



Course: ENGL 0301 Developmental English Online

Instructor: Jamie Wormsbaker

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. 11:00-12:00 noon	8:00-9:00 a.m. 2:30-3:30 p.m.	8:00 – 9:00 a.m. 11:00-12:00 noon	8:00-9:00 a.m. 2:30-3:30 p.m.	By appt.

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.

Required Supplies

The following are requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

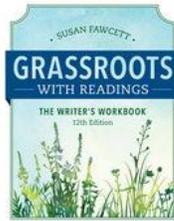
- paper for notetaking
- Writing utensils

Ebook/Textbook

The textbook (ebook) required for this course will be provided to you in class. **You do not need to purchase a book/code from the bookstore.**

MINDTAP GRASSROOTS

Author: FAWCETT
Edition: 12TH
Published Date: NA
ISBN: 2818560433071
Publisher: CENGAGE L



How to access your Ebook and MindTap assignments/ Registration

1. The first time that you click on the MindTap assignment in Blackboard, you will be required to register your account.
2. I will walk you through the registration process during class.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox or Chrome** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/> Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- Blackboard account and Mindtap account – Provided with this course.
- **Access your FREE Microsoft Office 365: Word and PowerPoint:**
 - As a member of the SPC community, you have free access to Office 365.
 - Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. Microsoft is continuously adding new applications as well. (Please note: SPC does not currently subscribe to e-mail through Office 365)
 - You can use Office 365 online or install it on your PC, Mac, or mobile device.
 - To access Office 365, go to <https://www.office.com/GetOffice365> and click the link "Find out if You're Eligible."
 - Complete the registration process with your SPC e-mail address (your Blackboard username@southplainscollege.edu), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log in.

Communication

To Contact Me:	Ways that I will contact you:
Email me at jwormsbaker@southplainscollege.edu.	<u>South Plains College email</u> -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 806-716-2481 & leave a message.	<u>Announcements</u> in your Blackboard class.
Drop by during my office hours.	I return emails, texts, and calls within 24 hours, except on weekends.

Attendance Policy

I recommend that you access our course **at least three times a week** to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.

You should log in to Blackboard frequently and check your Course Messages, Announcements, and SPC email daily. I will post announcements and send emails regularly.

If you have not submitted any assignments by the twelfth-class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.

Be advised – I will accept late work but it will incur a deduction of 10 points per day late.

Grading Policy

Final grades will be assigned based on the following percentages:

Essay Assignments		GRADE TOTAL	
Major Paragraphs	25%	A (Superior):	90-100
Paragraph Revisions	25%	B (Good):	80-89
MindTap	25%	C (Acceptable):	70-79
Journal & Daily Work	25%	D (Poor):	60-69
Total	100%	F (Unacceptable):	0-59

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.

Reading Assignments and Video 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.

In-Class Paragraph Writing

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.**

MindTap Coursework

Throughout the semester, you will be required to complete several online MindTap exercises, quizzes, and daily assignments. Availability and due dates are available on the course calendar. In addition to covering the content presented in the assigned chapters, MindTap exercises will help you review your grammar and help you think about the writing process. Although you will access these assignments via Blackboard, you must have purchased the access code to complete these assignments. When averaged together, these assignments are worth 25% of your final grade, so the completion of your daily assignments is very important.

Journals / Daily Work

You will be required to complete journal entries in Blackboard over an array of topics. This assignment is 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.

Semester Calendar and Weekly Assignments

Calendar & Assignments is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well. The course material is released in weekly segments (ex. Week 1, Week 2), and each week runs from Tuesday 12:00 P.M. to Tuesday 12:00 P.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, let's say that Week 1 begins on Tuesday, January 19; all assignments for Week 1 would be due by 12:00 P.M. on Tuesday of the following week, January 26.

Weekly Assignments are normally posted by Tuesday of each week and detail the readings, discussion forums, exercises, quizzes, tests, and papers to be completed. Due dates are normally 12:00 P.M. on Tuesday 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.

Due Dates

Due dates are posted on the course calendar and are firm. Any written assignment submitted past the due date will receive an automatic deduction in points after the first 24 hours. Late assignments must be turned in within 14 days of the due date to receive partial credit. After 14 days your papers will not be accepted and you will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the assignment, arrangements must be made with your Instructor.

Please turn your work in on time, so your overall grade does not suffer from late deductions.

*Due times are **midnight** on the date listed on the calendar.*

Although I may post reminders about assignment due dates, it is ultimately your responsibility to keep up with these dates on your syllabus calendar.

Assignment Submission

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

As an online student, you assume the responsibility for your technology. 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. Remember, you are responsible for making sure your work has been submitted correctly.

Style Guide

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.

