

Course Syllabus

ENGL 0301 (3:3:0)
Section 003

Basic Developmental English

Instructional Area: English

Department of English

Division of Arts and Sciences

Levelland Campus

South Plains College

Spring 2016

Instructor: Mrs. Buffy Rattan

Please tear this page from the packet and return it, signed, to the instructor and keep your copy of the policy statement for reference throughout the semester.

“My signature below indicates that I have read the syllabus and policies for this course, that I understand them, and that I agree to abide by them.”

PRINT YOUR NAME: _____

SIGN YOUR NAME _____ DATE _____

English 0301: Basic Developmental English
Course Syllabus – Spring 2016
Section 003

Instructor: Buffy Rattan
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Office Hours:

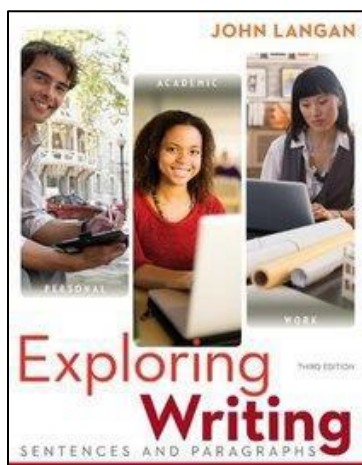
Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. - Noon	9:00 – 10:30 a.m.	11:00 a.m. - Noon	9:00 – 10:30 a.m.	9:00 a.m. – noon

Course Description:

This is a course in fundamental English for students who score below 350 on the writing section of the TSIA test or who are selected to participate based on their score on another writing placement test. ENGL 0301 is designed to help students begin to develop college-writing skills and focuses on idea generation, organization, drafting, revision, and utilization of Standard English. The course provides a basic review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, run-on sentences, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs.

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

1. Compose a variety of paragraph-length texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.



Required Textbook + Connect Writing Subscription:

Langan, John, *Exploring Writing: Sentences and Paragraphs*, 3rd edition. McGraw Hill: 2013.

Connect Writing Subscription: a free access code to *Connect* comes with a new textbook; or you can buy access online for around \$30.

- A new textbook comes packaged with a **free access code** for *Connect Writing*—our online writing lab, where you do your homework.
- **Do not remove the plastic from your textbook until you come to class and make sure that you have the right textbook.**
- **Do not throw away the *Connect* access code flyer!**
- Waiting on a paycheck or financial aid? No problem—*Connect Writing* offers a 14-day courtesy period access for free!

Supplies: Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper

Blackboard and Internet Access:

Blackboard is a website host for our class, where you are able to view and access homework, view and print out class Powerpoint lessons, check your grades, view the syllabus, and email me. **You will need internet access to complete your homework assignments, so you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that**

you can use on a regular basis. The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>

My Blackboard Username: _____

My Blackboard Password: _____

Attendance Policy

1. **I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.**
2. **If you arrive late to class, let me know at the end of class, or you will remain marked absent for the day. If you are 10 or more minutes late to class, you will be marked absent for the day. Three tardies equal one absence.**
3. **If you leave class before you have been dismissed, you will be counted absent.**
4. **You will be dropped from the course after you have accumulated 5 consecutive absences or 6 non-consecutive absences.** If you are dropped from the course, you may not be reinstated.
5. All students are dropped from the course with an F.
6. If you accumulate excessive absences after **November 16, 2017**, (last day to drop a course), you will receive an F for the course.
7. On the other hand, if you miss class only twice during the entire semester and tardiness has not been a problem, or if you have an "A" average, you may be exempted from the final exam. If your course average is below 60% at the end of the semester, you will be required to take the final exam no matter what your attendance record is.
8. **Students involved in school-sponsored activities need to show me their documentation from the appropriate coach/sponsor before they are absent from class. Students will make arrangements at that time for completing any in-class assignments they may miss.**

Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. I usually update grades every week or two, and I highly recommend that you check your grades that often.

The following grades will be assigned when:

A	90% or better is achieved on graded work; you have made excellent progress in writing skills.
B	80% or better is achieved on graded work; you have made good progress in writing skills.
C	70% or better is achieved on graded work; you have made fair progress in writing skills.
D	60% or better is achieved on graded work; you have made minimal progress in writing skills.
F	59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

If your grade is border-line, I may take your attitude and absences/tardies into consideration when deciding whether to assign the higher or lower letter grade. **Regardless of your final average, I reserve the right to assign a grade of C or better only if I believe you can be successful in ENGL 0302.**

Grade Calculation

Paragraph 1	20%
Revision of Paragraph 1	5%
Paragraph 2	20%
Revision of Paragraph 2	5%
Paragraph 3	20%
<i>Connect Writing</i> Homework	20% (2 lowest homework grades will be dropped)
Final Exam	10%

In-Class Paragraph Writing

All paragraphs are created and typed/handwritten during class time and in the classroom. Normally three class periods are provided for writing one paragraph, with guided instruction and one-on-one feedback from me on each step. Paragraphs are not to be worked on outside of class. Therefore, no paragraph writing should leave the classroom in any form, whether on paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been graded. **If you work on your paragraph or receive assistance on it outside of class or if your ungraded draft leaves the classroom, you will receive an "F" for the paragraph or be given a different topic over which to write your paragraph. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

Online Homework – *Connect Writing*

Your weekly homework assignments will be accessed through Blackboard and must be completed by

midnight on Sundays. The homework assignments will be completed on the internet at a website called *Connect Writing*, so a current subscription to *Connect Writing* is required. I will help you register in *Connect Writing* during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments in *Connect*.

