

# Course Syllabus

ENGL 0302 (3:3:0)  
Sections 005 and 006

## Developmental English

Instructional Area: English

Department of English

Division of Arts and Sciences

Levelland Campus

South Plains College

Fall 2017

Instructor: Mrs. Buffy Rattan

**Please tear this page from the packet and return it, signed, to the instructor and keep your copy of the policy statement for reference throughout the semester.**

*“My signature below indicates that I have read the syllabus and policies for this course, that I understand them, and that I agree to abide by them.”*

PRINT YOUR NAME: \_\_\_\_\_

SIGN YOUR NAME \_\_\_\_\_ DATE \_\_\_\_\_

**English 0302: Developmental English**  
**Course Syllabus – Fall 2017**  
**Sections 005 and 006**

**Instructor:** Buffy Rattan  
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**Office Hours:**

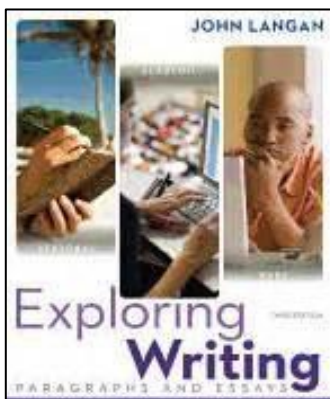
Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. - Noon	9:00 – 10:30 a.m.	11:00 a.m. - Noon	9:00 – 10:30 a.m.	9:00 a.m. – noon

Course Description:

ENGL 0302 is a course in developmental English for students who score above 350 on the writing section of the TSIA test, or do not pass the writing section of another placement test, and/or have already completed English 0301 with a C or better. The course is designed to prepare students for college-level English courses. The course is also designed to help prepare students to pass the writing section of the TSIA test. ENGL 0302 provides practice in writing and revising various types of paragraphs and essays, as well as practice in critical thinking and analytical reading. It also provides a review of English grammar, focusing on spelling, punctuation, correct word choice, and various types of sentence construction, and covers major errors, such as fragments, run-on sentences, subject-verb agreement, and pronoun errors. This course will not satisfy graduation requirements.

Learning Outcomes: Upon the successful completion of this course, students will:

1. Compose a variety of paragraph- and essay-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 English.



Required Textbook + Connect Writing Subscription:

Langan, John, *Exploring Writing: Paragraphs and Essays*, 3<sup>rd</sup> edition. McGraw Hill: 2013.

*Connect Writing* Subscription: a free access code to *Connect* comes with a new textbook; or you can buy access online for around \$35.

- A **new** textbook comes packaged with a **free access code** for *Connect Writing*—our online writing lab, where you do your homework.
- **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* access code flyer!**
- Waiting on a paycheck or financial aid? No problem—*Connect Writing* offers a 14-day courtesy period access for free!
- If you have an active *Connect Writing* subscription from last semester, then you may continue to use it, and you may choose to buy a used textbook without an access code, in that case.

Supplies: Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper

Blackboard and Internet Access:

Blackboard is a website host for our class, where you are able to view weekly homework assignments, view and print out class PowerPoint lessons, do homework, check your grades, view the syllabus, and email me. **You will**

**need internet access to complete your homework assignments, so you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland or Reese campus or find a computer with reliable, fast internet access that you can use on a regular basis.** The SPC Levelland campus library lab is also open on Sundays. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>

My Blackboard Username: \_\_\_\_\_

My Blackboard Password: \_\_\_\_\_

#### Attendance Policy

1. **I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.**
2. **If you arrive late to class, let me know at the end of class, so I can change your absence to a tardy. If you are 10 or more minutes late to class, you remain marked absent for the day. Three tardies equal one absence.**
3. **If you leave class before you have been dismissed, you will be counted absent.**
4. **You will be dropped from the course after you have accumulated 5 consecutive absences or 6 non-consecutive absences.** If you are dropped from the course, you may not be reinstated.
5. All students are dropped from the course with an F.
6. If you accumulate excessive absences after **November 16, 2017**, (last day to drop a course), you will receive an F for the course.
7. On the other hand, if you miss class only twice during the entire semester and tardiness has not been a problem, or if you have an "A" average, you may be exempted from the final exam. If your course average is below 60% at the end of the semester, you will be required to take the final exam no matter what your attendance record is.
8. **Students involved in school-sponsored activities need to show me their documentation from the appropriate coach/sponsor before they are absent from class. Students will make arrangements at that time for completing any in-class assignments they may miss.**

#### Grading Policy:

Your current grades and course average will be continuously available for you to view in our Blackboard course. I usually update grades every week or two, and I highly recommend that you check your grades that often.

