

I hear and I forget; I see and I remember; I write and I understand.
Chinese proverb

Course Description and General Information
SPC ENGL 0301 11:00 a.m. – 12:15 p.m.
Basic Developmental English
Fall 2019

Instructor: Lynette Bowen

E-Mail: lbowen@southplainscollege.edu

home: lynette.bowen@sbcglobal.net

Contact Information: 806-685-3749 – I am also available by appointment, and I am usually available 30 minutes before and after class. If you text or message, you **MUST** leave your name **AND** a message. Otherwise, I cannot return your call.

IMPORTANT: I do not reply to texts, messages, phone calls, e-mails, etc. on Friday afternoons and Saturday afternoons. On other days, contact me only between 9 am and 9 pm.

A. 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 basic 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.

B. Required Texts + Connect Writing Subscription

Do not remove the plastic from your textbook until you come to class and make sure that you have the right textbook.

Do not throw away the Connect Writing 3.0 access code card.

Langan, John. *Exploring Writing: Sentences and Paragraphs*, 3rd edition, McGraw Hill: 2013.
Connect Writing subscription: a free access to Connect is included with a new textbook.

Supplies: Access to computer with printer; internet access.

Optional but recommended: USB drive (about \$5 at Wal-Mart for 16 gb. I recommend a USB 3.0); 3-ring binder; highlighters/colored pens; sticky-notes; pen and pencil; note-taking paper; access to a dictionary and thesaurus.

C. 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 effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate 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.

TSIA Writing and Essay Test

1. 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 Victoria in the front office, 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>

D. General Policies

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.

1. Class begins and ends on time. If the door is shut when you arrive, it is because class has already started. Do not come in. You are already counted absent. It is inconsiderate to me and the other students to interrupt us with your tardiness.
2. Do not leave once class has started. Again, this is rude for me and for the other students. If you feel you must leave, do not come back into class. You will be counted absent.
3. Turn in all assignments on time. **I do not accept late work.**
4. If you miss class, turn in your work BEFORE the next class in order to receive credit for that assignment.
5. THERE ARE NO EXCUSED ABSENCES. An absence is an absence.
6. If you have four absences, you will be dropped from the class.
7. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made*. Check Blackboard or with me for assignment information.
8. **YOU are responsible for checking SPC e-mail and Blackboard DAILY. It is not my problem if you choose not to do this.**
9. All students will take the final exam at the scheduled time.

Very Important!

Participation makes the class better for everyone. I expect students to have questions—that means you are thinking! There are no stupid questions in my class.

Technology Policies: Head Phones, Ear Buds, Laptops, Tablets, and SPC technology

Creating an environment free of distractions for all students is important for the learning process. I ask you to respect your classmates and me by observing the following policies regarding electronic devices:

1. When you arrive in the classroom, you will put your cell phone in silent mode (not vibrate) and place it on a designated desk in the classroom for the duration of the class period. If you keep and use your cell phone during class, you will be counted absent. If you persist, you will be asked to leave the classroom for the day. NOTE: Students who need to maintain possession of their phones during a class session must visit with me immediately to inform me of their reason.
2. Wearing head phones and ear buds is not permitted during class.
3. Personal laptops and tablets must remain closed and powered off during class

Computer Use and Communications

You are responsible for:

- Your SPC e-mail account information
- Your SPC password
- Your Blackboard account information

********I do not have any information about any passwords and cannot help you if you do not have your passwords!********

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC technology. Computer-based assignments must be completed *whether or not you have a computer at home.*

E. Homework Expectations

Textbook Assignments

You will have regular assignments from your textbook and lab. I expect you to complete every part of every assignment. Textbook homework and other paper assignments are graded as a 100 (if all assignments are complete) or a 0 (if even one blank is left empty). HOWEVER, I do not expect you to get every exercise correct all the time. If you are unsure of an answer, make the best guess you can, write it down, then mark that question. At the beginning of the next class, I will do a homework completion check and provide you with the opportunity to ask whatever questions you may have about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

ALL official SPC information needs to be communicated through SPC's e-mail system. If you need to get in touch with me, send it to my SPC account (lbowen@southplainscollege.edu). I also recommend that you send a copy to my home account (lynette.bowen@sbcglobal.net). Likewise, if I need to get in touch with you, I will contact you only through your SPC e-mail account.

F. Grading

Paragraph 1 Writing Packet:	15%
Paragraph 2 Writing Packet:	15%
Paragraph 3 Writing Packet:	15%
Paragraph 4 Writing Packet:	15%

Lab Work: 15%

Homework: 15%

Includes, but not limited to:

textbook assignments

journal writing

speed writing

reading/grammar quizzes

Final Exam 10%

Formal Writing Information:

Color-coding for grading:

Blue – Excellent thesis; strong point and/or support; original thought/well-stated idea

Pink – Poor grammar; incorrect spelling; wrong word choice; repetitive words and phrases; other mechanics

Yellow – Need a transition word or phrase between supporting details in paragraph.

Green – Unclear or illogical; contradicts previous points in your essay.

You will turn in hardcopies of your prewriting, rough drafts, and final copy in class.

You will also submit ONLY your final copy through Blackboard (electronically). *ALL work submitted through Blackboard MUST be in a Word document file (.doc file)*. If you submit through other file formats (.pdf, Google docs, etc.) you will have one day to resubmit your work correctly. After that, you will receive a ZERO for that essay.

Do NOT submit your essay to me through e-mail unless you have contacted me first.

Complete hardcopy essay packet in this order:

1. final copy ALWAYS goes on top
2. rough draft (at least two typed; you may have more)
3. ALL of your prewriting notes on bottom

See ENGL 0301 Essay Rubric in Blackboard for essay grading rubric.

