

BASIC DEVELOPMENTAL ENGLISH: ENGL 0301

FALL 2025 COURSE SYLLABUS

Instructor: Katherine (Kaytee) Jackson (she/her/hers)

E-mail: kejackson@southplainscollege.edu

Office: Downtown Center, #2027

Phone: 806-716-2430

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8:30a – 9:30a 1:00p – 2:30p	8:30a – 9:30a	8:30a – 9:30a 1:00p – 2:30p	8:30a – 9:30a	10:00a – 11:00a

& by appointment. To schedule an appointment via Calendly:

<https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01>

Course Description

This is a course in fundamental English for students who do not pass the English portion of THEA or the campus placement test and are selected to participate based on their score. This course includes a basic review of English grammar, focusing on spelling, punctuation, diction, and various types of sentence construction. It also covers the various types of paragraphs, as well as an introduction to the basic essay. This course will not satisfy graduation requirements.

Course Objectives

After completion of this course, the student will be able to:

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

Textbook & Supply Requirements

This course uses open educational resources (OER) for class texts, practices, and activities. All content required for the course is provided on Blackboard at no cost to students.

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. If you do not have a personal device, laptops will be available during class for your use; however, these cannot be taken home. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see:

<https://library.southplainscollege.edu/c.php?g=1021659&p=7400614>

You are required to have access to the following technologies, all of which are provided by SPC, or available at no cost to students:

- Blackboard
- Google Docs

You do not need to purchase any additional textbooks or software for the course. No additional software purchases are necessary.

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. You should check your official SPC email at least once per day, and you are responsible for all information disseminated via email about the course. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, complete sentences, and a closing.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.

- Your SPC Email address is: yourSPCusername@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 and click the Unread Messages: South Plains College O365 link at the bottom of the page.
- 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.

Attendance

This is a face-to-face course, which means that regular and active course attendance is required in order to complete the course successfully. I have a professional responsibility to ensure that any student has met the course learning outcomes in order to receive credit for English 1301. Quite simply, I cannot do this if you're not here! Your attendance is taken at the beginning of class each day via Microsoft Forms. You must answer a unique question that is only provided during class to be counted present. If you arrive after your attendance question has been given, it's your responsibility to ask for it at the end of class. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent for the day. Be aware that you must **also** be mentally present in class to be counted present for the day.

You are allowed three absences without penalty this semester. Four absences and beyond can result in a drop from the course with an X. It's your responsibility to initiate your own withdrawal in the event that you stop attending the course and do not plan to complete it. While I encourage you to be in open communication with me about legitimate absences, it is not necessary to provide doctor's notes or other documentation as you will still accrue an absence for every day you are not present, regardless of reason. I will accommodate extenuating circumstances at my discretion.

Screens and Technology

During class, we will be speaking to each other the majority of the time. It's rude to stare at your phone while someone is speaking to you, and it is expected in this course that you will be courteous and polite with your phone and screen usage. If you have an emergency, you may step outside to use your device. If you are using technology for something unrelated to the course, you will receive a zero for the day's process work and could be marked "absent" for the class period.

Grading

Grades will be evaluated as follows

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

Major Writing Assignments (Paragraph Final Drafts)	30%
Process Writing Assignments (Pre-Writing, Outlines, Rough Drafts, etc.)	20%
Daily Class Practice & Homework	20%
Midterm Exam	10%
Final Exam	10%
Final Revision Project	10%

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay. This includes:

- 12 pt. serif font (Times New Roman or Garamond recommended)
- Double-spaced
- Centered title
- Left-aligned body paragraphs
- Correctly indented paragraphs
- Correct margins
- Correctly formatted Works Cited page with hanging indents for all citations.

Here's a more detailed MLA reference: <https://www.scribbr.com/mla/formatting/>.

