropped with an F if they:**

**\*Create a hostile working and learning environment;** this could be by slamming books, muttering under their breath, yelling, being combative, or otherwise demonstrating abusive behavior.

**\*Use obscenity, crudeness, or rudeness** when addressing me or their classmates.

**\*Hoods, Earphones, and Earbuds may not be worn in class.**

**\*Example Papers:**

\*Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.

\*Anyone who leaves the classroom with an example paper will be given an **F in the course**.

**\*Computer Etiquette:** \*Do not change ANY of the settings on the computers.

**\*Classroom Etiquette:**

\*You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).

**\*You shouldn't make inappropriate remarks, use profanity, or be combative.**

**\*You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.

\*You shouldn't be talking when I'm talking or when a classmate is asking a question.

\*Drinks should have lids or caps.

**\*Writing Perimeters:** Do not write on things that are:

\*illegal

\*X rated

\*offensive (including using a condescending or inflammatory tone)

\*concerning hate groups

\*concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

**\*Note:** The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.

**Kay McClellan**  
**Engl 1301-Syllabus--all--Sections 004, 006, 014**  
**Fall 2025**

**\*This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

**Week 1:** Course Introduction; Diagnostic Essay

**\*much of this class is self-paced;** that is, you write the papers at your own speed

**\*there is in-class writing only; no writing can leave the classroom until after it's graded**

**\*flash drives are not permitted until the end of the semester**

**Week 2:** The Writing Process; Traditional Essay Structure; Grammar Review;  
Practice Writing--Introductions and Conclusions

**Week 3:** Introductions and Conclusions; Practice Writing--Introductions and Conclusions

**Week 4:** Practice Writing--Introductions, Conclusions, and Topic Sentences

**Week 5:** Grammar Review; Process Analysis;  
Finish Practice Writing--Introductions, Conclusions, and Topic Sentences

**Week 6:** Grammar Review; Process Analysis; Peer Editing

**Week 7:** Process Analysis; Grammar Review; **Essay #1 due**;  
Diction, Tone, and Style; Readings: Faulkner, Hemingway, Hammett, and McDonald

**Week 8:** Grammar Review; Persuasion; **Essay #2 due**; Diction, Tone, and Style: Readings

**Week 9:** Grammar Review; Causal Analysis; Logic

**Week 10:** Causal Analysis; Grammar Review; **Essay #3 due**; Diction, Tone, and Style: Readings

**Week 11:** Grammar Review; Classification; **Essay #4 due**

**Week 12:** Grammar Review; Argument; **Essay #5 due**

**Week 13:** Engl 1301: Critical Concepts; Comparison or Contrast;

**Week 14:** Persuasion; Diction, Tone, and Style; Tandem Writing; Makeup Work; Review for Final

**Final:** **Section 004 (11:00 MW):** Mon., Dec. 8: 10:15 Cm 123  
**006 ( 1:00 MW):** Wed., Dec. 10: 10:15 Cm 123  
**014 ( 2:30 TR):** Tues., Dec. 9: 1:00 Cm 123