

South Plains College

"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"

Course Syllabus for INRW0300 + ENGL1301– Spring, 2023 – Face-to-Face Course

Course meets: 8:00am/9:30am on Mondays and Wednesdays

Course can be accessed on Blackboard, or by going to southplainscollege.blackboard.com

Instructor Contact and Office Hours

Instructor: Dr. Erika M. Warnick, Professor in College Literacy and Education

Email: ewarnick@southplainscollege.edu

Phone: 806-716-2238

Office Location: Room 306 – Teaching and Learning Center, Third Floor, Levelland Campus Library

Classroom Location: room TA 221 – Second Floor, Technical Arts Building, Levelland Campus

Office Hours

Face-to-Face Office Hours:

Zoom Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00am-11:30am	8:30am-9:30am	11:00am-11:30am	8:30am-9:30am	9:00am-12:00pm
1:00pm-2:30pm	1:30pm-2:30pm	1:00pm-2:30pm	1:30pm-2:30pm	(by appt)

Please contact me if you need to meet with me at a different time!

Required Draft Review Meetings with Dr. Warnick

ALL students will meet with me via in-person meetings during certain weeks of the course. You receive a grade for meeting with me.

These **TENTATIVE** dates are weeks 5, 9, and week 12. A sign-up link will be created and posted in the weekly module. These meetings are REQUIRED and designed to review your drafts.

Meetings with Tutor

All students have the option to meet with our tutors at SPC (or tutors through tutor.com). From time to time, and based on a student's performance in the class, Dr.

Warnick may require the student to meet with a tutor. Additionally, anytime you meet with a tutor, you will receive extra credit towards participation/discussion.

Required Materials for Class

1. *Learn Like a Pro – Science-based Tools to Become Better at Anything*, by Dr. Barbara Oakley and Olav Schewe

This book is available at the Levelland campus bookstore, as well as Amazon.com You may purchase a new or used book, or an ebook, via Amazon. Please DO NOT buy the audiobook as you will need to be able to cite pages and bring the book to class.

You will not need the actual book until Week 3 of the course. I can provide you with a copy of the first chapter for Week 2!

2. *FREE OER Textbook! You will receive a digital chapter each week in the course.*

3. *Grammarly.com* – this is a FREE downloadable software program that should be integrated into your MS Word software!

Additional, Required Course Material:

1. Dedicated access to a computer WITH Wifi to complete assignments in Blackboard, attend Zoom sessions, and create, revise, and submit papers.
2. A place where you can listen and participate in Zoom meetings/sessions
3. 3-ring binder with loose paper
4. Highlighters, pens, pencils
5. Jump/flash drive to save papers, Word processing software (Word, Google Docs). NO Pages for Macbook users. I cannot accept Pages documents. MacBook users: you will need to save your Pages documents a Word or PDF documents before submitting any homework, drafts, or essays.

Course Evaluation

****This is a corequisite/joined class. Therefore, the grade earned in ENGL 1301 will be the same grade awarded in INRW 0300 and vice versa.****

****While a "D" is considered passing the course, for students needing ENGL 1302 (Comp II) for their majors, a grade of C or better will need to be earned.****

The grades you receive on your assignments, quizzes, homework, digital work, drafts, revisions, papers, and participation activities are indicators of your progress toward college-level reading and writing. Students will be asked to keep an ongoing record of these grades. Additionally, **it is each student's responsibility** to continually monitor academic progress posted in each student's grade book on Blackboard.

Grades are determined by the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

***I only round up to the next whole number when a student's final average is at a .5 or higher. Example: a 79.6 = 80.*

Grade Breakdown for Class

Essay 1 – Personal Statement (Revised)	10% of grade
Essay 2 – Career "Research"/Informational Essay (Revised)	15% of grade
Essay 3 – Career Compare/Contrast (Revised)	20% of grade
Final Career Project – Resume/Cover Letter	15% of grade
Prewriting (includes outlines, brainstorms, concept maps for Essays 1-3 and Resume/Cover Letter) and Complete Drafts (Essays 1-3 and Resume/Cover Letter)	20% of grade
Weekly Reading and Writing Activities (includes grammar exercises, discussions, journals, essay review meetings, and homework)	20% of grade

***Attendance/Earning “Extra Credit” in Class**

You should plan on attending every class, every week! We do a variety of hands-on lessons that cannot be replicated online and cannot be made up.

