

South Plains College

"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"

Course Syllabus for INRW0300 + ENGL1301–Spring 2022

Classroom: LIB 313, Library Building, Levelland Campus

Course can be accessed on Blackboard, or by going to southplainscollege.blackboard.com
(class "website")

Instructor Contact and Office Hours

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

Email: ewarnick@southplainscollege.edu

Phone: 806-716-2238 Please leave me a message if I am not available to answer your call

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

Office Hours (face-to-face and virtual):

Face-to-face:

Monday, 11:00 am-12:00 pm & 1:30 pm-2:30 pm

Tuesday, 11:00 am-12:00 pm & 1:30 pm-2:30 pm

Friday, 9:00 am-12:00 pm, by appointment

Virtual (via Zoom):

Wednesday, 11:00 am-12:00 pm & 1:30 pm-2:30 pm

Thursday, 11:00 am-12:00 pm & 1:30 pm-2:30 pm

Friday, 9:00 am-12:00 pm, by appointment

Zoom link: (link also in Blackboard, under Instructor Information):

<https://southplainscollege.zoom.us/j/95471893174?pwd=MXBKV3l1MnIyVzVDWU5la3RnbjczZz09>

Passcode: SPRING2022

By appointment: You may also email me to schedule an appointment between Monday and Friday!

Required Draft Review Meetings with Dr. Warnick

ALL students will meet with me in person or via Zoom during certain weeks of the course. These TENTATIVE dates are weeks 4, week 8, and week 11. A sign-up link will be created and posted in the weekly module. These meetings are **REQUIRED** and designed to aid you in the review and revision of your drafts. You will receive 100 points for meeting with me and a 0 for not meeting with me.

Meetings with Academic Coach/Tutoring

All students have the option to meet with our academic coach, Chloe, throughout the semester, via in-person meetings on the Levelland Campus or via GoBoard/Zoom.

From time to time, and based on a student's performance in the class, **Dr. Warnick may require the student to meet with the academic coach or a writing tutor.**

Failure to meet with a tutor for a required tutor meeting will result in a deduction of points from the final, revised version of the essay.

Our academic coach has been funded through a grant to assist us! Therefore, it is important to remember these critical rules with regard to working with our academic coach!

Our Coach can only:

*work with students in this class (she cannot work with friends, family, or roommates not enrolled in this class and section).

*meet in 30-minute blocks. This is to use her time wisely and make her available to meet with as many students as possible.

*meet with students during her posted office hours. She will not meet with students outside of her office hours or outside of the GoBoard/Campus areas.

*meet with you on work for this class only. She cannot meet with you about papers for other classes.

Failure to adhere to these rules could result in a student not being able to utilize the services of our coach.

Required Materials for Class

BOOK - FREE!!!! This is called an OER - Open Educational Resource. You will receive a link to the OER, posted in the Course Materials link in Blackboard.

Additional, Required Course Material:

Dedicated access to a computer WITH Wifi to complete assignments in Blackboard, attend Zoom sessions, and create, revise, and submit papers.

A place where you can listen and participate in Zoom meetings/sessions

3-ring binder with loose paper

Highlighters, pens, pencils

Jump/flash drive to save papers

Word processing software (MS Word, Google Docs). **NO Pages (for Macbook users) documents will be accepted. MacBook users: you will need to save your Pages documents a Word or PDF documents before submitting any homework, drafts, or essays.** A grade of 0 will be awarded for any assignment submitted in an unreadable format.

GRADES, ATTENDANCE/COMING TO CLASS LATE, AND SUBMITTING WORK

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 the class is as follows:

Essay 1 Portfolio *(Revised) - Personal Statement/Scholarship Letter - 10% *Draft of Essay 1 - 2.5%	12.5% of grade
Essay 2 Portfolio *(Revised) - Informational Essay/Definition/Example - 10% *Draft of Essay 2 - 2.5%	12.5% of grade
Essay 3 Portfolio *(Revised) - Compare/Contrast Essay - 15% *Draft of Essay 3 - 2.5%	17.5% of grade
Essay 4 Portfolio *(Revised) - Persuasive Essay - 20% *Draft of Essay 4 - 2.5%	22.5% of grade
Pre-writing (All essays)	5% of grade
Weekly Grammar Exercises/Unit Tests	10% of grade
Discussion Board/Peer Review/In-Class Activities	10% of grade
Weekly Reading/Writing Homework	10% of grade

Attendance, COVID, and Class/Online Policies

It is important to be in class, on time, in every class, because we will "workshop" the writing and reading strategies in this class.

Online "Attendance"

Because this is an online class, your attendance and participation are tracked by:

- How often you log in to class
- Completion of assignments, discussion boards, and other required activities in the class.

