

EDUC 1100 Spring, 2022

REQUIREMENTS

South Plains College

"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"

Course Syllabus for EDUC 1100–Spring 2022

Classroom: LIB 313, Library Building, Levelland Campus

Course can be accessed on Blackboard, or by going to southplainscollege.blackboard.com

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):

Passcode: SPRING2022

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

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 starting the first official week of class.

Additional, Required Course Material:

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

2. A place where you can listen and participate in Zoom meetings/sessions
3. 3-ring binder with loose paper
4. Highlighters, pens, pencils
5. Jump/flash drive to save papers
6. 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, AND SUBMITTING WORK

Course Evaluation

The grades you receive on your assignments, quizzes, homework, digital work, and discussion/participation activities are indicators of your progress in this class. 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:

Weekly Discussion Board	20% of grade
Weekly Assignments	30% of grade
Weekly Content Quizzes	15% of grade
Final Reflection Paper	20% of grade
Final Reflection PowerPoint Presentation (in Discussion Board)	15% of grade

Attendance, COVID, and Class/Online Policies

It is important to regularly log into class every week. You should plan on logging in roughly five times a week to feel connected to the course and remain active in your learning!

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).

COVID Policy:

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

Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 10-day period. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor.

Please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Classroom Policies

Please treat others in the class with the same respect with which you expect to be treated. Conduct yourself in a professional manner at all times. Students who disrupt the learning environment will be asked to leave the class, and/or dropped from the course.

Be prepared for class!!!! Being prepared means:

- Bringing required materials to EVERY class
- Reading the materials **BEFORE** class
- Completing assignments/quizzes/homework **BEFORE** class:

- If I see a student completing homework, assignments, or quizzes in class, during class time, that assignment will not be accepted.
- Listening to others and participating.
- Using cell phones for class purposes, not social purposes.

If the instructor deems a student unprepared in any manner, that student will be asked to leave the class, which will result in an absence for that day. 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/or 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).
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Late Work Policy

- **For assignments/homework/weekly quizzes 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.
- **Weekly discussion posts/final reflection paper/final reflection presentation may not be submitted 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 final reflection 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.

Discussion Board Policies/Requirements

- You will be graded on both the timeliness and thoroughness of your posts and the qualities listed above.
- Partial posts (e.g., you reply to my initial question, but you don't post any other replies) will be reflected in your grade. Please consult the discussion board rubric in Blackboard.
- Initial replies (answer to my question) are due by Thursday each week.
- One reply to a classmate is due by Sunday of that same week.
- Initial replies should be at least 100 words in length; replies to classmates should be at least 50 words in length.

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:

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. Turning in a paper/project/assignment that someone else completed for you;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.
6. 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:

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 and/or having someone else take an exam for you;
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;
10. Using a translator (whether human or electronic) in this reading and writing course.

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 EDUC1100 – Spring 2022 – 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. It is a student's responsibility to download the correct version and make all necessary changes to his/her personal/academic calendar.

REMINDER: Weeks in this class start on Monday and go through Sunday!!!

→→→→ Please consult the weekly topics/modules in Blackboard, under Course Content, for weekly assignments, quizzes, and discussion board links/questions.

WEEK	Topic
Week 1: Jan 18-23	<p><i>Welcome!!! Getting Started, Syllabus Review, Introductions Learning Assessments</i></p> <p>***Please read the Overview of Class material in Blackboard!!! Please complete homework and Discussion Board. Homework is included in the Week 1 Module</p>
Week 2: Jan 24-30	<p><i>Time Management and Critical Thinking</i> Please complete Module 2</p>
Week 3: Jan 31-Feb 6	<p>Reading and Note-taking Please complete Module 3</p>
Week 4: Feb 7-13	<p><i>Learning Styles and Memory</i> Please complete Module 4</p>
Week 5: Feb 14-20	<p><i>Test Taking and Writing</i> Please complete Module 5</p>

Week 6: Feb 21-27	<i>Communication Skills and Information Literacy</i> Please complete Module 6
Week 7: Feb 28-Mar 6	<i>Career and Money Management</i> Final Reflection Presentations Please complete Module 7
Week 8: BY Sunday, March 13	Final Career Assessment Project due by 11:59p.m., Sunday, March 13, 2022