Academic Integrity

"Offering the work of another as one's own, without proper acknowledgment, is plagiarism" and will not be tolerated (*General Catalog* 23). Furthermore, cheating will not be tolerated (see *General Catalog* 23). You must do your own work on paragraphs and homework. Submitting portions of or complete papers downloaded from the Internet, for example, is plagiarism. Allowing someone else to revise your writing is plagiarism.

Submitting a paper written for another class is cheating. Depending on the nature and the severity of the problem, a student who cheats or plagiarizes may receive penalties ranging from a zero for the assignment to an "F" in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.

****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. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.****

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 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>

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's 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.

Note to Students with Disabilities

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. Following 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) 806-716-2529.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from the Disability Services Office, and we can privately discuss your specific accommodations. If you need immediate accommodations or physical access, please arrange to meet with the Disability Services Office before the next class meeting.

Health and Wellness

Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference sessions via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing.

Diversity Statement

In this course, the teacher will 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 of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should be and can be.

Online Tutors Available

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.

Basic Needs

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.

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, a 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 e-mail cgilster@southplainscollege.edu for assistance.

Covid Statement:

If you test positive for COVID or have been exposed, immediately notify Associate Director of Health and Wellness DeEtte Edens (dedens@southplainscollege.edu) for guidance. If she determines that you need to quarantine, she will notify your instructors. It is your responsibility to contact your instructors to inform them, also, and to make a plan to stay caught up with course work while you are isolated.

Please 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. Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set forth in this syllabus by the Instructor.

Class Schedule – ENGL 0301 Spring 2022

This schedule serves to outline the material/subject matter we will cover in class. All major assignments will be accompanied by instructions detailing specific requirements and due dates via your Instructor and/or Blackboard. All of your assignments underlined on this calendar are for grades. Please be sure to complete them by the assignment deadline to earn the highest grade possible.

Assignments will be accepted up to 14 days past the deadline but will receive a late deduction. Any assignment submitted past the 14-day deadline will receive a zero for the assignment. If there are excusable circumstances which might justify an extension on the task, arrangements must be made with your Instructor.

ENGL 0301 Course Schedule

Week	Assignments Due	Deadline
Week 1	<ul style="list-style-type: none"> • Review Syllabus/Calendar • Sign up for a Mindtap Account • Complete the following Mindtap Assignments in the Mindtap Week 1 Folder: <ul style="list-style-type: none"> ○ <u>Getting Started Video</u> • Review Email Instructor PowerPoint • <u>Complete Email Instructor Assignment</u> 	<ul style="list-style-type: none"> • Two graded assignments (Underlined) • Due Mon, Jan. 24th at midnight
Week 2	<ul style="list-style-type: none"> • <u>Post a Padlet – Tell us your hobbies.</u> • Read Chapter 1 & 2 in your ebook. • Review Chapter 1 & 2 PowerPoints in Weekly Folder • Review “I Love” PowerPoint • <u>Write "I love" paragraph following the guidelines.</u> • Complete the following Mindtap Assignments in the Mindtap Week 2 Folder: <ul style="list-style-type: none"> ○ <u>Chap 1: Exploring the Writing Process</u> ○ <u>Chap 2: Prewriting to Generate Ideas</u> 	<ul style="list-style-type: none"> • Four graded assignments (Underlined) • Due Mon, Jan. 31st at midnight
Week 3	<ul style="list-style-type: none"> • <u>Complete Journal Entry</u> • Review Chap. 23, 24, 30 in your ebook. • Review Chap. 23, 24, 30 PowerPoints in Weekly Folder in Blackboard. • Complete the following Mindtap Assignments in the Mindtap Week 3 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap -Chapter 23: Nouns</u> ○ <u>Mindtap -Chapter 24: Pronouns</u> ○ <u>Mindtap -Chapter 30: Capitalization</u> 	<ul style="list-style-type: none"> • Four graded assignments (Underlined) • Due Mon, Feb. 7th at midnight
Week 4	<ul style="list-style-type: none"> • Review Chapter 3 – Developing Effective Paragraphs. • Review Chapter 3 PowerPoint in Weekly Assignment Folder. • Complete the following Mindtap Assignments in the Mindtap Week 4 Folder: 	<ul style="list-style-type: none"> • Two graded assignments (Underlined) • Due Mon, Feb. 14th at midnight

