welcome
Spring 2022

Course: ENGL 0301 Developmental English Online

Instructor: Wendy Esch

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00 – 3:30 p.m.		12:45 – 3:45 p.m.		9:00 – 11:30 a.m.

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.

Core Curriculum Objectives

This course will address the following core curriculum competencies:

- **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 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 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.

Supplies:
- Three-ring binder to keep class notes, PowerPoint printouts, and essay materials.

Ebook/Textbook
- **Ebook/Textbook Access:** The textbook (ebook) required for this course will be provided to you in class through our Inclusive Access program. **You do not need to purchase the book that we will use.**
- *Grassroots with Readings ebook only*
    - **ISBN:** 9781337614801

Inclusive Access:
- **Textbook:** The textbook and resources for this course are available in digital format 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 to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore and is <u>included</u> in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.
- **E-book features:** Access to a cloud-based e-reader is provided by VitalSource via Blackboard. VitalSource 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.
- **Opting 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. Students should check with the instructor for advice before deciding to opt-out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like *Mindtap* or *Connect*. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email tfewell4texasbookcompany@gmail.com before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. <mark>The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth class day. The census date for shorter terms varies between the second and third class day.</mark>

How to access your Ebook and MindTap assignments/ Registration
1. The first time you click on a MindTap assignment in Blackboard, you will be required to
2. register your account. I will walk you through the registration process during class.
3. You can also download the free ***Cengage Mobile App*** to get your eTextbook and study tools on your phone.

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. 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 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 Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Ebook Help:
- Cengage: https://cengage.force.com/s/login/
- VitalSource Information (Inclusive Access): https://get.vitalsource.com/inclusive-access
- VitalSource Help: https://support.vitalsource.com/hc/en-us/requests/new
- SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

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.

Tutoring Help:
- **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

- **TUTOR.COM**
  You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:
  Monday – Thursday: 8pm-8am
  6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538

Communication:

To Contact Me:	Ways that I will contact you:
Email me at wesch@southplainscollege.edu.	South Plains College email -Plan to check it every day.
Send me a message with your cell phone in Remind.	Remind text alerts-(We will sign up in class.)
Call my office at 806-716-2446 & leave a message.	Announcements in your Blackboard class.
Drop by during my office hours.	**I return emails, texts, and calls within 24 hours**.

Grading Policy: 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). Final grades will be assigned based on the following percentages:

Essay Assignments	
Major Paragraphs	30%
Paragraph Work	20%
Grammar Assignments	25%
Journals, Discussions, & Daily Work	20%
Final Exam	5%
Total	100%

OPTIONAL EXTRA CREDIT: Earn extra points by completing extra-credit assignments.

It is up to you to monitor your average 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 'Gradebook' link in Blackboard.

Student Responsibilities: Students are expected to *[May vary by instructor but usually include the following.]*
1. Be on time and regularly attend class
2. 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

3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; 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 while in class
6. 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
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

Assignment Deadlines:
- The weekly assignment deadline is Monday at 12:00 AM (Midnight).
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- A weekly planner and assignment checklist is provided for each week.

Semester Calendar & Schedule: Calendar and Schedule is the entry page. The course material is released in weekly segments (ex. Week 1, Week 2), and each week runs from Monday 12:00 A.M. to Monday 12:00 A.M. of the following week. It is very important that you keep up with which week of the semester we are in so you will know when that week's assignments are due. So, for example, Week 1 begins on Tuesday, Jan 18th (Martin Luthur King holiday on Monday); all assignments for Week 1 would be due by 12:00 A.M. on Monday of the following week, Jan. 24th. Weekly Assignments are normally posted by Monday of each week and detail the readings, discussion forums, exercises, quizzes, tests, and papers to be completed. Due dates are normally 12:00 A.M. on Monday of the following week. I recommend you print out the weekly assignment sheets and keep them in a three-ring binder, along with all the other handouts you will be getting in this course. Use the assignment sheet as a checklist for the week. To print a Blackboard page, use the Print option in your internet browser.

