

South Plains College
Course Syllabus: ENGL 0301 Developmental English
Face-to-Face
Fall 2024

Instructor: Mr. Matthew Race

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Phone: 806-716-2439

Office: Communications-English Building 103A

Department: English and Philosophy

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 9:15	8:15 – 9:15 2:30 – 4:00	8:15 – 9:15	8:15 – 9:15 2:30 – 4:00	9:00 – 11:00

Class Location: TA 123

Time: T / Th 1:00 – 2:15

Course Description:

This is a course in fundamental English for students whose TSIA Writing Test score qualifies them. 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 American English. The course provides a fundamental review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, fused sentences, comma splices, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs. This course will not satisfy graduation requirements, but it is designed to give students skills they need to complete college level work.

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition and fees.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class.
- **Help with TexBook issues and support:** check with your professor or visit:
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore.

Core Curriculum 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.

Student Responsibilities: Students are expected to:

1. Be on time and regularly attend class (see the attendance policy)
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participate 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; do not use condescending, inflammatory, threatening, 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, including personal laptops, iPads, or tablets, while in class. If you must be on your device, please leave the classroom until you can put it away.**
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 and utilizing AI.
8. Ask questions when something is unclear.

Student Learning Outcomes: Upon 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 practical approaches and rhetorical strategies for given writing situations.
3. Generate ideas and gather information relevant to the topic and purpose, incorporating the thoughts and words of other writers in student writing using established strategies.
4. Evaluate the 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 American English.

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.

Supplies:

- Three-ring binder, paper, writing utensil, dividers (optional)

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 activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but 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 an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).

- 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, most coffee shops, 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, PowerPoint and OneDrive:** 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 Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

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@southplainscollege.edu 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 Help link listed in the Blackboard course menu.

Free SPC Tutoring:

- 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, get to know the tutors, and view tutoring locations.

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

Tutoring Questions:

- Email: tutoring@southplainscollege.edu
- Phone: 806-716-2538

Free Brainfuse Tutoring:

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

Grading Policy: A final letter grade will be assigned based on this scale:

A (90-100), B (80-89), C (70-79), D (60-69), F (59-0).

Final grades will be assigned based on the following:

Major Paragraphs	30%
Attendance	10%
Grammar Assignments	25%
Journals, Discussions, & Daily Work	25%
Final Exam	10%

Total	100%
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Attendance Policy:

You are expected to attend all classes in order to be successful in this course. However, if the occasion arises that prevents you from attending, your absence will be calculated as follows:

Present On Time= 100

Absent (10+ minutes late) = 0

Late/Early Departure = 50

The 2 lowest grades will be dropped.

It is up to you to monitor your grade and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to contact me to meet. You can find your current average via the **My Grades** link in Blackboard.

Student Responsibilities: Students are expected to:

9. Be on time and regularly attend class. If you are more than 10 minutes late, you will be counted absent. However, you may attend class and participate.
10. 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
11. Be responsible for having an appropriate attitude and using appropriate language in academic environments; do not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
12. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
13. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
14. Submit all assignments in accordance with due dates, formats, and requirements
15. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and AI-generated or altered text
16. Ask questions when something is unclear.

Final Exam Policy: A final exam will be given at the end of the course. Students will be exempt from this final if the following guidelines are met.

- Students who have 3 or fewer absences with a grade of and "A" or "B" the week before final exams, will be EXEMPT from taking the final exam.

Students with a grade of C or lower or 3+ absences will be required to take the final exam.

Please be aware of your circumstance. If you are not exempt, and you do not take the final exam, your grade will be a zero in that category.

Dropping our class: Before you withdraw from this class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWElqAmJdC CqVjMnZs6h15Nrs0pgCo_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- **I will not drop you from this course.** You will be responsible for your own withdrawal. If you are enrolled in class on the final day, you will receive the grade you earned.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).
- **Withdrawing from all SPC classes:** If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

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.

- Communicate—if you do not understand the assignment, call or send me a message through Course Email, but do so in a timely fashion. Do not wait to call or email the day or night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- Be Respectful—Be courteous in all your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and not produce the best results.

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.

English Department Plagiarism and Cheating Policy:

There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you did not write in an essay or assignment without proper documentation. If you are 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.

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

1. Using Artificial Intelligence websites or apps to generate, revise, or translate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; **(research is not allowed in this course)**
5. Submitting an assignment for this course that you also submitted to another course without my express approval;

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, texting, internet, Quizlet, etc.) 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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper

SOUTH PLAINS COLLEGE POLICIES AND OFFICIAL STATEMENTS REGARDING THE FOLLOWING CAN BE FOUND USING THE PROVIDED LINK:

<https://www.southplainscollege.edu/syllabusstatements/>

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