

# *English 1301 Syllabus (Spring 2018)*

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**Instructor:** Caleb N Humphreys

**Office:** Reese, Building 3, #318A

**Office Hours:** Monday-Thursday: 12:15-1pm, Tuesday: 5-7pm, Friday: 12-2pm

\* If you cannot meet at one of the above times, simply schedule an appointment.

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**\*Email is the best way to contact me.**

## Catalog 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.

## Purpose

Freshman Composition is arguably the most important preparatory course that students will take. This course is, at its heart, both an introduction to college and to academic writing. The intention of this course is to help students begin to think of themselves as college students and, more importantly, as writers. This course will supply students with the necessary tools to succeed in other courses and provide a strong foundation for success throughout college and beyond. Furthermore, students will learn to understand writing as a process, a skill that takes practice.

## Required Texts

No textbook is required for this course. However, you will have readings that will be posted to Blackboard.

## Objectives

The late writing scholar Donald Murray explains that we write “to learn, to describe, and therefore to see, to entertain, to inform, to persuade, to celebrate, to attack, to call attention, to think, to make money, to promote, to advocate, to connect, to relate, to make, to share. But always behind each writing purpose is the secret excitement of discovery: the word, the line, the sentence, the page that achieves its own life and its own meaning.” In this course, students will explore the reasons why writers write and the many genres they use to express their ideas. Through critical reading and writing, discussion, peer review, and classroom exercises, students will develop the skills necessary to express their ideas across a variety of genres.

## 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 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.

## Essays

Students will write five essays. Good writing is a process and the essays must show evidence of this process. Essays written in this course will start in draft form. The first draft of an essay will only be graded for completion. This will give students the chance to practice the writing process and to improve on the essay through workshoping with peers, suggestions from the instructor, and self-analysis. The second draft will be graded.

## Late Work Policy

As we will work on essays during class time, there is little reason why essays should be submitted late. In order to treat all students fairly, **late essays will not be accepted**, unless there are extreme circumstances. You **cannot** make up the argumentative essay or final exam.

## Grading Policies

All students enrolled in English 1301 can expect a fairly heavy work load designed to improve the reading, writing, and critical thinking skills.

**I will have all essays graded within two (2) weeks after the due date.**

## Grading of Course Work

Grammar and Reading Quizzes	15%
Personal Narrative	10%
Cause and Effect	10%
Advertisement Analysis	10%
Persuasive Essay	10%
Argumentative Research Paper	20%
Final Portfolio	10%
Process Work and Homework	15%

If your grade is border-line, I may take your attendance, participation, and attitude into consideration when deciding whether to assign the higher or lower grade. Any missing major assignments will not benefit you in this decision.

## Methods of Evaluation

Student work is evaluated by means of A, B, C, D, and F: Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades only.

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – ☹

Essays and writing assignments will be evaluated according to the following criteria:

1. Use of the conventions of standard grammar.
2. Use of the appropriate method of development for the assignment.
3. Use of the principles of unity and coherence.
4. Use of logical, factual arguments to advance the thesis of the assignment.

## Attendance Policy

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. Any student who misses more than four (4) class sessions could be dropped from the course. An absence is defined as failing to attend class or leaving class without the instructor's approval. If you are unprepared for class, you may be asked to leave and will be given an absence. Furthermore, a student will be counted as absent for every two tardies.

## Academic Integrity

The guidelines set forth in the South Plains College catalog will be followed. From the catalog:

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

*Plagiarism* is another word for academic dishonesty and is a form of theft. All of the writing and the ideas in your writing (e.g., journals) must be your own. Any attempt to pass off the work of someone else as your own will result in an F for the course.

Failure to comply with this policy **will** result in a '0' (no credit) for the assignment and can result in an "F" for the course if circumstances warrant. Please note that essays cannot be "recycled" – reusing

previous essays that you have written is still a form of academic dishonesty. All writing in this class must be new and original.

## Turnitin

All essays **MUST** be submitted to Turnitin via Blackboard. An unfavorable Turnitin report may result in a zero for the assignment. Failure to upload an essay to Turnitin will result in a zero for the written work, regardless of quality.

