



**English 1302.304
Composition II
Spring 2023**

Instructor: Dr. Elaine Childs (she, they)

E-mail: echilds1@com.edu

Student Hours: Additional appointments may be made for meetings in person or via video call (Monday-Thursday only). Meeting with me for one-on-one guidance will be especially helpful for you this semester as you work on a longer research project.

Monday	6:40-7:05 and 8:30-9 AM COM League City, room 221 or downstairs in the entry area			
Tuesday	6:40-7:05 and 8:30-9 AM COM League City, room 221 or downstairs in the entry area			
Wednesday	6:40-7:05 and 8:30-9 AM COM League City, room 221 or downstairs in the entry area			
Thursday			1:30-6 PM via D2L chat function	

Required Texts:

No books are required, but all reading assignments are posted on Brightspace / D2L, and you should have access to a printer.

Course Description: English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Course Requirements: This course has two research projects, one individual and one done in a group. Each one will take about half the semester, and each will have multiple graded components. There will also be grades for homework and online activities.

Grade Scale:

- A = 90%-100%
- B = 80%-89.9%
- C = 70% - 79.9%
- D = 60% - 69.9%
- F = 0% - 59.9%

Your grade may be rounded up slightly if I judge that your work shows significant improvement over the course of the term. Your grade will never be rounded down. Keep in mind that you are not guaranteed a passing grade in this or any college course, and I will never round your grade up just so you can graduate on time. You must earn the grade you want.

Grade Distribution: These are the assignments in the class and how they are weighted:

Class participation	10%
Reading response / homework average	10%
First Project	
Abstract and bibliography	10%
Persuasive Presentation	10%
Research Paper	30%
Second Project	
Group Annotated Bibliography	10 %
Group Paper	20%

Extra Credit Policy: The only extra credit offered is three points added to your homework average if you complete the course evaluation. I do not assign or accept additional extra-credit opportunities. I encourage each of you to do your best on the major assignments.

Late work policy / makeup policy: Each major paper is due on Brightspace by 11:59 PM on the due date. If you do not submit your paper by that time, I will drop 10 points from the paper grade, and you will have until 11:59 PM the following day to submit your paper. Papers will not be accepted more than 24 hours late. If you have trouble submitting your paper on Brightspace, you must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply. **Daily work assignments like quizzes and journals may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest homework / quiz / journal grades at the end of the semester.**

After a grade has been assigned to your paper, you will not be allowed to submit another file, so be sure to give your files unique names, such as English1302paper2FINAL. That way you can be certain to avoid mistaken submissions.

Extension policy: My late work policy is strict because I want you to ask for help in advance. I am usually willing to be pretty flexible on extensions for major assignments **if** a student **asks** me for extra time well in advance (usually at least a week is best). Good reasons for extensions might be surgery, a major exam in another class, a long illness that made you miss a week of research or drafting time, or sometimes even if you're just struggling with the assignment itself. Just remember that sometimes I will not be able to grant an extension (as in the case of group projects), so you shouldn't depend on getting one, and also that even a whole extra week on an 8-week project will not be enough to save you if you wasted the first two months of that project by procrastinating.

Attendance policy: Classroom attendance is required. You are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays. Three unexcused absences will result either in being dropped from the class or receiving a grade of F_N. You are expected to **save your unexcused absences for emergencies and illness because those are not grounds for excused absences.** This class has only 14 required meetings all semester, so each time you are absent for any reason, you miss 7% of classroom instruction.

However, because my Monday, Tuesday, and Wednesday classes are all the same and all in room 221, you may attend class a different day if you have to miss your scheduled class time.

For now, you do not need to email me to ask permission, although if you attend an unusual class day, you should stop by my desk after class to remind me to mark you present. **If** it happens that attendance becomes so uneven as to impair the quality of the class (say, 2 people attend on Monday and 45 on Tuesday), then I will have to amend this policy and make you email to ask permission.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

I rarely check email after 5PM, but I do my best to respond to email within 24 hours Monday-Friday and usually much more quickly than 24 hours. I often check email on weekends, but not always, so don't hesitate to email me over the weekend, but don't necessarily expect me to get it until Monday morning

I do not offer extensive assistance or revision suggestions on drafts via email because it is more effective and helpful **for you** when we talk in real time, even in a virtual environment. Over email, I can't judge if you're "getting it" or try to rephrase an explanation if the first way I explained wasn't clear; it takes longer for you to ask follow-up questions, etc. If you would like help with a draft, please attend my student hours or request a virtual appointment with me.

