

English 1301: Composition I
Course Policy Statement and Expectations
Fall 2013

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Course Catalog Description:

This course includes a grammar review and a study of the principles of good writing, methods of paragraph and theme development, frequent essays, and readings in literature and other humanities.

Required Texts:

Kirszner and Mandell. *Patterns for College Writing*. 12th edition.
Hacker. *A Writer's Reference*. 6th edition. (includes 2009 MLA update)
(These books are available from the South Plains Book Store or online from various companies at varying prices. They may be purchased or rented.)
FHS Agenda

Scope/Purpose:

The purpose of English 1301 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1301 helps students to think well by teaching them to read and write well through its focus on the writing process, on the use of appropriate grammar and diction, on the use of logic, and on the different methods of essay development. Collateral readings from all areas of the humanities are included.

Instructional Goals and Outcomes:

Students who successfully complete this course will have written a minimum of eight 500-word essays (or the equivalent) that reflect their ability:

- to understand writing as an interactive and recursive process: that is, writing conceived as a connected and interactive process which includes prewriting, drafting, and revision;
- to apply the principles of writing as a process to writing assignments;
- to analyze both the purpose of and audience for assigned writing assignments;
- to write an argumentative essay that follows the principles of unity and coherence and that is appropriately developed to prove a thesis by means of narration, description, illustration, definition, process analysis, cause and effect, comparison and contrast, classification and division, argumentation, and/or persuasion;
- to write an essay in standard, college-level English;
- to understand and apply basic principles of critical thinking in the development of exposition and argument; and
- to understand and demonstrate personal and academic responsibility and integrity.

Grading Policy:

Seven Essays	60%
Quizzes, Journal, Homework Assignments	20%
In-class, final essay	15%
Participation	5%

Methods of Evaluation:

Essays are graded for content and grammar, and a content and grammar rubric will be given with each essay assignment. Students' work is evaluated by means of A, B, C, D, F: Superior, Good, Average, Poor, and Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before a student will receive credit for the assignment.

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

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

Class Assignments:

This course is a hands-on, reading and writing intensive workshop, and students can expect:

- to write a minimum of eight essays;
- to read assignments outside of class on a regular basis;
- to complete in and out of class daily assignments on time;
- to participate in class discussions of the readings;
- to participate in class activities, including peer critiquing; and
- to demonstrate an understanding of grammar, logic, and rhetorical modes through writing assignments.

Assignment Due Dates and Late Penalties:

Unless otherwise noted, assignments are due upon arrival in the classroom. Because this a college level course, there is ZERO tolerance for late work. If you do not turn it in on time, you will not receive any credit for the assignment, regardless if it is a minor or major grade.

Semester Grade Average:

Since this is a college course, students will receive a semester grade. There will be a grade on the report card for the 1st and 2nd grading periods, but these grades will reflect the student's semester grade **as it is at that point in the semester**. These grades **will not be averaged** for the semester grade; the semester grade will be the actual average of all the grades for the semester. This is a "weighted" course and students receive an additional 10 points in determining GPA and class ranking. This ten points will not show up on the report card.

Classroom Expectations and Procedures:

Be prepared for class.

Be respectful of those around you and all equipment.

Be responsible in completing individual and well as group assignments/activities in a timely manner.

Supplies:

Spiral notebook to be used as a journal. *This spiral should remain in the classroom always.*

Three ring binder or folder with notebook paper for maintaining class notes. *Bring to each class.*

One highlighter, any color.

Pen

Pencil

Absence Policy:

Punctual and regular class attendance is required of all students enrolled at South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable (SPC General Catalog). Any student who misses two consecutive weeks will be dropped from the class, but a student whose absenteeism becomes excessive should not count on the instructor to initiate the drop process. If the instructor does drop a student for excessive absences, the student will be dropped either with a grade of "X" or "F," depending on whether or not the student was passing at the time of the drop.

If a student will be absent from school for a school sponsored trip (for example, ag or athletics), the student must turn in any work which will be due during his/her absence or complete any tests scheduled for when he/she is absent **BEFORE** leaving on the trip. If a student is absent unexpectedly, he/she will find any assignments given during the missed class on my website. The work must be turned in as scheduled for the class.

Since students will know well in advance when an essay or assignment is due and will have ample time to complete it, the assignment **MUST** be turned in the date it is due. If a student is absent the day an essay is due, he or she needs to make sure his/her paper is sent to school and *handed* to Mrs. Vernon. **Late essays and assignments will NOT be accepted and will receive a 0 in the grade book.** If a student will be absent for an in class essay, he/she needs to make arrangements to complete the assignment prior to the scheduled absence.

Academic Integrity, Plagiarism, and 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" (SPC General Catalog).

Plagiarism:

Plagiarism is the using, stating, offering, or reporting as one's own an idea, expression, or production of another person without proper credit as to its origin. All ideas obtained from sources must be documented, whether quoted or paraphrased; to not do so is plagiarism. *Plagiarism violations include, but are not limited to, the following:*

1. Turning in a paper which has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations; or
4. Giving an in-text citation at the end of a paragraph, even if the paragraph is completely paraphrased from one source.

Cheating:

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, Internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records; or
7. Copying another's work during an examination or on a homework assignment.

The attempt of students to present as their own any work that they have not honestly performed is regarded as a serious offense and renders the offenders liable to serious consequences including a 0 on the assignment. Additionally, those who allow their own work to be copied are subject to the same disciplinary measures. If you allow someone to copy your work, you, too will receive ZERO credit.

Penalties:

Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor and, if necessary, in consultation with the departmental chair person. Depending on the nature and the severity of the problem, individual instructors may assign penalties from zero for the assignment to an "F" in the course. *Students who are found guilty of plagiarism will receive a 0 for the assignment, as well as further consequences at the discretion of the teacher and the appropriate administrator.*

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 contact the high school counselor's office. If your accommodations are already on file, then I have the paperwork but would like to talk with you, privately, about which accommodations help you the most.

Statement of Nondiscrimination:

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status.

Statement of Diversity:

In this class, the instructor 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 and can be.

Communication:

My conference periods are first and eighth periods, and I'm usually available in my classroom during those times. If you have questions or concerns, please feel free to call me at home *before* 10 p.m. any night. My home telephone number is 796-0134.

Please read, sign, and return this sheet to class by Monday, September 9, 2013.

I have read and understand the Fall 2013 SPC English 1301 (dual credit English III) policies. I understand students will receive a **semester grade** for dual credit although there will be grades on the 1st and 2nd grading periods. At the end of the semester, the semester average will be placed on the grade report for the 1st, 2nd, and 3rd grading periods as well as the semester average. *[For parents who check their student's grades online, all the semester assignment grades will be placed on the 3rd grading cycle for the semester, and the current average will be placed on the 1st and 2nd grading periods; this average will be updated weekly. This is subject to change with the new grade book program.]*

I understand how student grades will be determined for English 1301 and that assignments must be turned in on time. I understand that late essays and assignments will not be accepted and will result in a zero for the assignment. I understand that assignments will be posted on the website daily, and in case of an unexpected absence, work will be due as scheduled for the class. Additionally, I understand the seriousness of cheating and plagiarism and the grade penalties for these offenses.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

Student's Email: _____

Date Received: _____

Teacher's Signature: _____