Extra Credit – Ten times randomly throughout the semester, it will be an “extra credit chip/bonus day!!” You will receive a digital “chip” worth 10 points for that day!

Dates will not be announced in advance, and failure to be in class will result in not receiving a digital chip for that day.

If you are out, you cannot earn a chip; however, if you are present at the next “digital chip bonus day,” you will earn 2 coins, thus making up for the one previously missed. {this may only be done twice the entire semester}

At the end of the semester, your digital coins will turn into extra credit points. You can also earn additional points throughout the semester,** for a max of 200 extra credit points!

Extra Credit “Coin” Rules:

- Attending class means you are present, not on your phone, not listening to music, and not late!
- Extra credit chip/bonus day will be announced randomly in class throughout the semester.
- Only students present that day (not late, not absent) **at the time of the announcement** will receive a coin for that day.
- If you are absent, you will not receive a coin that day.**
- If you are consistently tardy to class, you will not receive a coin that day.

**Throughout the semester, I will offer opportunities for students to make up/earn extra coins.

I rarely drop students from courses. Only in extreme cases (i.e., foul language, inappropriate behavior, inappropriate comments, plagiarism/cheating) will you be dropped. Therefore, please make sure that you withdraw from the course if you are not succeeding in the class!

Classroom Policies

Please treat others in the class with the same respect with which you expect to be treated. Conduct yourself in a professional manner at all times. Students who disrupt the learning environment will be asked to leave the class, and/or dropped from the course.

Be prepared for class!!!! Being prepared means:

- Bringing required materials to EVERY class
- Reading the materials **BEFORE** class
- Completing assignments/quizzes/homework **BEFORE** class:
 - If I see a student completing homework, assignments, or quizzes in class, during class time, that assignment will not be accepted.
- Listening to others and participating.
- Using cell phones for class purposes, not social purposes.

If the instructor deems a student unprepared in any manner, that student will be asked to leave the class, which will result in an absence for that day. If the student is continually unprepared for class in any way, that student may be dropped from the course and/or being reported to the Dean of Students' Office.

Online Behavior/Discussion Board "Netiquette"

It is expected that you will use professional language, free from slang or profanity, in the discussion board, journal prompts, collaborative exercises with students (e.g., Zoom groups, wiki's etc.), and with any correspondence with the professor. There may be times when you agree with some people or disagree with others; that is OK in a discussion!! The important thing is to communicate in a professional, respectful manner. Also, you are expected to keep all posts related to the topic being discussed that week. Any communication, whether written or verbal, that is discriminatory in nature will not be tolerated and will be dealt with immediately. This could result in being withdrawn from the course, and/or being reported to the Dean of Students' Office.

Grading Policy/Late Work/Attached Files Policy/Appropriate Files Policy

- You are expected to submit quality, college-level work, free from errors and slang, on the date on which assignments are due (please see an overview course schedule and Blackboard modules).
- You are expected to keep all material from the class during the course of the semester.
- Grades are updated weekly and entered into the Blackboard grade book.
- It is the student's responsibility to monitor their grades and progress.
- Turnaround time for grading is two weeks (generally sooner).
- ******IMPORTANT!!!!**** Please ONLY upload essays in PDF or Word versions! I WILL NOT/CANNOT accept any assignments or essays in Pages (or software**

programs other than Word, Google Docs, or PDFs). A grade of 0 will be entered in the grade book for any document in a format in which I cannot download/edit/read, which includes Pages for Mac users.

