

**South Plains College**  
**Course Syllabus: ENGL 1302 Face-to-Face**  
 Spring 2022

**Instructor:** Dr. Buffy Rattan  
**Office:** CM103B, Levelland Campus  
**Email:** [mrattan@southplainscollege.edu](mailto:mrattan@southplainscollege.edu)  
**Telephone:** (806) 716-2434  
**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 a.m. – 12:30 p.m.	11:00 a.m. – Noon	12:00 a.m. – 12:30 p.m.	11:00 a.m. – Noon	9:00 a.m. – Noon

**Department:** English and Philosophy  
**Discipline:** English  
**Course Number:** English 1302  
**Course Title:** Composition II

**Course Description:** This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. **Prerequisite:** Grade of “C” or better in ENGL 1301.

**Course Purpose:** English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, including short stories, drama, and poetry.

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

**Textbook:**

**TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** [tfewell@texasbook.com](mailto:tfewell@texasbook.com) / **Phone:** 806-716-2399

**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

#### Technology Requirements:

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:** need help with your computer, laptop, email address, username/password?

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

**Ebook Help:**

- Norton Help: <https://wnorton.com/help>
- SPC Bookstore: [tfewell@texasbook.com](mailto:tfewell@texasbook.com) or [agamble@texasbook.com](mailto:agamble@texasbook.com)

**Blackboard Help:**

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.

**Tutoring:**

- **SPC Tutors**
  - Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.
  - <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teachertutoring.php>
- **Tutor.com**
  - You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar, and grab a session with a tutor. You can access tutor.com tutors during the following times:
    - Monday – Thursday: 8pm-8am
    - 6pm Friday – 8am Monday morning

**Course Syllabus and Organization:**

- This syllabus is available on the **Syllabus** page in our Blackboard course.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from 9:00 AM Monday to 9:00 AM of the following Monday.

**Supplies:** Access to computer with printer and Internet access

**This course satisfies a Core Curriculum Requirement:** Yes—Communication Foundational Component Area

**Core Curriculum Objectives addressed:**

- **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:** Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

**Student Learning Outcomes Assessment:** A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

**Grade Calculation:**

- Quizzes and Assignments -- 25%
- Discussions—15%
- Character Analysis Essay -- 10%
- Annotated Bibliography -- 5%
- Research Paper Outline -- 10%
- Research Paper Rough draft -- 5%
- Research Paper Peer Review -- 5%
- Research Paper Final Draft -- 15%
- Midterm exam -- 5%
- Final exam – 5%

**Assignment Deadlines:**

- The weekly assignment deadline is Monday at 9:00 AM unless otherwise noted.
- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. **Do not wait until the night before to complete weekly assignments.**
- I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment link in the Blackboard modules. 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.

**Style Guide:**

- We will use the APA style guide for formatting and documentation in this course. Specific rules regarding this style guide can be found in our Blackboard course and at [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). All documents you submit should be formatted using APA standards, and all citations you write, whether in-text or on a References page, should follow APA guidelines for citation.

**Essay Assessment Guidelines:**

Essays may earn grades ranging from A to F. Depending on the assignment, certain criteria may be weighted more than others, and the assignment may establish additional, more

specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely.

### **“A” Essay (Superior)**

To earn an “A,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper’s ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

### **“B” Essay (Strong)**

To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

### **“C” Paper (Acceptable)**

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.

3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

#### **“D” Paper (Developing)**

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

#### **“F” Paper (Unacceptable)**

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or

a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

**Student Responsibilities:** Students are expected to

1. Be on time and regularly attend class
2. 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
3. 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
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. 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
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

**Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course after exceeding 4 absences.

**COVID-19 Exposure:** 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](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

If you test positive for Covid-19, you will not be penalized for absences as long as you've submitted appropriate documentation. However, you will still need to turn in all assignments in a responsible manner and keep up with the rest of the class.

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.

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.

- 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.
- To be successful in this course, you must attend consistently and punctually and participate fully. If you are ten or more minutes late or leave ten or more minutes early, you will be counted absent for the day.
- When you are absent, be sure to get the notes and information about what you missed from a classmate. I can’t reteach the material you missed one-on-one. However, if you need handouts or assignment instructions, etc., be sure to see me during office hours.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, 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 it.

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.
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; or
7. Copying another’s work during an examination or on a homework assignment.

**Student Code of Conduct Policy:** 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.

**Disabilities Statement:** 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.

**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: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** 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 the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**Campus Concealed Carry Statement (Rev. 7/28/2021):** Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2). 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. Individuals may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

**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.