

**ENGL-1301  
Composition I  
Spring 2019**

**Instructor:** Mackinzee Escamilla  
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**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
By appointment	1:30 – 3:30 p.m.	1:30 – 3:30 p.m.	By appointment	8:00 a.m. - Noon

**Course Description**

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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.

**Core Curriculum Objectives**

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This course will address the following core curriculum competencies:

- **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:**

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Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.

4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, parallelism, punctuation, spelling, and mechanics, in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

## **Required Supplies**

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The following are requirements for this course. You will need to purchase them immediately and consult them frequently as you complete coursework.

- Loose leaf paper for notetaking
- Highlighters and colored pens for revision and editing
- Writing utensils
- Course packet (can be purchased in the SPC bookstore)
- Mindtap access code (can be purchased in the SPC bookstore or through Blackboard)

## **MINDTAP ENGLISH HANDBOOK-ACCESS**

**Author:** CENGAGE LEARNING

**Edition:** 16

**Published Date:** 2016

**ISBN:** 9781305259720

**Publisher:** CENGAGE L

## **Software Requirements**

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You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- Skype (optional)
- Microsoft Word (more information can be found on the 'Required Technologies' page in Blackboard)
- Dropbox (more information can be found on the 'Required Technologies' page in Blackboard)
- Mindtap (more information can be found on the 'Required Technologies' page in Blackboard)

## Communication

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You can reach me in one of four ways: you can email me at [mescamilla@southplainscollege.edu](mailto:mescamilla@southplainscollege.edu), call my office at 806-716-2252 and leave a message, drop by during office hours, or make an appointment to meet either in-person or via video conference using Skype.

I return emails and calls within 24 hours. This is going to require some planning on your part; you won't be able to wait until the last minute to complete assignments.

Your South Plains College email is the official communication for this course. Plan to check it every day.

## Attendance and Participation Policy

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To be successful in this course, you must attend consistently and punctually and participate fully. Your attendance and participation grade is worth 5% of your final grade.

Students who are late, absent, or leave early will receive a 0 for that day. Additionally, students who are unable to participate in discussion when called upon will receive a 0 for that day.

Students who accumulate four absences and are not passing the class with a 60 or higher will be dropped from the class. Two tardies will equal one absence. Leaving class early will count as a tardy.

Be advised – I do not accept late work for any reason. If you are absent, you are still required to complete the assigned work by the indicated due date.

Please notify me when you are going to be out of town for a school sponsored event. I will let you work ahead so that you don't miss any deadlines. However, please know that no exceptions will be made to the late assignment policy.

## Grading Policy

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Final grades will be assigned based on the following percentages:

Essay Exams	20%
Small Group Workshops	20%
Essay Revisions	20%

Mindtap Exercises, Quizzes, and Daily Work	15%
Response Papers	15%
Module Packets	5%
Attendance & Participation	5%

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**

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Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the course calendar in Blackboard.

### **Essays**

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You will be required to submit three full essays. There will be several steps to complete for each essay. The first step is the completion of an essay exam. The second is participation in a small group workshop. The third is the submission of a revised draft of your essay exam. If you do not take the essay exam, you won't be able to participate in small group workshops, lowering your grade further. Due dates can be found on the course calendar and specific assignment details can be found in the module folders in Blackboard. Late work will not be accepted for any reason.

### **Mindtap Exercises, Quizzes, and Daily Work**

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Several Mindtap exercises and daily assignments 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, these exercises will help you review your grammar and help you think about the writing process. I will not accept late submissions for any reason.

### **Response Paper**

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You will be required to write three response papers for this course – one for each module. Instructions for these assignments can be found in Blackboard, and due dates are on the course calendar.

Late work will not be accepted for any reason.

## **In-Class Computer and Cell Phone Use**

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Students will not be allowed to use any electronics in this course, including but not limited to cell phones, tablets, or laptop computers. Failure to adhere to this policy will affect your attendance and participation grade. If it is a persistent issue, you will be asked to leave class.

## **Due Dates**

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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.

***Due times are noon on the date listed on the calendar.***

I do not post announcements, text, or email due date reminders. Keeping up with them is your responsibility, and remember – I do not accept late work for any reason.

## **Assignment Submission**

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I cannot accept any assignment via email, for any reason. 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, 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.

Papers will be submitted using Dropbox. Please note: you must submit files in our shared folder, and they must be named correctly, in order for them to be graded. I will not make allowances for the late policy because of misplaced files or files with non-standard file names.

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 able to submit the assignment late.

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

## **Style Guide**

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We will use the APA style guide for formatting and documentation in this course. Specific rules regarding this particular style guide can be found in on the 'APA Resources' page in Blackboard. All documents you submit should be formatting using APA standards, and all citations you write, whether in-text or on a References page, should follow APA guidelines for citation.

## **Academic Integrity**

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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**

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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**

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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**

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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.

## **Basic Needs**

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Students who face challenges securing their food and believe this may affect their performance in the course are urged to contact the SPC Food Pantry (806-716-2236, PE Complex) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

## **Student Code of Conduct**

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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.**