The following course grades will be assigned when:

A	90% or better is achieved on graded work; you have made excellent progress in writing skills.
B	80% or better is achieved on graded work; you have made good progress in writing skills.
C	70% or better is achieved on graded work; you have made fair progress in writing skills.
D	60% or better is achieved on graded work; you have made minimal progress in writing skills.
F	59% or less is achieved on graded work; and/or you excessive absences; and/or you have not achieved or attempted to make progress in writing skills.

If your grade is border-line, I may take your attitude and absences/tardies into consideration when deciding whether to assign the higher or lower letter grade. **Regardless of your final average, I reserve the right to assign a grade of B or better only if I believe you can be a successful student in ENGL 1301.**

**Students who do not pass ENGL 0302 with a "B" or better must either retake the class or take and pass the writing portion of the TSIA test in order to progress to Composition I.**

#### Grade Calculation\*

Essay 1	20%
Revision of Essay 1	5%
Essay 2	20%
Essay 3	25%
<i>Connect Writing</i> Homework	20% (2 lowest homework grades will be dropped)
Final Exam	10%

\*I reserve the right to make changes in grade calculation policies at my discretion.

#### In-Class Essays

All essays are created and typed/handwritten during class time and in the classroom. Normally four class periods are provided for writing one essay, with guided instruction and one-on-one feedback from me on each step. Essays are not to be worked on outside of class. Therefore, no essay writing should leave the classroom in any form, whether on paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been graded. **If you work on your essay or receive assistance on it outside of class or if your ungraded essay leaves the classroom,**

you will receive an “F” for the essay or be given a different topic over which to write your essay. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.

#### Homework – Connect Assignments

Your weekly homework assignments will be accessed through Blackboard and must be completed by midnight on Sundays. The homework assignments will be completed on the internet at a website called *Connect Writing*, so a current subscription to *Connect Writing* is required. I will help you register in *Connect Writing* during the first two weeks of class. If you do not have a computer at home with reliable internet access, you will need to make plans to use a computer lab in the Technology Center or Library computer lab on campus to complete your homework assignments in *Connect*.

#### Plagiarism and Cheating

“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.

#### Late Work Policy

**I do not accept late assignments.** I will drop your two lowest *Connect* homework grades.

#### Make-up Essay Day: Participation By Instructor Approval Only

This is held toward the end of the semester. If you fail to complete an essay in class during the time allotted or are absent on the day the class finishes **one** of the essays, you should **immediately** submit a request to attend the make-up day. The request should be a typed persuasive paragraph of 150 words that explains the reason for the absence or missed deadline. Attach appropriate documentation to the paragraph. Only those students who have submitted a request to attend the make-up day **and are approved** will be allowed to attend the make-up day. Students **who are approved to come to the make-up day** will be able to substitute the make-up day essay for their zero on **one essay grade**. The makeup essay can substitute only for an essay, not for a revision grade or daily work grades. The make-up day essay will be hand-written during one class period.

#### Cell Phones, Head Phones, Ear Buds, Laptops, and Tablets

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. **Keep cell phones on silent mode or powered off (not on vibrate mode\*) and stored out of your sight during class. Cell phones may not be placed on the desks nor on the computer towers. Texting or other use of cell phones is not allowed in class. If you use your cell phone during class, I will ask you to leave the classroom for the day, and you will be counted absent. (\*Students who need to leave their phones on vibrate must visit with me to inform me of their situation.)**
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. **All in-class computer work is to be done on the classroom computers.**

#### Classroom Etiquette

Since you are college students, you are expected to conduct yourselves professionally:

1. Show respect—for yourself, your classmates, and for me.
2. **If you are late to class, tell me at the end of class that you were late, or you will remain marked absent.**
3. Bring your textbook, paper, and pen to class on a daily basis. You are not allowed to share textbooks.
4. Take care of personal needs before and after class. **Do not leave the classroom unless it is an emergency.** If you leave the classroom before you are dismissed you will be marked absent for the day.
5. Avoid using tobacco in class.
6. Avoid profanity.
7. Disruptive/Offensive/Threatening/Abusive Behavior—You will be asked to desist or leave the classroom.
8. Treat the computers with respect by not marking on the equipment (monitors, keyboards, etc.) and not changing the default settings. Accessing the internet, email, computer games, etc. during class is not permitted unless I have directed you to do so. Do not download programs or apps to the computers. Accessing pornographic sites is not permitted.

