ENGLISH 1301: COMPOSITION I (DUAL CREDIT)
FALL 2024 COURSE SYLLABUS

Instructor: Katherine (Kaytee) Jackson (she/her/hers)
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Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8:15a – 9:15a 1:00p – 2:00p	8:15a – 9:15a	8:15a – 9:15a 1:00p – 2:00p	8:15a – 9:15a	10:00a – 12:00p

& by appointment. To schedule an appointment via Calendly:
https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01

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.

*Prerequisite***:** Students must be TSI-complete or waived in both writing and reading.

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:

→ Demonstrate knowledge of individual and collaborative writing processes.
→ Write essays that exhibit logic, unity, development, and coherence.
→ Develop ideas with appropriate support and attribution.
→ Write in a style appropriate to audience and purpose.
→ Read, reflect, and respond critically to a variety of texts.
→ Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
→ Write a minimum of six 500-word essays.

Textbook & Supply Requirements

This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- *What is TexBook?* The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is underlined included in your tuition/fee payment.
- *How do I access my TexBook?* Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- *Help with TexBook issues and support:* check with your professor and/or contact https://solve.redshelf.com/hc/en-us/requests/new
- *Opting out of TexBook:* Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course *[textbook/digital content]* and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.
  *Please consult with your professor before deciding to opt-out.

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

> **Email**: tfewell@texasbook.com / **Phone**: 806-716-2399
> **Email**: agamble@texasbook.com / **Phone**: 806-716-4610

Required Software & Materials

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. You are also required to have access to the following technologies:

→ Blackboard
→ Microsoft Word
→ Connect (Included in Course)

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary.

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. **You should check your official SPC email at least once per day**. You are responsible for all information disseminated through SPC email and course announcements. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot

guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to. You can find instructions to access your SPC email account below.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, and closing.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.
→ Your SPC Email address is: yourSPCusername@southplainscollege.edu
→ Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
→ To access your SPC email account, log in to MySPC and click the Unread Messages: South Plains College O365 link at the bottom of the page.
→ You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
→ Check with the SPC Help Desk for assistance: 806-716-2600.

Attendance

This is an online, asynchronous course. There is no face-to-face component for the course. Your "attendance" is measured in course participation, including regularly accessing the course and completing assignments. Failure to participate in the course for a week or more may result in a drop from the course with an X. You should log in to Blackboard at least once every 72 hours.

Grading

Grades will be evaluated as follows

Exemplification Essay	10%
Definition Essay	10%
Cause & Effect Essay	15%
Argument Essay	15%
Peer & Process Work	25%
Learning Media, Quizzes, & Activities	25%

General Guidelines for Major Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: https://www.scribbr.com/mla/formatting/. Final drafts should be ***double-spaced,*** and written in a 12-pt, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be 1" on all sides. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

All major assignments should be submitted as **Microsoft Word files (.doc or .docx).** You should not submit PDF. gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of a submission link. Incorrectly submitted files are

counted late until the appropriate file type is uploaded. Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive confirmation and a readable preview through Blackboard after submission. Essays that do not reach at least 50% of the minimum length receive a zero automatically.

Late Assignment Policy for Major Assignments:
All deadlines are at 11:59 p.m., with a grace period until 8 a.m. the following day before the late penalty goes into effect. Late projects receive a 10% deduction per day up to one week, and projects are not accepted more than a week after the deadline. Extensions are granted at instructor discretion and must be requested at least twelve hours ahead of a deadline. **Note that this policy only applies to major projects. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

Grading Procedure:
Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via TurnItIn. You are responsible for reading and understanding all grading feedback. You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so.

Essay Assessment Guidelines:
Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. All rubrics are available in Blackboard.

Peer and Process Score

For each major writing assignment, you will follow the writing process which entails several steps, including but not limited to prewriting, outlining, drafting, peer reviewing, and revising & editing. These assignments are marked P&P. You will receive a grade for your engagement with each of these steps based on your engagement with the writing process. Process work is an important measure of your course engagement and writing skills development; these assignments are the most substantial portion of your course grade. If you do not participate in these activities or submit drafting elements that are less than 50% complete, you will earn a zero for each instance. Late P&P work is not accepted and receives a zero.

Learning Media

Each week, you will be assigned interactive learning media in the form of video, multi-step lessons, worksheets, group annotations, or other various online learning modalities. These are an essential part of your course success and overall learning; they are **NOT** optional. Learning media closes for credit on Sunday in the week assigned, and there is no late work or make-up opportunity for learning media credit. Students who are in good standing may have up to four of these scores dropped at the end of the semester.