- Please upload assignments through the assignment link and essays through Turnitin (both in Blackboard), unless otherwise noted. I am not responsible for lost or misplaced essays, or essays or assignments that are awarded a 0, because they were uploaded to the wrong area.
 - I am not responsible for paper/homework that is not attached when submitting an assignment. If you submit a blank document, this will be considered a 0. You will be able to resubmit any assignments within 1 day of the assignment deadline (with the exception of essays and drafts).
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Late Work Policy

- **For assignments/homework ONLY, you will be allowed to submit assignments up to 1 day late.** I will send you a reminder that will be emailed to your SPC email. You will have until the following day (11:59 pm, CST) to submit the missing assignment. After that, a grade of 0 will be recorded in the grade book. This does not apply to discussion boards, essays, or drafts.
- **No essays (draft or final) will be accepted late** without written permission from the instructor. You will need to email me BEFORE a deadline, not afterward, if you would like me to consider any extension due to an unforeseen circumstance.
 - Turnitin creates a digital receipt when you submit an essay. This will be emailed to your SPC email. It is YOUR responsibility to keep these emails from Turnitin. Should there be a question of essay submission, I will ask to see this receipt. Without it, a grade of 0 will be entered in the grade book for a missing essay.

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** The instructor reserves the right to request appropriate written documentation (e.g., doctor's note). Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. *It is only at the instructor's discretion that due dates may be amended or extended.* If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments.

Essay Policies/Reading & Writing Activities – Requirements

- You are expected to turn in every part of an essay and/or assignment according to the dates listed on the course outline, noted on the essay and/or assignment instructions, and listed in Blackboard.
- Essays are expected to be complete when submitting draft and revised versions. Complete means 5 paragraphs AND 600-800 words, unless otherwise noted on the essay instructions.
- Incomplete essays – in either draft or final versions, will be given a grade of 0.
- Assignments (i.e., Zoom in/Zoom outs, reading assignments, etc.) are graded with assignment rubrics, provided in Blackboard.
- Unless otherwise noted, all essays (drafts, revisions, and all parts) should be in MLA format.
- Drafts and revisions will be submitted through the Turnitin system through Blackboard. Turnitin is a plagiarism and grading platform.
- Essays WILL NOT be accepted late unless permission has been granted ahead of time by the instructor.
- REMINDER!!! Essays will ONLY be accepted in Microsoft Word and PDF versions, uploaded through Turnitin.
- Essays in Pages for Mac, or another word processing software OTHER than Word or PDF will not be accepted. Turnitin cannot open/read/grade these documents.
- I reserve the right not to provide feedback on a draft essay that has been submitted late, and/or for a draft essay for which the student has not met with me to review feedback.

Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

****Please do not, under any circumstances, turn in a paper, whether whole or in part, that is not your own. Please see the information below related to plagiarism and cheating.****

What is Plagiarism?

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
2. Turning in a paper/project/assignment that someone else completed for you;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.
6. Taking an essay/paper/assignment you wrote for another class (whether for me or another professor) and submitting it again in this class.

What Constitutes 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 and/or having someone else take an exam for you;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper;
10. Using a translator (whether human or electronic) in this reading and writing course;
11. Using AI to create/write anything for this course.

SPC/Institutional Policies

Attendance: 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 as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting. Students who enroll in a course but have "Never

Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Academic Integrity: It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments that he or she has not honestly performed is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, "Academic Integrity" and "Student Conduct."

Campus Carry and South Plains College: Important Information: Texas SB 11 (Campus Concealed Carry) went into effect for community colleges on August 1, 2017.

Campus Resources:

- **Tutoring:** Tutoring Services will be offering face-to-face tutoring one-on-one appointments, one-on-one live virtual sessions with SPC tutors, as well as using services from tutor.com. For additional questions regarding Tutoring Services or scheduling, please contact Ms. Rebecca Grunder at 806-716-2538 or at rgrunder@southplainscollege.edu.
- **Library Resources:** Access electronic resources, chat with a librarian, get help with your citation, and find short videos to help you get started with using Library services. Visit <https://southplainscollege.libguides.com/> or contact the library at Levelland (806-716- 10 2330 or library@southplainscollege.edu) or at Reese (806-716- 4682 or referencelub@southplainscollege.edu).
- **Health & Wellness Center:** The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716- 2529.
- **Advising & Testing:** Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Stan DeMerritt, Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806- 716-2360.