Plagiarism and Cheating

“Offering the work of another as one’s own, without proper acknowledgment, is plagiarism” and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism. Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

Late Work Policy

I do not accept late assignments. I will drop your two lowest *Connect Writing* assignment grades.

Make-up Paragraph Day: Participation By Instructor Approval Only

I provide a make-up paragraph day during the last week of classes. If you fail to complete a paragraph in class during the time allotted or are absent on the day the class finishes **one** of the paragraphs, you should **immediately** submit a request to attend the make-up day. The request should be a typed persuasive paragraph of 150 words that explains the reason for the absence or missed deadline. Attach appropriate documentation to the paragraph. Only those students who have submitted a request to attend the make-up day **and are approved** will be allowed to attend the make-up day. Students **who are approved to come to the make-up day** will be able to substitute the make-up day paragraph for their zero on **one paragraph grade**. The makeup paragraph can substitute only for a paragraph, not for a revision grade or daily work grades. The make-up day paragraph will be hand-written during one class period.

Cell Phones, Head Phones, Ear Buds, Laptops, and Tablets

Creating an environment free of distractions for all students is important for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. **Keep cell phones on silent mode or powered off (not on vibrate mode*) and stored out of your sight during class. Cell phones may not be placed on the desks nor on the computer towers. Texting or other use of cell phones is not allowed in class. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (*Students who need to leave their phones on vibrate must visit with me to inform me of their situation.)**
2. Wearing head phones and ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class. **All in-class computer work is to be done on the classroom computers.**

Classroom Etiquette

Since you are college students, I expect you to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your textbook, paper, and pen to class on a daily basis. You are not allowed to share textbooks.
4. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency.** If you leave the classroom before you are dismissed you will be marked absent for the day.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to desist or leave the classroom.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.

*Students who do not comply with the above will be dropped from the course.

“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* 11).

Passing the TSIA Test Writing Section

1. You may sign up to take the TSIA test any time it is offered during the semester, if you feel you are ready.
2. If you attend class each scheduled meeting and you pass the writing section of the TSI Assessment during the first month of the semester, show your scores to me, and you will then receive the final grade of B or C. **You do not need to drop the course.**
3. If you do not have excessive absences and you pass the writing section of the TSIA test during the second, third, or fourth month of the semester, show your scores to me, and you will then receive the final grade of A, B, or C. **You do not need to drop the course.**

Visit the South Plains College Testing Center website to find out dates when the TSIA test is offered and to register online: <http://www.registerblast.com/levelland/Exam/Index?Group=1409>

Note to 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.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Diversity Statement

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction.

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 or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm

Statement of Nondiscrimination

I do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

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.

*I reserve the right to make changes in course policy at any time.

English 0301 Calendar – Mrs. Rattan – Fall 2017

Required Textbook: *Exploring Writing: Sentences and Paragraphs*, 3rd edition, 2013, by John Langan

TAKE NOTE:

1. This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and completed on the internet in *Connect Writing* and are due by midnight on Sundays.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you will have to take the final exam, no matter what your attendance record is.
3. You may register to take the writing section of the TSIA test at any time during the semester. If you pass it, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This is a tentative calendar, so the course may deviate from this if I deem it necessary.

Week # | Starts On ... | Lesson Topics

Week 1	Aug 28	Day 1: <ul style="list-style-type: none"> • Course Syllabus • Log in to Blackboard Day 2: <ul style="list-style-type: none"> • PPT: How to Email Your Instructor • Begin Email Writing Assignment • Have your textbook by next class period so you can register in <i>Connect Writing</i>
Week 2	Sept 4	Days 3/4: <ul style="list-style-type: none"> • Ch 31 Spelling Improvement • Ch 32 Omitted Words and Letters • Registration in <i>Connect Writing</i> • Ch 33 Commonly Confused Words
Week 3	Sept 11	Ch 6 Subjects and Verbs Ch 7 Fragments
Week 4	Sept 18	Ch 8 Run-ons Ch 1 An Introduction to Writing
Week 5	Sept 25	Ch 2 The Writing Process Ch 3 Four Steps for Writing, Four Bases for Revising
Week 6	Oct 2	Ch 4: Exemplification Paragraph Assignment Day 1: Choose topic, brainstorm, cluster paragraph 1
Week 7	Oct 9	Day 2: Outline, write paragraph 1 Day 3: Type, revise paragraph 1
Week 8	Oct 16	Ch 9 Sentence Variety I Ch 10 Standard English Verbs Ch 11 Irregular Verbs (ex. lie, lay; sit, set)
Week 9	Oct 23	Ch 12 Subject-Verb Agreement Ch 13 Consistent Verb Tense
Week 10	Oct 30	

		Ch 4: Cause or Effect Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph 2 Day 2: Outline, type Paragraph 2
Week 11	Nov 6	Day 3: Type, revise Paragraph 2 Ch 15 Pronoun Reference, Agreement, and Point of View
Week 12	Nov 13	Ch 16 Pronoun Types Ch 20 Faulty Parallelism
Week 13	Nov 20	Ch 26 Apostrophes Ch 28 Commas
Week 14	Nov 27	Ch 4: Argumentation Paragraph Assignment Day 1: Choose topic, brainstorm, cluster Paragraph 3 Day 2: Outline, type Paragraph 3
Week 15	Dec 4	Day 3: Type, revise Paragraph 3 Final Exam Review Make-up Paragraph (only with instructor approval)
Week 16	Dec 11-14	Final Exam Week