All major written assignments must be written from start to finish in Google Docs to preserve a detailed draft and edit history. When submitting a writing assignment for the course, you should download the completed assignment from Google Docs as a Microsoft Word file (.doc, .docx) or PDF (.pdf) for submission to Blackboard or Turnitin. Incorrect file types are considered late until the appropriate file is uploaded. It is your responsibility to make sure you receive submission confirmation and that your file is

readable in the preview on Blackboard when turning in assignments. Any submission that is blank or corrupt is considered late until properly submitted. **Essays that do not reach at least 50% of a minimum length requirement do not constitute an acceptable attempt at the assignment and receive a zero by default.**

For each assignment, you will complete the Academic Integrity Disclosure in Blackboard where you will also provide a link to the Google Doc with editor permissions. In the event of academic integrity concerns, failure to submit both the Academic Integrity Disclosure and provide editor access to the Google Doc will result in a minimum deduction of 20%.

Late Assignment Policy for Major Assignments:

All deadlines are at 11:59 p.m., with an additional grace period until 8 a.m. the following day when the late penalty goes into effect. The late penalty is 10% per day up to one week, and projects are not accepted more than a week after the deadline. Extension requests up to two days are granted for students who email by noon on the due date with the specific date the assignment will be turned in. **Note that this policy only applies to major projects. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

In the event of technical issues, you may email **the completed assignment** to me ahead of the deadline to avoid the late penalty, but you must submit to Blackboard properly once the issue is resolved with IT support. I cannot, under any circumstances, grade an assignment via email. All coursework **must** be run through Blackboard to receive a grade.

Always backup your electronic files. The best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Dropbox or Microsoft OneDrive, a flash drive, or another mechanism. A lost file or a crashed computer is not an excuse for late work in this class.

Grading Procedures:

Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via TurnItIn. You are responsible for reading and understanding all grading feedback. If feedback is given for a process step in a multi-component assignment, new comments are given once previous feedback has been applied. If a student does not open any feedback throughout the course, I reserve the right to refrain from further writing feedback until all previous feedback is accessed.

You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so. Any disputes or requests for review of an assignment grade should be brought to my attention within a week after grades are returned and cite the specific rubric categories of concern.

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. All rubrics are available in Blackboard.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com. Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Student Code of Conduct

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 which 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.**

Academic Integrity and Plagiarism

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense. Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

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

- Using Artificial Intelligence websites or apps to generate 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; or
- Missing in-text citations.

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

There is zero tolerance for academic dishonesty in this course. Plagiarism or academic dishonesty of any kind will automatically result in a 0 for the assignment and can, in many cases, result in getting dropped from the course with an F. Assignments that earn a zero for plagiarism cannot be made-up under any circumstances and will be reported to South Plains College.

Artificial Intelligence Statement & Procedure for Academic Integrity

I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced, and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. It is simply not possible or ethical to use generative AI and accomplish these goals in our course. Accordingly, you're expected to refrain from all usage of generative AI in the production of your work. This includes (but is not limited to) using AI for any of the following:

- To generate words, phrases, or sentences use in an assignment
- To generate ideas, claims, or interpretations in substitute of original thinking
- To outline, organize, or otherwise direct the composition of your own work
- To spin, elevate, enhance, or rewrite your own originally produced work

Our course uses an extensive set of tools to analyze machine language mechanics against original language. This includes the use of the most reliable AI detection platforms currently available, linguistic pattern data, comparative writer analytics, and LLM output testing. Any work containing indications of AI involvement must be verified as original to receive credit through verbal review. Verbal review includes an in-person or virtual conference and/or proctored writing sample. If authorship cannot be verified after exhausting all of these methods, the work is not ethically produced or eligible for credit, and it receives a zero. As a student writer in the age of AI, it is your responsibility to protect the integrity of your work and ensure complete ownership of the ideas and language therein.

Students have the right to decline a verbal review. If a request for verbal review is not answered within a week, it will be assumed that the student has chosen the option to decline. In doing so, the assignment is considered a first violation of the integrity standards of the course and assigned a zero.

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, get to know the tutors, 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 tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, use the following link: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/syllabus-statements).
