

ENGL-0301
Basic English (Online)
Spring 2018

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 – Noon	12:15 – 1:15 p.m.	11:00 a.m. – noon	12:15 – 1:15 p.m.	8:00 a.m. – Noon

Course Description

This is a course in fundamental English for students who score below 350 on the writing section of the TSIA test or who are selected to participate based on their score on another writing placement test. 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 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, run-on sentences, subject-verb agreement, and pronoun errors. It also provides practice in writing and revising various types of paragraphs.

Instructional Objectives

Upon the successful completion of this course, students will:

- 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.
- Determine and use effective approaches and rhetorical strategies for given writing situations.
- 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.
- Evaluate relevance and quality of ideas and information to formulate and develop a claim.
- Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
- Edit writing to conform to the conventions of standard English.

Textbook and Access Code

The following books and codes are required for this class and should be bought immediately.

- Mindtap Developmental English PAC (Access Card), ISBN 9781337614832d
- Criterion Online Writing Access Code, ISBN 9780886853822

You can purchase them in the SPC bookstore by visiting the Levelland campus or ordering from <http://www.sp-levbookstore.com/Home.aspx>.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account (set up automatically by SPC)
- MindTap account (purchase code; instructions for registration in Blackboard)
- Criterion account (purchase code; instructions for registration in Blackboard)
- Word processing program (papers will only be accepted in .doc or .docx format and must be formatted according to MLA standards)

The following technology is optional, but useful:

- Cell phone with text messaging capability
- Skype

Communication

You can reach me in one of three ways: you can email me using the Blackboard email tool, call my office at 806-716-2252 and leave a message, or make an appointment to meet either in-person or via video conference using Skype.

I will always return emails and voicemails within 24 hours. Due to the asynchronous nature of an online class, however, I may not be immediately available to you should you need something. This is going to require some planning on your part; you won't be able to wait until the last minute to complete assignments.

We will use the Blackboard email tool exclusively for this course; you may access it via the 'Course Email' link within our Blackboard course. To help me stay organized, I request that you use the Blackboard email tool within our course instead of my South Plains College email address.

I also require that you register to receive text alerts for this course (instructions will be emailed to your Blackboard email account on the first day of class). I will frequently text reminders, and if you're registered for the text alert service you'll have the most current information.

Attendance Policy

Online students are required to log in to Blackboard **frequently**, with no more than 72 hours (2 days) in between log-ins. Even if there is nothing due, I frequently post announcements and send emails with important information. Students who fail to meet this requirement may be dropped from the course with an F.

There is no on-campus attendance requirement for this course.

Be advised – I do not accept late work for any reason.

Grading Policy

Final grades will be assigned based on the following percentages:

Journal Entries	20%
Weekly Grammar Problem	10%
Mindtap Coursework (average of all)	20%
Weekly Discussion Assignments (average of all)	20%
Final Revised Portfolio	20%
Course Post-Test (Final)	10%

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 make contact. 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 are also required to watch recorded video lectures. Reading and video lecture assignments can be found in the course modules in Blackboard. Since we do not have a course textbook, this is a very important requirement. As an online student, you assume responsibility for knowing the information that's been provided, and incorporating it into your writing.

Journal Entries

You will be required to write guided journal entries each week. This will help you become comfortable with the writing process and help you practice your paragraph structure, grammar, and sentence structure. I do not accept late work for any reason.

Weekly Grammar Problem

I will post a weekly grammar problem each week, and you will be expected to identify the problem and provide a solution. This will help you practice your proofreading and editing skills. I do not accept late work for any reason.

Mindtap Coursework

Several Mindtap exercises must be completed over the course of the semester. Due dates are available on the course calendar. In addition to covering the content presented in the assigned reading and video lectures, 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. Averaged together, these assignments are worth 20% of your final grade. I will not accept late submissions for any reason.

Weekly Discussion Assignments

Students will participate in weekly discussion posts, which averaged together will constitute 20% of their final grade. Instructions for the discussion assignments can be found in the module folders. I will not accept late submissions for any reason.

Final Portfolio

For the final portfolio, you will select three of your best journal entries and revise them for clarity, structure, and grammar. This will help you practice not only your grammar and writing, but your MLA formatting skills as well.

Course Post-Test

All students will take a comprehensive, final post-test for this course.

Due Dates

Due dates are posted on the course calendar, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

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 and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
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 still not be able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules. It is your responsibility to make sure the assignment submitted properly *before* the due date. No documents will be accepted after the submission deadline has passed, for any reason.

Additionally, for the final portfolio, all files must be submitted as .docx documents (Microsoft Word). I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. If you submit anything other than a .docx file, you will be given a 0 for that assignment and will not be allowed to make it up.

Academic Integrity

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 and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

****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.****

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated that you can't get around, as smart as you are. ;-)

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 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.

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.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

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.**