

South Plains College

"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"

Course Syllabus for ENGL1302– Spring, 2024

Class Meets from January 16, 2024 - May 10, 2024, from 11:00am-12:15pm

Course "website" 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 in-person to review their complete draft. This counts as an "in-class activity" grade.

The **TENTATIVE** date is Week 15. A sign-up link will be created and posted in the weekly module. This is **REQUIRED** and designed to review your drafts.

Additionally, throughout the semester, and on weeks leading up to your mini-research draft due dates, you will be given a "work day" to work on those mini drafts!

Meetings with Tutors

- All students have the option to meet with a tutor (either in person or via tutor.com). Sometimes, I may require a student to meet with a tutor.
- Anytime a student meets with a tutor, I will **award** extra credit! :)

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 and Learning Outcomes

****While a "D" is considered passing the course, for students needing ENGL 1302 (Comp II) to transfer, a C 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

Microsearch #1 (Intro para. + author bio), Microsearch #2 (author success), Microsearch #3 (author influence + conclusion)	15% of grade (3x5% each)
Pre-writing (includes outlines, author topic, annotated bibliography)	15% of grade
In-class Activities/Attendance (includes peer reviews, daily activities, APA/reference/citations workshops, paper review meetings)	15% of grade

Weekly Reading and Writing Analysis Activities (includes assessments, reading analyses, weekly discussion board, journals, and homework)	20% of grade
Graded Research Paper Draft (Microsearch #1-3)	10% of grade
Graded Research Paper Final/Revised Version	25% of grade

***Attendance and Grades for Attendance**

You should plan on attending every class, every week!

****Part of your grade in this class is hands-on/workshop activities IN class. These activities cannot be made up outside of class!****

In-class Activities grades:

- You will receive a 100 for each class you attend. Again, this is **not extra credit or optional**; this counts towards your overall average in the course.
- For each class missed, a 0 will be entered in the gradebook.
- If you are more than 10 minutes late, this will count as an absence!
- I will drop four of the 0s at the end of the semester.
- A doctor's note/hospital stay absence will result in an exempted 0. I must see an official note to exempt any 0.

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

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).

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/papers (drafts, microsearches, 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.

- Papers are expected to be complete when submitting draft and revised versions. Complete means that the drafts and revised versions adhere to paragraph and word lengths as outlined in the instructions for each paper.
- Drafts will be graded using a draft rubric; final versions will be graded using the research paper rubric.
- Assignments are graded with assignment rubrics, provided in Blackboard.
- All research papers (drafts, revisions, and all parts) must be in APA format.
- Drafts and revisions will be submitted through the Turnitin system through Blackboard. Turnitin is a plagiarism and grading platform.
- Papers WILL NOT be accepted late unless permission has been granted ahead of time by the instructor.
- REMINDER!!! Papers/assignments will ONLY be accepted in Microsoft Word and PDF versions, uploaded through Turnitin.
- Papers/assignments 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 any part of the research paper (i.e., microsearches and/or the complete draft) if it has been submitted late, and/or if the student has not met with me to review feedback and/or if a student has not consistently been in class to learn and apply the workshop-based lessons learned.
- Only students who submit microsearches and/or the complete draft by the deadlines posted in Blackboard may participate in the in-class peer review graded activities for that particular essay.
- I strive to provide thorough feedback on drafts; however, the feedback is designed to assist students in learning how to revise and edit papers. The feedback is not exhaustive; therefore, it is the student's responsibility to edit and revise papers, ask questions, seek help, meet with tutors, etc., to revise papers appropriately and comprehensively.
- I may request additional information to support that a student did not potentially use any AI device software (i.e., ask for all links for sources, drafts written, notes kept, etc.). Please keep ALL work related to this class!

Plagiarism, Cheating, and AI Usage

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.****

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

1. Using Artificial Intelligence websites or apps to generate and/or revise all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
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;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

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, texting, internet, Quizlet, etc.) 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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Reviews 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.

Generative AI Policy

South Plains College's AI policy may be found here:

<https://www.southplainscollege.edu/syllabusstatements/>

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, and/or a referral for academic dishonesty, and/or being administratively dropped from the course with a grade of F.

Generative AI policy: Our Turnitin system utilizes an AI checker. Should an essay/assignment be flagged as having used AI, and/or, if the submitted work differs greatly from previously submitted work, the student will be notified by the instructor for further consultation and discussion. Depending on the situation (and only in a “first offense” situation), the student may be provided a short window of time in which to rewrite the essay using no AI devices (including things such as Grammarly, Microsoft Word editor, and even translator software). If they refuse this option, students will be awarded a 0 for that assignment.

Additionally, I may request additional information to support that a student did not use AI device software (i.e., ask for all links for sources, drafts written, notes kept, etc.). Please keep ALL work related to this class!

Should an additional occurrence of AI usage occur, the student will be awarded a 0 for the assignment, an F in the course, and an administrative drop (with an F) from the 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. Dalila Gonzales at 806-716-2538 or at dgonzales@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 (806-716-2330 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.