Perusall

You will complete some learning media activities through Perusall. Perusall is a social annotation platform where you will complete a multi-step assignment that may include videos, reading, and other media and provide annotations in small groups with your peers as part of our ongoing writing discussion. These graded assignments are scored on the quality of annotations and overall engagement, including some or all of the criteria below:

- Contributing thoughtful questions and comments to the class discussion, spread throughout the entire reading
- Starting the reading early
- Breaking the reading into chunks (instead of trying to do it all at once)
- Reading all the way to the end of the assigned reading
- Posing thoughtful questions and comments that elicit responses from classmates
- Answering questions from others
- Upvoting thoughtful questions and helpful answers

Reading and thinking critically about literature is the foundation of this course, and these assignments are the most important part of your coursework to start with each week. You are strongly encouraged to start these early and complete them over several days in order to be successful and get the best outcomes in your learning.

Perusall utilizes TurnItIn similarity software and detection for non-human content. It will also detect any comments or responses that have been copied from elsewhere and pasted into a Perusall comment. Any pasted comments are removed and earn zero points the first time. A second incident and beyond will result in a zero for the assignment. If you are concerned about spell-check and grammar, use the Grammarly browser extension (or any other grammar browser extension) to check your work as you type directly into Perusall.

Media Disclaimer for Dual Credit Students

If you are using a school-issued device or WiFi connection at your high school, it is possible that some school's content filter may block videos or other media from outside Blackboard. This course is designed for use by SPC students, and I cannot control what any individual school district's content filtering restrictions may be.

In the event that your school's filter blocks course material, some students work around this issue by connecting to a personal hotspot, completing lessons on a mobile device, or completing work at home using their household's device & connection. Any of these solutions are fine with me as long as they are within your school's policies for internet use. If your school district commonly blocks YouTube, Vimeo, or other video sharing websites, you should contact me at the beginning of the semester with your school's IT contact information. This will allow me to work with them and help prevent lost progress and "stuck" assignments due to blocked content.

Restricted access and content filters are not exceptions to the late work policy. It's your responsibility to ensure you have the necessary permissions and access to material each week. I encourage you to complete your learning material early in the week in case a content filtering issue needs to be resolved.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Student Code of Conduct

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 which 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. Extra credit is available for students who carefully and thoroughly read the syllabus. In order to receive these extra points, email me a photo or link to a photo of your favorite animal and a fun fact about them. These points are for students who are still reading this document carefully at this point—do not disclose this opportunity to other students. They must find it on their own for points.

Academic Integrity and Plagiarism

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense. Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
- Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

Cheating violations include, but are not limited to, the following:
- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;

- Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

There is zero tolerance for academic dishonesty in this course. Plagiarism or academic dishonesty of any kind will automatically result in a 0 for the assignment and can, in many cases, result in getting dropped from the course with an F. Assignments that earn a zero for plagiarism cannot be made-up under any circumstances and will be reported to South Plains College.

Artificial Intelligence Statement & Procedure for Academic Integrity
I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced**,** and the learning outcomes of English 1301 rely on your own original reading, writing, and thinking. It is simply not possible or ethical to use generative AI and accomplish these goals in our course. Accordingly, you're expected to refrain from all usage of generative AI in the production of your work. This includes (but is not limited to) using AI for any of the following:
- To generate words, phrases, or sentences use in an assignment
- To generate ideas, claims, or interpretations in substitute of original thinking
- To outline, organize, or otherwise direct the composition of your own work
- To spin, elevate, enhance, or rewrite your own originally produced work

Our course uses an extensive set of tools to analyze machine language mechanics against original language. This includes the use of the most reliable AI detection platforms currently available, linguistic data, comparative writer analytics, and LLM output testing. Any work containing indications of AI involvement must be verified as original to receive credit through verbal review. Verbal review includes an in-person or virtual conference and/or proctored writing sample. If authorship cannot be verified after exhausting all of these methods, the work is not ethically produced or eligible for credit, and it receives a zero. As a student writer in the age of AI, it is your responsibility to protect the integrity of your work and ensure complete ownership of the ideas and language therein.

Students have the right to decline a verbal review. If a request for verbal review is not answered within a week, it will be assumed that the student has chosen the option to decline. In doing so, the assignment is considered a first violation of the integrity standards of the course and assigned a zero.

SPC Tutors

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, get to know the tutors, 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 tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:
Monday – Thursday: 8pm-8am

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, use the following link: Syllabus Statements (southplainscollege.edu).