

# South Plains College

## Course Syllabus: ENGL 1301

Revised May 2025

**Department:** English and Philosophy

**Division:** Arts and Sciences

**Course Number:** English 1301

**Course Title:** Composition I

**Available Formats:** on-campus, online, ITV, flex

**Campuses:** Levelland, Lubbock Downtown Center, Lubbock Career and Technical Center, Plainview, High Schools

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## Instructor Information

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

**E-mail:** [kejackson@southplainscollege.edu](mailto: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 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.

**Prerequisite:** Students must be TSI-complete or waived in both writing and reading.

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

**Core Curriculum:** this course partially fulfills Communication Core 010

### Core Curriculum Objectives addressed:

- **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 successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
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 American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

## Student Learning Outcomes and Core Curriculum Objectives

**Assessment:** Students must write a proctored diagnostic essay before access to the course material is granted. A post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

## Required Textbook:

Your textbook material and required course readings are provided at no cost to you via Blackboard and OER resources. All software required for the course is provided at no cost and/or free to sign up. You do not need to make any additional purchases for the course.

**Supplies:** Access to a computer with printer and reliable internet access

## Technology Requirements:

1. **SPC username and password:** email [helpdesk@southplainscollege.edu](mailto: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, Lubbock Downtown Center, Lubbock Career and Technical Center, 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. **Google Docs:** Google Docs is the required writing platform for the course to preserve an editing history and ensure the integrity of your work is protected. You

can use your SPC information to set up a free Google account here:

<https://docs.google.com/>

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, or username and password?

- [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
- 806-716-2600

## Blackboard Help:

1. **Get Help by Email:** [blackboard@southplainscollege.edu](mailto: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.

## Writing and Grammar Help:

**Tutoring services are FREE to all SPC students!**

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses: [Tutoring Information](#); [SPC Writing Center](#)

- Email: [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu)
- Email: [writingcenter@southplainscollege.edu](mailto:writingcenter@southplainscollege.edu)
- Phone: 806-716-2538

## Brainfuse:

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Brainfuse can be accessed through Blackboard under the “Assist” and “Tools” tabs in Blackboard. Brainfuse tutors are available nights and weekends:

- Monday-Thursday 8:00 PM-8:00 AM
- Friday 6:00 PM-8:00 AM
- Saturday-Sunday 24/7

## Course Organization:

- The course is organized into sixteen weeks.
- Each week has its own folder on the **Course Content** page in our Blackboard course.

- Each course week runs from midnight on Monday to 11:59 PM on Sunday.

**Assignment Deadlines:** The weekly assignment deadline is Monday at noon unless otherwise noted.

### Grade Calculation:

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).

- Persuasive Essay - 25%
- Multimodal Remix with Statement of Goals & Choices - 25%
- Final Showcase - 10%
- Process Work - 40%
  - *Includes Perusal + Prewriting + Outlines + Rough Draft & Peer Review*

Each week, click on the **My Grades** link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

### General Guidelines for Written Assignments:

#### **General Guidelines for Major Writing Assignments**

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All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9<sup>th</sup> 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.

## **Perusall**

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You will complete reading and videos in the course through Perusall. Perusall is a social annotation platform where you will complete a multi-step assignment that may include videos, reading, and other media and provide annotations with your peers as part of our ongoing literary discussion. Reading and thinking critically about the material is the

foundation of this course, and these assignments are the most important part of your coursework to start with each week. You are strongly encouraged to start these early in the week for the best outcomes in learning the concepts of each week's material.

These graded assignments are scored based on Perusall's algorithm that includes a variety of tasks that fall into two basic categories: (1) quality of annotation and (2) overall engagement with the assignment. You accumulate points for a variety of interactions, but the best strategy for high scores accumulated in Perusall is:

- Start early in the week and invest time in each step of the assignment, including video components. Interact with the assignment on multiple days throughout the week.
- Leave high-quality, substantive comments throughout each component of the assignment.
- Engage with your peers by asking questions, replying to others, and liking comments.

Perusall utilizes TurnItIn similarity software and detection for non-human content. It will also detect any comments or responses that have been copied from elsewhere and pasted into a Perusall comment. Any pasted comments are removed and earn zero points the first time. A second incident and beyond will result in a zero for the assignment.

### 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. Instructors may also include process assignments and drafts in their assessment of the final grade.

#### “A” Essay (Superior)

To earn an “A,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

### **“B” Essay (Strong)**

To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

### **“C” Paper (Acceptable)**

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

### **“D” Paper (Developing)**

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.



4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

### **“F” Paper (Unacceptable)**

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an “F.”

### **Student Responsibilities:**

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. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
4. Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
5. Be courteous to others, especially by putting away cell phones and other distractions while in class
6. Write down all grades and apply them to the grading scale used for the class, which is shown in the 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 and unauthorized AI usage
9. Ask questions when something is unclear

**Attendance:** To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.

1. Students who enroll in a course but have “Never Attended” (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
3. Please present an official SPC notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
4. It’s your responsibility to drop the course if you stop attending.
5. I will accommodate extenuating circumstances at my discretion.

### Late Work Policy\*

*\*Note that this late policy applies to **major assignments only**. Late work is not accepted for any reason on all other assignments, such as outlines, drafts,, peer reviews, quizzes, activities, or reflections.*

1. If you submit after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade, and this penalty increases by 10% each day until submission. Major assignments will not be accepted more than one week after the deadline.
2. If technical difficulties prevent you from submitting a major assignment, email me and attach the assignment or document the issue including a timestamp. This may help avoid late penalties in the event of technical difficulties, but you’re expected to upload the final draft appropriately after technical issues are resolved. I will not grade assignments sent via email.

**Dropping the Class:** The last day to withdraw/drop from a course this semester is listed on the academic calendar [here](#). It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

### 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.

Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval. Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Each of these situations are representative of academic dishonesty and will be treated as such. 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 1302 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 tools like ChatGPT, Gemini, or other LLMs as well as software like Grammarly, Chegg, or Quill that uses AI to edit your work. These tools are not allowed for any of the following:

- To generate words, phrases, or sentences used 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 data, comparative writer analytics, and LLM output testing. Any work containing indications of AI involvement must be verified as original to receive credit via Google Doc edit history, verbal review, and language analysis. If authorship cannot be verified after exhausting all of these methods, the work is determined to be not ethically produced and therefore ineligible 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.

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Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.