Covid-19 Policy/Statement: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing

- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.

a. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.

2. COVID reporting

a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

c. A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

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.

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 non-discrimination 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.

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 2024 – Composition II – ENGL 1302

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 16-21	Welcome to Class! Getting to know you; Getting to know the Literary Elements	<ul style="list-style-type: none">• Complete all assignments in the Week 1 link in Blackboard!
Week 2: January 22-28	Continuation of Literary Elements; Reading fiction; Summarizing literature; grammar: complete sentences (nouns)	<ul style="list-style-type: none">• Complete all assignments in the Week 2 link in Blackboard!• Read this week's short story• Complete this week's reading analysis/DEJ assignment
Week 3: January 29-February 4	Reading fiction; plot/story analysis; grammar: verbs; Intro to APA style	<ul style="list-style-type: none">• Complete all assignments in the Week 3 link in Blackboard!• Complete this week's reading analysis and assessment.

		<ul style="list-style-type: none"> • Read this week's short story • Complete this week's reading analysis/DEJ assignment
Week 4: February 5-11	Reading/thinking voice in reading; character analysis; grammar: subjects/predicates/back to basics; intro to literary devices	<ul style="list-style-type: none"> • Read this week's short story • Complete all assignments in the Week 4 module! • Complete this week's reading analysis/DEJ assignment
Week 5: February 12-18	Themes and lessons in reading; grammar: FANBOYS; intro to in-text and parenthetical citations; metaphors and similes in reading	<ul style="list-style-type: none"> • Read this week's short story • Complete all assignments in the Week 5 module! • Complete this week's reading analysis and assessment. • Complete this week's reading analysis/DEJ assignment
Week 6: February 19-25	Character analysis and mapping; grammar: dependent clauses; intro to in-text citations, Part II; alliteration in reading.	<ul style="list-style-type: none"> • Read this week's short story • Complete all assignments in Week 6 module. • Complete this week's reading analysis/DEJ assignment. • Research topic due by 2/25
Week 7: February 26-March 3	Reading strategy – annotating; grammar: more on grammar basics; Intro to literary devices: symbolism in writing	<ul style="list-style-type: none"> • Read this week's short story. • Complete all assignments in the Week 7 module. • Complete this week's reading analysis/DEJ assignment.
Week 8: March 4-10	Reading/writing strategy – SOAPStone; grammar: advanced	<ul style="list-style-type: none"> • Read this week's short story

	subject/verb agreement; literary device: alliteration and symbolism	<ul style="list-style-type: none"> • Complete this week's reading analysis and assessment. • *Complete all assignments in the Week 8 module! • Annotated Bibliography due by 3/10
Week 9: March 11-17 NO CLASSES!!!! Spring Break!!!	SPRING BREAK!!!	No Homework this week! Enjoy!!
Week 10: March 18-24 Outline due this week!	APA review; Library Day	<ul style="list-style-type: none"> • Read this week's short story • Complete assignments in the Week 10 module. • Outline due this week.
Week 11: March 25-31 Microsearch #1 due this week!	Work day on Thursday, March 27, Writing about research; tips on researching material; APA part II – References page; grammar: prepositional phrases and commas	<ul style="list-style-type: none"> • Read this week's short story • Complete assignments in the Week 11 module. • Microsearch #1 due this week.
Week 12: April 1-7	Peer Review #1 in class on Tuesday, April 2 Literary device: personification; analyzing language and word choice; intro to poetry; grammar – more on clauses and commas	<ul style="list-style-type: none"> • Read this week's short story • Complete all assignments in the Week 12 module.
Week 13: April 8-14 Microsearch #2 due this week!	Citation practice; more on word choice and language; poetry	<ul style="list-style-type: none"> • Read this week's short story • Complete all assignments in the Week 13 module. • Microsearch #2 due this week!
Week 14: April 15-21	Peer review #2 in class on Tuesday, April 16. Introduction to Shakespeare.	<ul style="list-style-type: none"> • Complete all assignments in the Week 14 module.
Week 15: April 22-28 Microsearch #3 due this week!	Continue Shakespeare studies; begin meeting with Dr. W for research paper reviews.	<ul style="list-style-type: none"> • Complete all assignments in the Week 15 module. • Read this week's short story and poem.

<p>Week 16: April 29-May 5</p>	<p>***Wrap-up activities</p> <p>Peer Review #3 in class on Tuesday, April 30.</p>	<ul style="list-style-type: none"> • Complete all assignments in the Week 16 module. • Complete draft of research paper due by Sunday, 5/5 in Turnitin.
<p>Week 17: May 6-12</p>	<p>***Meet with Dr. W in individual meetings to review entire draft. Submit final, revised research paper by Monday, May 13!!</p>	<ul style="list-style-type: none"> • Final, revised research paper due no later than Monday, May 13 (11:59pm)!!!