	<ul style="list-style-type: none"> ○ <u>Developing Effective Paragraphs</u> ● Review Photo Paragraph PowerPoint. ● <u>Write the Photo Paragraph following the guidelines found in the Weekly Assignment Folder.</u> 	
Week 5	<ul style="list-style-type: none"> ● <u>Post a Padlet</u> ● Review Chap. 6, 10, and 13 in your ebook. ● Review Chap. 6, 10, and 13 PowerPoints in Weekly Assignment folder. ● Complete the following Mindtap Assignments in the Mindtap Week 5 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap -Chapter 6: Process, Comparison-Contrast, and Classification</u> ○ <u>Mindtap -Chapter 10: Subjects and Verbs</u> 	<ul style="list-style-type: none"> ● Three graded assignments (Underlined) ● Due Mon, Feb. 21st at midnight
Week 6	<ul style="list-style-type: none"> ● <u>Complete Journal Entry</u> ● Review Formal vs Informal PowerPoint in Weekly Assignment Folder in Blackboard. ● Review Summary PowerPoint. ● <u>Write a Process Paragraph following the guidelines in the Weekly Assignment Folder.</u> 	<ul style="list-style-type: none"> ● Two graded assignments (Underlined) ● Due Mon, Feb.28th at midnight
Week 7	<ul style="list-style-type: none"> ● <u>Complete Process Paragraph Revisions</u> ● Review Chap. 4, 9, and 31 in your ebook. ● Review Chap. 4, 9, and 31 PowerPoints in your Weekly Folder ● Complete the following Mindtap Assignments in the Mindtap Week 7 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap – Chapter 4: Improving Your Paragraphs</u> ○ <u>Mindtap -Chapter 9: Proofreading</u> ○ <u>Mindtap -Chapter 31: Commas</u> 	<ul style="list-style-type: none"> ● Four graded assignments (Underlined) ● Due Mon, Mar. 7th at midnight
Week 8	<ul style="list-style-type: none"> ● <u>Post a Padlet</u> ● Watch videos in the Weekly Assignment Folder. ● <u>Write a Summary Paragraph following the guidelines in the Weekly Assignment Folder.</u> 	<ul style="list-style-type: none"> ● Two graded assignments (Underlined) ● Due Mon, Mar. 14th at midnight
	<ul style="list-style-type: none"> ● SPRING BREAK 	<ul style="list-style-type: none"> ● Mar 14-18
Week 9	<ul style="list-style-type: none"> ● <u>Complete Journal Entry</u> ● Review the Compare/Contrast PowerPoint 	<ul style="list-style-type: none"> ● Two graded assignments (Underlined)

	<ul style="list-style-type: none"> • <u>Write a Compare/Contrast Paragraph following the guidelines found in your Weekly Assignment Folder.</u> 	<ul style="list-style-type: none"> • Due Mon, Mar. 28th at midnight
Week 10	<ul style="list-style-type: none"> • <u>Complete Compare/Contrast Revisions</u> • Review Chap. 11 and 19 in your ebook. • Review Chap.7, 11 and 19 PowerPoints in your Weekly Folder. • Complete the following Mindtap Assignments in the Mindtap Week 11 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap -Chapter 11: Avoiding Sentence Fragments</u> ○ <u>Mindtap -Chapter 19: Avoiding Run-Ons and Comma Splices</u> 	<ul style="list-style-type: none"> • Due Mon, Apr. 4th at midnight • Three graded assignments (Underlined)
Week 11	<ul style="list-style-type: none"> • <u>Post a Padlet</u> • Review Chap. 7, 14, and 15 in your ebook. • Review Chapter 7, 14, and 15 PowerPoints in your Weekly Folder. • Complete the following Mindtap Assignments in the Mindtap Week 12 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap- Chapter 7: Definition, Cause-Effect and Persuasion</u> ○ <u>Mindtap -Chapter 14: Getting Started with Past Participle</u> ○ <u>Mindtap – Chapter 15: Getting Started with Progressive Tenses</u> 	<ul style="list-style-type: none"> • Four graded assignments (Underlined) • Due Mon, Apr. 11th at midnight
Week 12	<ul style="list-style-type: none"> • Review Persuasion PowerPoint in Weekly Folder • <u>Write a Persuasive Paragraph following the guidelines in the Weekly Assignment Folder.</u> 	<ul style="list-style-type: none"> • One Graded assignment (Underlined) • Due Mon, Apr. 18th at midnight
Week 13	<ul style="list-style-type: none"> • <u>Complete Journal Entry</u> • <u>Complete Persuasion Revisions</u> • Complete the following Mindtap Assignments in the Mindtap Week 14 Folder: <ul style="list-style-type: none"> ○ <u>Mindtap -Chapter 25: Adjectives and Adverbs</u> 	<ul style="list-style-type: none"> • Three graded assignments (Underlined) • Due Mon, Apr. 25th at midnight
Week 14	<ul style="list-style-type: none"> • <u>Post a Padlet</u> 	<ul style="list-style-type: none"> • Two graded assignments (Underlined)

	<ul style="list-style-type: none"> • <u>Playlist of the year</u> • Complete Mindtap Assignments 	<ul style="list-style-type: none"> • Due Mon, May. 2 at midnight
Week 15	<ul style="list-style-type: none"> • Review for Final • Conferences with Instructor • Catch up on any work 	
Week 16	<ul style="list-style-type: none"> • Complete the Course 	<ul style="list-style-type: none"> • Final Exam: 10:15 a.m.-12:15 p.m. Wednesday, May 11th