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.*

G. 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 work;
9. Taking pictures of a test, test answers, or someone else's paper.

H. Other Campus Policies

Nondiscrimination Policy

The instructor will do 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.

Campus Concealed Carry

Texas Senate bill - 11(Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College building 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, licensed 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.

When not carried on or about a person, handguns must be in a locked personal vehicle or a locked gun safe.

Pursuant to PC 46.035, *the open carrying of handguns is prohibited on all South Plains College campuses*. Report violations to the front desk security or call 911

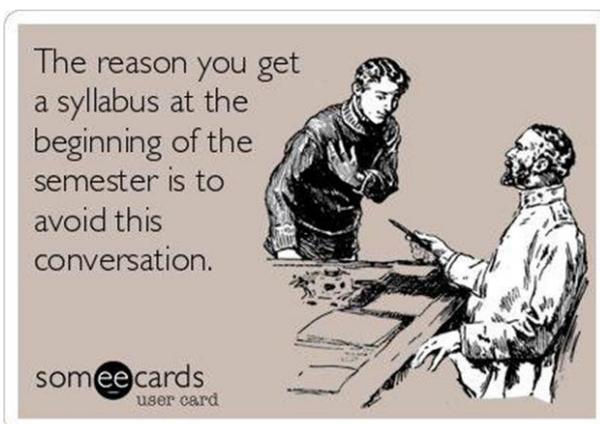
Americans with Disabilities Act (ADA) Statement

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 Plainview main office at 806-716-4302 or Dawn Valles at the Reese office at 806-716-4675. Other disability service are available at Reese Center (Building 8) [716-4606](tel:8067164606), or Levelland (Student Services Building) [716-2577](tel:8067162577).

Title IX Pregnancy Accommodations Statement

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.

To view the complete Student Guide, go to: <http://catalog.southplainscollege.edu/index.php>



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SPC ENGL 0301 Basic Developmental English
Tuesday/Thursday 11:00 a.m. – 12:15 p.m.
Fall 2019
Lynette Bowen, Instructor

I have read the syllabus and course description for this class. I understand and accept all policies and procedures as described.

Printed Name: _____

Signature: _____ **Date:** _____

Optional:

I give Mrs. Bowen permission to use parts of my writing (phrases, sentences, paragraphs, etc.) as class samples. I understand that she will NOT identify me or any other student by name and will use my writing ONLY as a teaching tool.

I give permission for Mrs. Bowen to use my work in future classes as well.

I also understand that I can tell her NOT to use my writing at any point.

Whether you give permission or not, your grade will in no way be affected.

Printed Name: _____

Signature: _____ **Date:** _____

**SPC ENGL 0301
Tentative Syllabus
Tuesday/Thursday
11:00 a.m.– 12:15 p.m.
Instructor: Mrs. Bowen
Fall 2019**

This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted in Blackboard.

Week 1	Aug 27 & 29	Introductions Course Description & Syllabus Time Management E-mail assignment Know your passwords for all SPC accounts If you don't already have your textbook and <i>Connect Writing</i> , get them this week.
Week 2	Sep 3 & 5	Ch. 23: Capital Letters Ch. 31: Spelling Improvement Ch. 32: Omitted Words and Letters <i>Connect Writing</i> registration <i>Connect</i> due Journal writing due
Week 3	Sep 10 & 12	Ch. 6: Subjects & Verbs Ch. 7: Fragments <i>Connect</i> due Journal writing due
Week 4	Sep 17 & 19	Ch. 1: An Introduction to Writing Ch. 8: Run-Ons <i>Connect</i> due Journal writing due
Week 5	Sep 24 & 26	Ch. 2: The Writing Process Ch. 3: Four Steps for Writing, Four Bases for Revising Ch. 4, Narration, p. 97 Begin narrative/emotion paragraph <i>Connect</i> due Journal writing due
Week 6	Oct 1 & 3	Narrative/Emotion paragraph (cont'd) Ch. 9: Sentence Variety <i>Connect</i> due

		Journal writing due
Week 7	Oct 8 & 10	Narrative/Emotion paragraph due Ch. 4, Exemplification, p. 88 Begin exemplification paragraph Ch. 10: Standard English Verbs <i>Connect</i> due Journal writing due
Week 8	Oct 15 & 17	Exemplification paragraph (cont'd) Ch. 11: Irregular Verbs Ch. 12: Subject-Verb Agreement <i>Connect</i> due Journal writing due
Week 9	Oct 22 & 24	Exemplification paragraph due Ch. 4, Description, p. 92 Begin description paragraph Ch. 13: Consistent Verb Tense <i>Connect</i> due Journal writing due
Week 10	Oct 29 & 31	Description paragraph (cont'd) Ch. 15: Pronoun Reference, Agreement, and Point of View <i>Connect</i> due Journal writing due
Week 11	Nov 5 & 7	Description paragraph due Ch. 4, Process, p. 100 Begin process paragraph Ch. 16: Pronoun Types <i>Connect</i> due Journal writing due
Week 12	Nov 12 & 14	Process paragraph (cont'd) Ch. 20: Faulty Parallelism <i>Connect</i> due Journal writing due
Week 13	Nov 19 & 21	Process paragraph due Ch. 4: Description, p. 85 Begin description paragraph Ch. 26: Apostrophes <i>Connect</i> due Journal writing due

Week 14	Nov 26	Description paragraph (cont'd) (general catch up day)
	Nov 28	<i>Thanksgiving Holiday – no classes</i>
Week 15	Dec 3 & 5	Description paragraph due Ch. 28: Commas SPC Scholarship Essay
Week 16	Final Exam	Tuesday, Dec. 10, 10:15 a.m. – 12:15 p.m.

All students MUST take the final exam at this time.