You should plan on logging into the course at least 3-4 times a week to stay engaged, active, and connected to the class. Please do not wait until the end of the week to log in for the first time that week! You will feel behind, and this may impact your academic performance in the class.

Even though we are an online class, you will have weekly work to complete. Major deadlines in the class are Thursdays for your first post in the discussion board and Sundays for the rest of your weekly work.

Drop Policy:

I rarely drop students from the class. **It is your responsibility to withdraw from the class if you are not able to complete the work, attend class, and/or if you are not passing the course.** A student may be dropped with an F for plagiarism or any academic misconduct. Additionally, a student may be dropped with an X or an F for inappropriate classroom behavior (whether in class or online). Whether you withdraw on your own or if you are dropped, you will be withdrawn from both INRW and ENGL corequisite sections.

COVID Policy:

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure.

If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test.

Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

Zoom/Online Classroom Policies

From time to time, I will meet with students via Blackboard Collaborate or Zoom for required essay review meetings!

Please be prepared for these sessions by:

- being in a place where you can have a conversation with me about your essay/draft,
- being in a location where you can see the screen on your computer,
- not driving or being in an area with distractions,
- having a working mic to talk back and forth about edits,
- being dressed like you would for class/work if you use the camera.

If the instructor deems a student unprepared in any manner, that student could be asked to leave the class. 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 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 (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/Requirements

You will receive a **set of specific instructions** for **each writing assignment**, as well as the rubric, which will be used to grade your essays (**both drafts and finals will be graded**).

You are expected to turn in **every part of an essay** according to the dates listed on the course outline, noted on the essay instructions, and listed in Blackboard.

Essays **are expected to be complete when submitting draft and revised versions. Complete means 5 paragraphs AND 500-750 words unless otherwise noted.**

Incomplete essays – in either draft or final versions, will be given a grade of 0.

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.

PLAGIARISM AND CHEATING POLICY

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:

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;

Turning in a paper/project/assignment that someone else completed for you;

Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;

Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or

Missing in-text citations.

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:

Obtaining an examination by stealing or collusion;

Discovering the content of an examination before it is given;

Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;

Entering an office or building to obtain unfair advantage;

Taking an examination for another and/or having someone else take an exam for you;

Altering grade records;

Copying another's work during an examination or on a homework assignment;

Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;

Taking pictures of a test, test answers, or someone else's paper;

Using a translator (whether human or electronic) in this reading and writing 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.

TENTATIVE Schedule for Online Coreq: ENGL1301/INRW0300 – Spring, 2022 – Dr. Warnick

Schedule Subject to Change

Please Note: I reserve the right to change/amend/delete/add/edit materials, assignments, assessments, and dates as necessary to meet the learning outcomes of the course. Please check Blackboard for an updated schedule.

This is a **tentative course schedule** and is subject to change at the discretion of the instructor.

Please note: **This is an OVERVIEW of the semester; this is NOT a complete homework schedule.**

Specific activities and homework assignments are in your weekly Modules in Blackboard.

You will be notified in class and/or via Blackboard of any changes. It is your responsibility to keep up with changes to the schedule and syllabus.

Week	Topic/Discussion/Activity	Due/ To Do: <i>Unless otherwise noted, assignments are due by 11:59pm on the date indicated below</i>
<p>Week 1 Jan 17-23 Weekly folders open on Sunday!</p>	<p>Welcome to the Coreq! I am glad you are here!! Getting Started in Class! Introduction to the 5-Paragraph Essay NO Class on Monday, 1/17 – Martin Luther King, Jr. National Holiday</p>	<p>Complete Week 1 Folder in Blackboard ***You will be given a link to your FREE ebook (in Blackboard, under Course Resources)</p>
<p>Week 2 Jan 24-30 Small group discussion board week</p>	<p>Brainstorming, Outlining, the 5-paragraph Academic Essay, Nouns, Thesis Statements, Zoom in/Zoom out Strategy</p>	<p>Complete Week 2 Folder in Blackboard *Essay 1 brainstorm and outline due by Sunday, 1/30 *Khan Unit Test - Nouns - due by Sunday, 1/30</p>
<p>Week 3 Jan 31-Feb 6</p>	<p>Verbs, Subjects/Predicates, Hooks, Bridges, Conclusions Audience in Writing/Purpose for Writing, Writing about Reading</p>	<p>Complete Week 3 Folder in Blackboard *Essay 1 brainstorm and outline due by Sunday, 2/6. *Khan Unit Test - Verbs - due by Sunday, 2/6</p>
<p>Week 4 Feb 7-13 Required draft meetings with Dr. W this week.</p>	<p>Pronouns, Revision Strategies, Writing about Reading, Summarizing Information</p>	<p>Complete Week 4 Folder in Blackboard *Essay 1 complete draft due by Sunday, 2/13; begin Essay 2 *Khan Unit Test - Pronouns - due by Sunday, 2/13</p>