\*Students who do not comply with the above will be dropped from the course.

### How do you get into ENGL 1301-Freshman Composition?

1. If you make a B in this class (**and** you are in TSI reading compliance) you may enroll in Freshman Composition next semester.
2. If you do not make a B in ENGL 0302, you may either retake the class or take and pass the writing portion of the TSIA test.

### TSIA Test

1. You may sign up to take the writing 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>

### 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. 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.

If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from 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.

### Diversity Statement

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction.

### 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

### Statement of Nondiscrimination

I do my best not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

### Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings 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, license holders may not carry a concealed handgun in restricted locations.

\*I reserve the right to make changes in course policy at any time.

**English 0302 Calendar – Mrs. Rattan – Fall 2017**

Textbook: Langan, John, *Exploring Writing: Paragraphs and Essays*, 3rd edition. McGraw Hill: 2013.

**TAKE NOTE:**

1. This is NOT your homework calendar; it is an overview of the material the course will cover. Homework assignments are posted weekly in our Blackboard course and are due by midnight on Sundays.
2. Remember that if you miss two or fewer classes and have no tardies, or if you have an A average, you may be exempted from the final exam. If your average is lower than 60%, however, you are required to take the final exam, no matter what your attendance record is.
3. You may register to take the writing section of the TSIA test at any time during the semester. If you pass the writing section, you must show me your official scores, and then you will receive an A, B, or C as your final grade. You are not obligated to attend the course after you pass the TSIA writing test.
4. This is a tentative calendar, so the course may deviate from this if I deem it necessary.

**Week# | Starts On... | Lesson Topics**

Week 1	August 29	Day 1: <ul style="list-style-type: none"> <li>• Course syllabus</li> <li>• Log in to Blackboard</li> </ul>
	Aug 31	Day 2: <ul style="list-style-type: none"> <li>• Ch. 1: An Introduction to Writing</li> <li>• PPT: How to Email Your Instructor</li> <li>• Email Writing Assignment</li> <li>• Have your textbook by next class so you can register in <i>Connect</i></li> </ul>
Week 2	Sept 5	Day 3: <ul style="list-style-type: none"> <li>• Registration in <i>Connect</i></li> <li>• Ch. 2: The Writing Process</li> </ul> Day 4: Ch. 3 & 16: The First and Second Steps in Writing
Week 3	Sept 12	Ch. 4 & 16: The Third and Fourth Steps in Writing Ch 15: Introduction to Essay Development
Week 4	Sept 19	Ch. 17: Introductions, Conclusions, and Titles  Ch. 5: Four Bases for Revising Writing
Week 5	Sept 26	Essay 1 Day 1: Brainstorm, Cluster  ASSIGNMENTS: Ch. 35 Apostrophes & Ch. 37 Commas
Week 6	Oct 3	Essay 1 Day 2: Cluster, Thesis, Topic Sentences, Rephrased Thesis, Outline  Essay 1 Day 3: Intro, Body Paragraphs, Conclusion, Type
Week 7	Oct 10	Essay 1 Day 4: Type, Revise, Edit  Ch. 40: Commonly Confused Words Ch. 41: Effective Word Choice
Week 8	Oct 17	Ch. 21: Subjects and Verbs  Ch. 23: Fragments
Week 9	Oct 24	Ch. 24: Run-Ons Essay 2 Day 1: Brainstorm, Cluster
Week 10	Oct 31	Essay 2 Day 2: Cluster, Outline Essay 2 Day 3: Outline, Type

Week 11	Nov 7	Essay 2 Day 4: Type, Revise, Edit
Week 12	Nov 14	Ch. 26: Subject-Verb Agreement Ch. 28: Pronoun Agreement and Reference Ch. 29: Pronoun Types
Week 13	Nov 21	Essay 3 Day 1: Brainstorm, Cluster <b>No class November 23 (Thanksgiving Holiday)</b>
Week 14	Nov 28	Essay 3 Day 2: Cluster, Outline Essay 3 Day 3: Type, Revise, Edit
Week 15	Dec 5	Essay 3 Day 4: Type, Revise, Edit Final Exam Review Make-up Essay (only with instructor approval)
Week 16	Dec 11-14	Final Exam Week