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.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical information, to the Director of Health & Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health & Wellness at 806-716-2362 for assistance.

Diversity Statement: In this class, 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 and can be

Syllabus Statement

I reserve the right to amend, delete, add, and/or edit the above information, as well as dates/assignments as needed, to meet learning outcomes in the course.

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

Spring 2023 – Corequisite course – ENGL 1301/INRW0300:

Dr. Warnick – Face-to-Face Session

The following schedule is a tentative schedule for our semester:

- All homework is due by 11:59pm (CST) on Sundays/days listed on this schedule (unless otherwise noted) in Blackboard. *Please consult the syllabus in Blackboard for late policies.*
- Please consult the weekly links/folders in Blackboard for specific assignment instructions and associated rubrics.
- If you are absent, it is your responsibility to contact me regarding obtaining material passed out in class/any missed in-class assignments.
- If you are absent on the day on which an assignment is due, it is still your responsibility to submit the assignment on time.
- Grades are updated regularly in Blackboard; it is the student's responsibility to continually monitor progress in the course and speak with me immediately if there is a concern/question.

Please note: I reserve the right to edit/amend/delete/add assignments, lessons, and due dates as needed to ensure that the class is meeting required learning outcomes. Any changes are always made in the students' favor (i.e., I will never announce a due date as earlier than what is listed below!). Any changes will be announced in class and posted in Blackboard.

DAY/CLASS	Lesson	Homework/Assignment Due
Week 1: January 17-22 **Monday, January 16 is a National Holiday (no class)	Welcome to Class! Getting to know you; Career assessment; Intro to the College/Academic Essay (parts of the essay)	<ul style="list-style-type: none">• *Purchase book: <i>Learn Like a Pro</i>; also access FREE book in Blackboard!• *Complete all assignments in the Week 1 link in Blackboard!
Week 2: January 23-29	Career brainstorming strategies/memory timeline/concept maps; grammar: nouns	<ul style="list-style-type: none">• *Complete all assignments in the Week 2 link in Blackboard!• *Complete the Nouns Grammar assignment in Khan Academy• *Essay 1 Concept map due by Sunday, 1/29
Week 3: January 30-February 5	Career brainstorming exercises; Pomodoro method/reading strategy	<ul style="list-style-type: none">• *Outline for Essay 1 due by Sunday, 2/5

	1: SQ3R; outlining ideas; grammar: verbs	<ul style="list-style-type: none"> • *Complete all assignments in the Week 3 link in Blackboard! • *Read Chapter 1 in Learn Like a Pro (LLAP) • *Complete the Verbs Grammar assignment in Khan Academy
Week 4: February 6-12	Reading/thinking voice in reading; parts of the academic essay; Finding the topic and stated main idea in reading, grammar: pronouns; Getting “unstuck” in college	<ul style="list-style-type: none"> • *Read chapter 1 in the free e-book and Chapter 2 in LLAP. • *Complete all assignments in the Week 4 module! • *Complete pronouns unit test in Khan. • *Sign up for a required meeting next week with Dr. W! • *Submit your complete draft of Essay 1 by Sunday, 2/12.
Week 5: February 13-19	NO CLASS SESSIONS: Required Meetings with Dr. W to review Essay 1	<ul style="list-style-type: none"> • *Complete all assignments in the Week 5 module! • *Complete the modifiers unit in Khan. • *Submit your complete revised, final version of Essay 1 by Sunday, 2/19 in the Turnitin link.
Week 6: February 20-26	Grammar: prepositions; Essay 2 – begin brainstorming session; compare/contrast pattern. Interviewing people for essays, part 1; learning deeply.	<ul style="list-style-type: none"> • *Read chapters 2 and 3 in the free e-book and Chapter 3 in LLAP. • *Complete all assignments in Week 6 module. • *Complete Khan prepositions unit test.
Week 7: February 27-March 5	Reading strategy – annotating; grammar – commas and apostrophes; practice peer reviews; concept map/outline essay 2 this	<ul style="list-style-type: none"> • *Read Chapter 4 in LLAP.

