

**Policy Statement
Levelland Campus
First Summer Session 2019**

Instructor: Kay McClellan
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Office Hours: by appointment

Section 001: 10:00-11:55 MTWR Cm 123

Prerequisites:

*Students must be TSI-compliant in both writing and reading.

*International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

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

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.

Required Textbooks: Kay McClellan: *English 1301: Workbook*

Optional Textbook: Langan, John. *College Writing Skills with Readings*. 9th ed., McGraw-Hill, 2013.

This course satisfies a Core Curriculum Requirement:

Yes—Communication Foundational Component Area

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. Exhibit logic, unity, development, and coherence to create essays.
 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 edited American English, with an emphasis on correct grammar, punctuation, spelling, and mechanics, in academic essays.
 7. Write a minimum of six 500-word essays.

Student Learning Outcomes Assessment:

A pre- and 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.

Course Requirements:

1. All writing will be done in class. No out-of-class papers will be accepted.
2. The Writing Process must be followed for all writing for the class.
3. Any student who is not in the student default in CM 123 will fail the course at that point; a student should never be logged into the SPC domain for this course.

Course Evaluation:

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not turned in all assigned essays by the final drop day for instructors will be dropped from the course.**

Essay/Paper Assessment Guidelines:

*The “A” essay should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.

*The “B” essay contains all of the above with one or two types of major grammatical errors.

*The “C” essay has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.

*The “D” essay contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.

*The “F” essay doesn't meet the minimum requirements. Some examples of “F” essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

Grading Policy: 90.00%--Essays

10.00%--Final

100.00%--Total

***If a student has turned in all the assigned essays** and has **three grades of the same kind that are the student's highest grades, they represent the majority of the student's writing**, so the student's course grade will be whatever grade those three essays are. Otherwise, the student's grades will be averaged according to the above grading scale.

***However, if a student who is not exempt from the Final skips the Final**, he/she will be given a 0 for the Final, and his/her grade will be averaged on the scale of 90% Essay Average and 10% Final.

***If during the semester, there appears to be a discrepancy between a student's essays that are submitted for grades and the student's actual writing**, the student will be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of a student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

Two Ways To Be Exempt From the Final: 1. having **1 or 0 absences**; or
2. having an **A average**.

Peer Editing:

*students who don't have a Rough Draft at the first of the period will not be allowed to Peer Edit--with no exceptions;

*not doing Peer Editing will drop a student's essay grade by one letter grade;

*circle any problems that you see on other people's papers; otherwise, don't write on other people's papers;

*answer all the questions on the editing sheets; use n/a for non applicable;

*spell out all words on the editing sheets, even "yes" and "no".

Student Responsibilities: Students are expected to

1. Be on time and regularly attend class.
2. 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.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. 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.
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.
8. Ask questions when something is unclear.

SPC Attendance Policy: according to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.

My Attendance Policy:

Students who miss half the period will be counted absent. **Students with more than two absences don't meet the minimum standards of the class and will be dropped.** Students who are borderline (59,69,79,89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences.** Students who are 5 or more minutes late will be counted absent each time after the second time. The class will be working from the **Workbook** each day, so **students who habitually don't bring their Workbook to class will be counted absent, starting with the third time.**

Plagiarism and Cheating:

- *Complete honesty is required in all course work.
- *All class writing should be saved to the student's folder on the hard drive of the student's computer.
- *Flash drives/travel drives are not permitted in the classroom.**
- *Students who bring in outside writing will be given an F in the course.**
- *Plagiarism or cheating of any kind will result in an F in the course.**

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 Statement:

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.

Paper Standards: Papers not abiding by the following standards will not be accepted.

***Font:** use Courier New #12 only

***Spacing:** double space throughout the paper, (even in heading)

***Margins:** have a one inch margin all around the page

Class Rules

Violating a class rule at any time can result in a student's being expelled from class with an F.

Students will be dropped with an F if they:

- *Create a hostile working and learning environment by disturbing the class; this could be by slamming books, muttering under their breath, yelling, or otherwise demonstrating abusive behavior, like raising their voices, calling me or their classmates derogatory names, making threats, etc.;
- *Use obscenity, crudeness, or rudeness when addressing me or their classmates;
- *Leave the classroom with their essay in any form before it's graded; however, in this case, students will have two options: 1. to change topics and write another paper or
 2. be dropped from the class with an F;
- *Are in the SPC Domain, instead of the Student Default setting on the computers.

Hoods, Ear Buds, and Earphones may not be worn in class.

Example Papers:

- *Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- *Anyone who leaves the classroom with an example paper will be given an **F in the course**.

Practice Writing: **Anyone who leaves the classroom before getting a checkmark on all the assigned topics or before the class is dismissed** will be counted absent.

Computer Etiquette:

- *Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- *Save your papers, etc. to your folder in **My Documents** on the desktop.

Classroom Etiquette:

- *You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- *You shouldn't make inappropriate remarks or use profanity.
- *You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- *You shouldn't be talking when I'm talking or when a classmate is asking a question.
- *Drinks should have lids or caps.

Writing Perimeters: Do not write on things that are:

- *illegal
- *X rated
- *offensive (including using a condescending or inflammatory tone)
- *concerning hate groups
- *concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

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.

**Kay McClellan
Engl 1301-Syllabus
1st Summer Session 2019**

***This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

Week 1: Course Introduction; Diagnostic Essay

- ***much of this class is self-paced;** that is, you write the papers at your own speed
- *there is in-class writing only; no writing can leave the classroom until after it's graded
- *flash drives are not permitted until the end of the semester
- The Writing Process; Traditional Essay Structure; Grammar Review;
Practice Writing--Introductions and Conclusions

Week 2: Practice Writing--Introductions, Conclusions, and Topic Sentences;
Grammar Review; Process Analysis

Week 3: Process Analysis; Grammar Review; **Essay #1 due;** Diction, Tone, and Style;
Essay #2 due

Week 4: Grammar Review; Causal Analysis; Logic; **Essay #3 due;**
Diction, Tone, and Style: Readings; Classification; **Essay #4 due**

Week 5: Grammar Review; Argument; **Essay #5 due;** Comparison or Contrast; Persuasion;
Diction, Tone, and Style: Readings; Review for Final; Makeup Work; Final