

**South Plains College**  
**READ-0300 + ENGL-0301**

**Instructor:** Mackinzee Escamilla  
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**Email:** [mescamilla@southplainscollege.edu](mailto:mescamilla@southplainscollege.edu)

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30 a.m.	8:00 – 9:30 a.m.	8:00 – 9:30 a.m.	8:00 – 9:30 a.m.	8:00 – 10:00 a.m.

To make an appointment to meet virtually, in Zoom visit <https://calendly.com/mescamilla-spc/meeting>.

To make an appointment to meet in person, in my office, visit <https://calendly.com/mescamilla-spc/in-person-meeting>.

If you need to contact me outside of class, you should do so using your SPC email account. Instructions for accessing it, along with all the programs in the Office 365 suite, are in your syllabus. I will answer emails I receive within one business day (excluding weekends and holidays).

**Course Format:** You have registered for two courses that will be taken at the same time. There will be one Blackboard course for both courses, and they will be conducted completely online.

**ENGL-0301**

**Course Description:** This is a course in fundamental English for students whose TSIA2 ELAR test scores and/or TSI Writing test scores are in the basic level (ABE/DL 1-3) range 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.

**Credit: 3 Lecture: 3 Lab: 0**

**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. 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.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.

5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of standard English.

### **READ-0300**

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**Course Description:** Development of reading and higher order thinking skills necessary for college readiness.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Describe, analyze, and evaluate information within and across a range of texts.
4. Identify and analyze the audience, purpose, and message across a variety of texts.
5. Describe and apply insights gained from reading a variety of texts.

### **Textbook**

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These books and access to the online assignment platform were paid for with your tuition, so you do not need to purchase them separately. I will provide instructions on accessing the textbooks and online platform in the first week of class.

- *English Essentials Plus*
- *Ten Steps to Building College Reading Skills*
- *Ten Steps to Improving College Reading Skills*
- *Ten Steps to Mastering College Reading Skills*
- *Improving Vocabulary Skills*

### **Supplies**

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- Access to computer with printer and Internet access
- Paper and pen for notetaking
- Colored pens and highlighters for editing

### **Technology Responsibilities**

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As a college 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! No late work is accepted for any reason.**

## **Technology Requirements**

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1. **SPC username and password:** email [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu) or call the SPC Help Desk at 806-716-2600 for help with your username/password.
2. **SPC student email access:**
  - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
    - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. [jsmith1234@southplainscollege.edu](mailto:jsmith1234@southplainscollege.edu)).
    - Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
    - To access your SPC email account, log in to [MySPC here](#)
    - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
    - Check with the SPC Help Desk for assistance: 806-716-2600.
3. **Regular access to a computer and reliable internet service:**
  - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
  - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
  - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
  - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials:  
SPCusername@southplainscollege.edu and your SPC password.
  - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website:  
<http://www.adobe.com/products/reader.html>

## Computer Help

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Need help with your computer, laptop, email address, username/password?

- [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
- 806-716-2600

## Ebook Help

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- Email Townsend Press at [support@townsendpress.com](mailto:support@townsendpress.com).

## Blackboard Help

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1. **Get Help by Email:** [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu)
  - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
  - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
  - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

## Course Syllabus and Organization

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- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course calendar is available on the **Syllabus and Schedule** tab.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each weekly folder will open on Saturday, and all assignments for the week will be due **Friday at midnight**, unless otherwise noted.

## Course Evaluation

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A final letter grade will be assigned based on this grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Weekly Discussion Assignments	40%
Vocabulary, Reading, and English Assignments	40%
Vocabulary Final Exam	5%
English Final Exam	5%
Reading Final Exam	5%
Final Discussion Revision	5%
<b>Total</b>	<b>100%</b>

### **Discussion Assignments**

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You will participate in discussion assignments each week. There are two parts to this assignment: the initial post, which will be due on Tuesday of each week, and the response post, which is due on Friday of each week. Instructions for the weekly discussions can be found in the weekly course content folders.

### **Vocabulary, Reading, and Writing Assignments**

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You will complete several vocabulary, reading, and English assignments through Townsend Press each week. These are meant to strengthen your skills in these areas so you can be successful in the next set of English classes.

### **Final Exams**

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Each area – vocabulary, reading, and English – will have a separate final exam.

### **Final Discussion Revision**

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At the end of the semester, you'll select three discussion assignments and revise them based on the skills you've learned over the course of the semester.

### **Student Responsibilities**

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Students are expected to:

1. Log in to Blackboard frequently
2. Complete all assigned readings and viewing all assigned lectures in their entirety, and taking notes for each
3. Check feedback on graded writing assignments and apply that feedback to future writing assignments
4. Complete all assignments by the due date
5. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
6. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
7. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
8. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
9. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
10. Submit all assignments in accordance with due dates, formats, and requirements
11. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
12. Ask questions when something is unclear

## Dropping Our Class

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If your success in this course is in question:

- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- Look at the syllabus to determine how your grade is calculated, then look at the gradebook to see what you've made so far. Use that information to determine what you'd need to make on other assignments to get the final grade you'd be happy with.
- Visit **MySPC** → **Menu Bar (three bars)** → **Student Services** → **Admissions & Records** → **Student Initiated Drop Request (icon on top)** to drop the course.

## Why No Late Work?

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I do not accept late work for any reason, whether it be five minutes late or five days late, because you forgot or because you're having technical difficulty. The reason is simple: fairness.

First is fairness to my students. This policy is applied to all students in the same way, so there can never be any question of favoritism; if I allowed late work for certain circumstances, but not for others, or for certain students, but not others, that wouldn't be fair. I don't want to make a judgement call about which circumstances or students require leniency, so the blanket policy applies to everyone – no late work for any reason.

This policy is also fair to my students' mental health and course progress. It's been my experience that students who get behind have a very hard time catching up, and having missing assignments causes anxiety and worry, which affects performance.

Submitting work on time is also fair to your classmates, as much of the work we do requires collaboration. If students don't submit work on time, it holds up the work their peers need to do to complete assignments like outline review and peer review. These assignments all build on one another, and late submissions would bring everything to a screeching halt.

Next is fairness to *myself*. My grading schedule is very strict, and there are many responsibilities associated with my job, so I cannot add keeping track of missing assignments to my already-full plate. I set due dates so that I can give you feedback in a timely manner, and if I allowed work to be submitted late, that would be unfair to my workload.

## 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. ;-)

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. 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 and citing them; or
4. Missing in-text citations.

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;
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.

### **Student Code of Conduct Policy**

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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 that 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.

### **Disability Statement**

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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 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.

### **Nondiscrimination Policy**

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The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

### **Diversity Policy**

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In this class, the instructor will endeavor to 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 participants to learn about others, about the larger world, and about themselves.

### **Title IX Pregnancy Accommodations**

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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 documentation, to the Director of Health and 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 Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

### **Campus Concealed Carry**

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **COVID**

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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](mailto:dedens@southplainscollege.edu) or 806-716-2376.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.