In-class Paragraph Writing/Revisions: All paragraphs are created and typed/handwritten during class time and in the classroom. Typically three class periods are provided for writing/revising one paragraph, with guided instruction and one-on-one feedback from me on each step. Due dates can be found on the course calendar, and specific assignment details can be found in the module folders in Blackboard. **I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

Grammar Assignments: Throughout the semester, you will be required to complete several online grammar exercises. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, The exercises will help you review your grammar and help you think about the writing process. When averaged together, these assignments are worth 25% of your final grade, so the completion of your grammar assignments is very important.

Journals & Discussions: You will be required to complete journal entries and discussions in Blackboard over an array of topics. These assignments are helpful in honing your writing skills and creativity. Entries will be graded on participation, interest, and length rather than grammar. When averaged together with daily work, these assignments are worth 20% of your final grade, so the completion of these fun assignments can really benefit your overall average.

Daily Grades:
The daily assignments are designed for in-class participation activities to give students the opportunity to interact and engage on course topics

Assignment Submissions: I cannot accept any assignment via e-mail, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.

I suggest three things:
1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date or check your SPC e-mail for submission acknowledgement to verify it's been submitted correctly. If it's not submitted successfully by the due date, you will not receive credit for it, regardless of whether you thought the paper had sent.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.
4. Additionally, all files must be submitted as .docx documents (Microsoft Word). Other file formats such as .gdoc, .pages, .odt, .rtf, or .txt files will not work with Turnitin. If you submit anything other than a .docx file, your assignment will be considered late and incur the late deduction. **If you are writing your essay on Google Docs, you will need to download the paper to your computer in Microsoft Word format before submitting it to Turnitin.**
   Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. They are the experts on this.

Style: We will use the MLA formatting and documentation in this course. Specific rules regarding this particular style guide can be found in Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a References page, should follow MLA guidelines for citation.

Post Course Exam: A final exam will be given at the end of the course. Students will be exempt from this final if they meet the guidelines outlined here.
1. Students who have 2 or fewer absences with a grade of an "A" or "B" the week before final exams, will be EXEMPT from taking it.
2. Students with a grade lower than "B" or 3+ absences will be required to take the final exam.

Reading Assignments and Lectures: Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

Announcements: Any information sent-out via announcements in e-mails, via REMIND, or posted as an announcement on the course website is essential 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.

Attendance Policy: To be successful in this course, you must attend consistently and punctually and participate fully. Therefore, attendance will be 5% of your course grade.
- Students who are extremely late, absent, or leave early will receive 0 participation points for that day. Additionally, students who are unable to participate in discussion when called upon will receive 0 participation points for that day.
- Students who accumulate four absences and are not passing the class with a 60 or higher may be dropped from the class. Two tardies will equal one absence. Leaving class early will count as a tardy.
- Be advised – I will accept late work for a week past the due date, but there will be a deduction associated with all late assignments. If you are absent, you must complete the assigned work by the indicated due date to receive full credit. Please note that the Peer Editing are group activity assignments that will not be accepted late.
- Please notify me when you are going to be out of town for a school-sponsored event. I will work with you to avoid missing any deadlines.

COVID: Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should

immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

Dropping our class: Before you withdraw from our 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=ZrGRbWrP6UWeIqAmJdCCqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- 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.

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.

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. Missing in-text citations.

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

Basic Needs Assistance: Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable doing so. Your first step will enable her to provide any resources that she may possess.

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.

Disability Statement: 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.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

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. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

TSIA Writing and Essay Test:
1. **Student Code** You may sign up to take the writing and/or essay section of the TSIA test any time it is offered during the semester if you feel you are ready.
2. If you have taken the TSIA Writing Test at least once, then you may retake the essay portion alone or the multiple-choice part by itself.
3. If you attend class each day and you pass the writing section of the TSIA test during the first month of the semester, then 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: 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.