<p>Week 5 Feb 14-20</p>	<p>Modifiers, Commas Part I, Introduction to Text Organization</p>	<p>Complete Week 5 Folder in Blackboard *Essay 1 final, revised due by Sunday, 2/20. *Khan Unit Test - Modifiers - due by Sunday, 2/20</p>
<p>Week 6 Feb 21-27</p> <p>Required draft meetings with Dr. W this week.</p>	<p>Prepositions and Commas Part II, - Process/Simple List Patterns, Main Ideas and Signal Words in Reading/Writing</p>	<p>Complete Week 6 Folder in Blackboard *Essay 2 brainstorm + outline due by Sunday, 2/27 *Khan Unit Test - Prepositions - due by Sunday, 2/27</p>
<p>Week 7 Feb 28-Mar 6</p>	<p>Colons, Sentence and Clauses, Citations, Part I, Main Ideas and Signal Words in Reading/Writing; Introduction to Peer Review</p>	<p>Complete Week 7 Folder in Blackboard *Essay 2 draft due Sunday, 3/6 *Khan Unit Test - Colons - due by Sunday, 3/6</p>
<p>Week 8 Mar 7-13</p> <p>- Required draft meetings with Dr. W this week.</p>	<p>Conventions of Standard English, Research/Library Tips, Definition/Example Pattern, Implied Main Ideas</p>	<p>Complete Week 8 Folder in Blackboard *Essay 2 peer review due by 3/9 to peer; *Final, revised Essay 2 due Sunday, 3/23 (a few days after spring break)</p>
<p>Week 9 Mar 14-20</p> <p>NO CLASS This week! Spring Break!!</p>		<p>**NO new homework. Continue editing/making revisions on Essay 2 draft. ***Begin Essay 3</p>
<p>Week 10 Mar 21-27</p> <p>Small group discussion board week</p>	<p>Usage and Style, Classification Pattern, Citing Sources, Semicolons, Description and Narration Patterns, Research/Library Tips, Grammar Refresh</p>	<p>Complete Week 10 Folder in Blackboard *Essay 3 brainstorm + outline due by Sunday, 3/27 *Khan Unit Test - Conventions of Standard English - due by Sunday, 3/27</p>
<p>Week 11 Mar 28-Apr 3</p>	<p>Cause and Effect and Problem and Solution Patterns, Author Choices in Reading and Writing, Grammar Refresh</p>	<p>Complete Week 11 Folder in Blackboard *Essay 3 draft due Sunday, 4/3 *Khan Unit Test - Usage and Style - due by Sunday, 4/3</p>

<p>Week 12 Apr 4-10</p> <p>Required draft meetings with Dr. W this week.</p>	<p>Revisiting Concept Maps and Outlines as Notetaking Tools, Summarizing Literature, Grammar Refresh</p>	<p>Complete Week 12 Folder in Blackboard *Peer reviews due BY Wednesday, 4/6 *Essay 3 final, revised due BY Sunday, 4/10; begin Essay 4 *Complete Khan Unit Test by Sunday, 4/10</p>
<p>Week 13 Apr 11-17</p>	<p>MLA/Sources/Works Cited Page Open Workshop with Dr. W!</p>	<p>Complete Week 13 Folder in Blackboard **No additional homework this weekend; Easter weekend** *Essay 4 brainstorm + outline due by Wednesday, 4/20</p>
<p>Week 14 Apr 18-24</p>	<p>Comparing Texts, Grammar Refresh,</p>	<p>Complete Week 14 Folder in Blackboard *Essay 4 draft due by Sunday, 4/24 *Complete Khan Unit Test by Sunday 4/24</p>
<p>Week 15 Apr 25-May 1</p> <p>Required draft meetings with Dr. W this week.</p>	<p>Synthesizing Sources, Grammar Refresh</p>	<p>Complete Week 15 Folder in Blackboard *Peer Reviews due by Sunday, 5/1</p>
<p>Week 16 May 2-8</p>	<p>Open Workshop/Extra Credit Meetings with Dr. W for Essay 4</p>	<p>Complete Week 16 Folder in Blackboard *Essay 4 final, revised due by Sunday, 5/8.</p>
<p>Final Exam Week May 9-12 Week of Finals</p>	<p>Please check the final exam schedule for all of your finals!</p>	