	week; working memory and notetaking	<ul style="list-style-type: none"> • *Complete all assignments in the Week 7 module. • *Complete the Khan commas/apostrophes unit test. • *Concept map or outline for Essay 2 due by Sunday, 3/5
Week 8: March 6-12	Draft week! Reading/writing strategy – SOAPStone; grammar: colon/semicolon; dependent/independent clauses; memorization	<ul style="list-style-type: none"> • *Read Chapter 5 in LLAP. • *Complete all assignments in the Week 8 module! • *Complete the Khan colon/semicolon unit test. • *Sign up for a required meeting with Dr. W (for the week we return from break) • *Submit your complete draft of Essay 2 by Sunday, 3/12
Week 9: March 13-19 NO CLASSES!	Spring Break!!!	<ul style="list-style-type: none"> • **Bring a PRINT copy of the draft of Essay 2 to class with you on Monday, 3/20!
Week 10: March 20-26	<p>**BRING ONE PRINT COPY to class on Monday, March 20 for peer review!</p> <p>**NO CLASS SESSION on Wednesday, 3/22 (individual meetings for Essay 2 review); come to class at 11:00am session on 3/22!</p>	<ul style="list-style-type: none"> • *Read Chapter 6 in LLAP and Chapters 4 and 5 in the free e-book! • *Complete the Khan sentences and clauses unit test. • *Complete assignments in the Week 9 module. • *Submit your complete revised Essay 2 by Sunday, 3/26
Week 11: March 27-April 2	Beginning citing/plagiarism lesson; vocabulary in context; the research process; finding sources; Library Day 1. Grammar: Conventions; self-discipline	<ul style="list-style-type: none"> • *Read Chapter 7 in LLAP and Chapters 6 and 7 in the free e-book.

		<ul style="list-style-type: none"> • *Complete all assignments in the Week 10 module. • *Complete the conventions unit test in Khan.
Week 12: April 3-9	Practice researching career information on your career; continue citation practice; peer review practice; motivation	<ul style="list-style-type: none"> • *Read chapters 8 and 9 in the free e-book and Chapter 8 in LLAP. • *Complete all assignments in the Week 11 module. • Complete the • *Submit your concept map or outline for Essay 3 by Tuesday, 4/5 (latest).
Week 13: April 10-16	Library Research Day #2 – Opposing Viewpoints; writing in third person; grammar –commas refresh; reading effectively	<ul style="list-style-type: none"> • *Complete all assignments in the Week 12 module. • *Bring at least two sources found during Library day to next class! • *Complete draft of Essay 3 due by Tuesday, 4/11
Week 14: April 17-23	Class on Monday – bring three sources from the Library Day to class today! Begin learning about argumentative writing; test-taking; writing in a given timeframe	<ul style="list-style-type: none"> • ****FINAL, revised version of Essay 3 due no later than Tuesday, 4/18.
Week 15: April 24-30	Practice citations; begin practicing argumentative writing; concept map/outline ideas for final in-class essay	<ul style="list-style-type: none"> *Read Chapter 9 in LLAP. *Complete all assignments in the Week 15 module. *Submit your outline/concept for Cover Letter by Sunday, 4/30.
Week 16: May 1-7	Wrap-up; take Nelson-Denny comprehension section for reading; NO Class session on Wednesday, 5/3 – extra credit meetings that day to review Essay 4; being a pro-learner	<ul style="list-style-type: none"> • *Read Chapters 10 and 11 in LLAP. • *Complete all assignments in the Week 16 module.

		<ul style="list-style-type: none">• *Submit complete draft of Cover Letter and Resume by Friday, 5/5!
Week 17: FINALS WEEK		**Cover Letter and Resume due by Wednesday, 5/10 (11:59pm)!!