Instructor: Mackinzee Escamilla
Office: TA123-A, Levelland Campus
Email: mescamilla@southplainscollege.edu
Telephone: (806) 716-2252
Skype: macescamilla
Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. - Noon	12:15 – 1:15 p.m.	11:00 a.m. - Noon	12:15 – 1:15 p.m.	8:00 a.m.– Noon

Course Description

This is a course in developmental English for students who do not pass the writing portion of a placement test and have either completed English 0301 or are selected to participate in English 0302 based on their placement test scores. The course is designed to prepare students for college-level English courses. The course is also designed to prepare students to pass the writing sections of the Accuplacer or TSI tests. It offers a review of English grammar and the processes of reading and writing through paragraph and essay writing and analytical reading. This course will not satisfy graduation requirements.

This course creates a space for students to develop as writers. We will have an abundance of opportunities for you to discover the kinds of writing you'll encounter throughout college and the workplace, and you'll get time to practice writing intensively and extensively.

Course Objectives

After completion of this course, the student will be able to:

- Demonstrate proper use of grammar skills at the sentence, paragraph, and essay levels.
- Write organized, unified, and coherent paragraphs and essays.
- Revise paragraphs and essays to improve their presentation of ideas.

Textbook and Supply Requirements

The following are requirements for this course. You will need to purchase them immediately.

- EVERGREEN:GDE.TO WRIT.W/RDGS.-MINDTAP. ISBN 9781337102988
- Criterion Online Writing Evaluation access card, ISBN 9780886853822

Software Requirements

You are required to have access to the following technologies:

- Blackboard
- Connect
- Criterion
- Word processing program (papers will only be accepted in .doc or .docx format; you must use a Microsoft product)

The following technologies are optional, but useful:

- Cell phone with text messaging capability
- Skype account

Communication

You can reach me in one of three ways: you can email me using the Blackboard email tool, call my office at 806-716-2252 and leave a message, or make an appointment to meet either in-person or via video conference using Skype.

I will always return emails and voicemails within 24 hours. Due to the asynchronous nature of an online class, however, I may not be immediately available to you should you need something. This is going to require some planning on your part; you won't be able to wait until the last minute to complete assignments.

We will use the Blackboard email tool exclusively for this course; you may access it via the 'Course Email' link within our Blackboard course. To help me stay organized, I request that you use the Blackboard email tool within our course instead of my South Plains College email address.

I also require that you register to receive text alerts for this course (instructions will be emailed to your Blackboard email account on the first day of class). I will frequently text reminders, and if you're registered for the text alert service you'll have the most current information.

Attendance Policy

Online students are required to log in to Blackboard **frequently**, with no more than 72 hours (2 days) in between log-ins. Even if there is nothing due, I frequently post announcements and send emails with important information. Students who fail to meet this requirement may be dropped from the course with an F.

There is no on-campus attendance requirement for this course.

Be advised – I do not accept late work for any reason.

Grading Policy

Final grades will be assigned based on the following percentages:

Journal Entries (average of all)	**20%**
Mindtap Coursework (average of all)	**20%**
Weekly Grammar Problem (average of all)	**5%**
Weekly Discussions (average of all)	**20%**
Final Drafts (average of all)	**30%**
Course Post-Test	**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.

Mindtap Homework

We will use Mindtap, an online assignment and assessment tool, to complete projects for this class. You must purchase the Mindtap registration key code from the SPC bookstore in order to register for the site's services; if you bought a new textbook from the bookstore, your code came wrapped in cellophane with the book. You will access Mindtap via Blackboard; I will provide specific registration instructions in class.

Mindtap assignments, for the most part, will be done during small group workshops, and due dates are listed on the course schedule.

Do not – under any circumstances – give your username and/or password to anyone else or allow anyone to log in to your Connect account. Doing so will be viewed as academic dishonesty and action will be taken accordingly.

Late work will not be accepted for any reason.

Exams

All students will take one final, comprehensive exam for this course.

Journal Entries

You will be required to write guided journal entries each week. This will help you become comfortable with the writing process and help you practice your paragraph structure, grammar, and sentence structure. I do not accept late work for any reason.

Weekly Discussion Assignments

Students will participate in weekly discussion posts which are designed to help students work through the writing process. Instructions for the discussion assignments can be found in the module folders. I will not accept late submissions for any reason.

Final Drafts

Every few weeks, students will turn in final drafts of the assignments they've been working on in the discussion assignments. These final drafts should be typed in Microsoft Word and formatted according to MLA standards. Any file type other than .docx will not be accepted for grading.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the appropriate assignment tool in the Blackboard modules.

Weekly Grammar Problem

I will post a weekly grammar problem each week, and you will be expected to identify the problem and provide a solution. This will help you practice your proofreading and editing skills. I do not accept late work for any reason.

Due Dates

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.

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.

Blackboard

We will also use Blackboard to supplement our classroom activities for this course. You may access the Blackboard login page at southplainscollege.blackboard.com.

Do not – under any circumstances – give your username and/or password to anyone else or allow anyone to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and action will be taken accordingly.

To use Blackboard outside of the classroom, very specific settings need to be applied to your computer. Additional information will be provided; please take the time to set up your computer so you don't experience any technical difficulty if you try to submit an assignment from home.

Exceptions will not be made to the late assignment policy for students who have technical difficulty with Blackboard.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, and a description of the problem you're having.

Academic Integrity

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 or any other source. Do not submit work you've previously submitted for this or another class. 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

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

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

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

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

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.**