## Blackboard, Internet Access, and Word Processors

Blackboard is the website host for our class, where you are able to view and access homework, view and print out class *PowerPoint* lessons, check your grades, view the syllabus, and utilize additional links. You will need internet access and a word processor to complete your homework assignments. If you do not have a computer or reliable internet access, you will need to plan time into your weekly schedule to use the SPC computer labs on the Levelland, Reese, or ATC campuses or find a computer with reliable, fast internet access and a word processor that you can use on a regular basis. Access our Blackboard course from the SPC homepage: <http://www.southplainscollege.edu/> or at: <https://southplainscollege.blackboard.com>.

Frequently, you will need to view *PowerPoint* presentations and *Microsoft Word* files, as found under the *Course Content* tab. In order to fully participate in the course, you will need access to *Microsoft Office*. SPC provides *Office 365* for free for all students. You can download the programs here: [https://myspc.southplainscollege.edu/ICS/Students/Information Technology/Computer and Software Purchases.jnz?portlet=Microsoft Office365](https://myspc.southplainscollege.edu/ICS/Students/Information%20Technology/Computer%20and%20Software/Purchases.jnz?portlet=Microsoft%20Office365).

## Cell Phones and Technology

Please do not use your cell phones during class except in the event of an emergency (talk with me about it first). Put your phone on silent, and do **NOT** text message during class.

- If you are expecting an important call or emergency call, quietly step outside in order to avoid disturbing your fellow students.
- If you use your cell phone during class, you will be asked to leave. You will be counted absent.
- Personal laptops and tablets must remain closed and powered off during class, unless otherwise stated.

## Classroom Etiquette

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

1. Be respectful.
2. Bring all necessary materials (textbooks, notebook, writing utensil, etc.) to each class.
3. Any person disrupting class will be asked to leave.
4. Come to class prepared.

## 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.

## 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.

## Statement of Non-Discrimination

As your instructor, I do not discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. You can find SPC's Non-Discrimination Policy Statement online.

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

# Schedule

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Note: This is **NOT** your homework calendar; it is a brief overview of the material the course will cover. This is a tentative schedule, so the course may deviate from this if I deem it necessary. There will be weekly readings and assignments.

## Week 1

**T, 1/16** – Welcome to 1301!  
**R, 1/18** – Plagiarism

## Week 2

**T, 1/23** – The Writing Process  
**R, 1/25** – Parts of Speech

## Week 3

**T, 1/30** – Intro to Narrative Writing, Thesis Statements  
**R, 2/1** – **No Class.**

## Week 4

**T, 2/6** – Showing Not Telling, The Complete Sentence, Fragments  
**R, 2/8** – Rough Draft due, Peer Review

**Personal Narrative due Sunday by 11:59pm**

## Week 5

**T, 2/13** – Intro to Cause/Effect  
**R, 2/15** – Academic Essay Structure, Introductions, Run-Ons and Comma Splices

## Week 6

**T, 2/20** – Topic Sentences and Transitional Words  
**R, 2/22** – Rough Draft due, Peer Review

**Cause and Effect essay due Sunday by 11:59pm**

## Week 7

**T, 2/27** – Intro to Rhetoric  
**R, 3/1** – Summary and Analysis, Writing the Advertisement Analysis

## Week 8

**T, 3/6** – In-Class Writing  
**R, 3/8** – Rough Draft, Peer Review

**Ad Analysis due Sunday by 11:59pm**

Week 9

T, 3/13 – Spring Break  
R, 3/15 – Spring Break

Week 10

T, 3/20 – Intro to Persuasion  
R, 3/22 – Argumentative Keywords, Capitalization

Week 11

T, 3/27 – Outlining  
R, 3/29 – Incorporating Quotes, Citing

Week 12

T, 4/3 – In-Class Writing  
R, 4/5 – Rough Draft due, Peer Review

**Persuasive Essay due Sunday by 11:59pm**

Week 13

T, 4/10 – Intro to Research, Pronouns  
R, 4/12 – Researching

Week 14

T, 4/17 – Researching  
R, 4/19 – Outlining

Week 15

T, 4/24 – Conferences. No Class.  
R, 4/26 – Conferences. No Class.

Week 16

T, 4/24 – Rough Draft due, Final Portfolio Assigned

**Research Paper due Wednesday by 11:59pm**

R, 4/26 – No Class.

Week 17: Finals

T, 5/8 – 10:15-12:15