Drafts: Often I will require a rough draft of your paper to be turned in. If you don't turn in a draft at the assigned time, your grade for that paper may be lowered one letter (10%).

Revisions: Revision must take place **before** an essay is turned to be graded. After an essay receives a grade, it cannot be revised for an improved grade.

Saving your work: CCISD computers seem to be quite unreliable, so it's your responsibility to save your essays in multiple places, not just one. I suggest saving on your computer's hard drive **and** Google Docs or a flash drive. Losing your work because you can't log on to your school laptop is

rarely an acceptable excuse for missing deadlines.

Speaking, Reading, and Writing Center: COM's online tutors are available to help students who would like feedback at any stage of the writing process, and I strongly encourage you to take advantage of this service! However, a tutor will not "fix" your paper for you. You are expected to actively contribute to the learning involved in tutoring sessions. Here is the website:

<https://www.com.edu/tutoring/writing-resources>

Submitting essays: All essays will be submitted on Brightspace **as attachments**. If you have trouble submitting your paper on Brightspace you must email it to me by the deadline to avoid lateness penalties, but no paper will be graded until it is turned in on Brightspace.

TurnItIn: All essays will be checked electronically by the TurnItIn function on Brightspace to help identify quotations and paraphrases that need better integration and to ensure that no paper is identical to another (another student's paper, a website, etc.). You can submit a draft of any paper to TurnItIn to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly. Do NOT turn in a draft of a paper for my class to another class's TurnItIn function—it will show up as plagiarized!

Checklists and preparing for class: Attendance is not just about your presence. It's also about your **preparedness**. You will have a reading assignment to complete before almost every class. You are responsible for checking the weekly checklist on Brightspace and completing all the required assignments by the deadlines posted on the Checklist. Do not rely on the Brightspace app or calendar to send you a notification for every deadline.

Brightspace Reading Responses: Every time you have a reading assignment, you are required to write a reading response the Brightspace Discussion function. Full instructions and sample posts are on Brightspace. At the beginning of class, I will ask some or all students to read at least one discussion question.

These posts are time-stamped, and any posts made after 6:40 AM on the day you attend class will receive no credit. I expect you to put some thought into these responses: don't crank them out at the last minute. However, I will drop your four lowest homework grades at the end of the term, so if you miss a few it won't hurt your grade.

You will not be able to see classmates' posts until you post your own. If you post an empty post to try and get around that rule, your actual post may receive a zero.

Class Participation: 10% of your final grade will be given for class participation. If I can't **remember** at the end of the semester whether you participated in class, your participation grade will be between 0 and 50%. You don't necessarily have to be vocal every single day, but your goal is to contribute to the classroom community and make me remember you! Remember that there is an element of subjectivity here, as there is in real life (for example, you'll be evaluated at work partly based on how effective your supervisor **perceives** you to be). Learn how to respond effectively to that.

Unfortunately, I've become hard of hearing, and the further back you sit in the class, the harder it is for me to understand you, especially if the AC is on. Try to sit more towards the front of the class,

particularly if you have a quiet voice. Work on speaking more loudly and assertively.

Lateness: Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will drastically lower your participation grade, and if you are more than 10 minutes late you may be marked absent. However, it's much better to show up late than to skip class entirely, so I rarely mark people absent unless they make a habit of being very late.

Classroom Conduct and Cell phones: Before class begins, please silence your cell phone. The success of any English course relies heavily on the classroom environment, so I expect your presence, attentiveness, and participation. If you engage in any behavior which I judge to be distracting to others or disruptive of the learning environment, such as loud or frequent whispering, regularly interrupting or "talking over" others, or frequently leaving the room or falling out of your chair, you may be asked to leave. Please be aware that, as a college professor, I can require you to leave class and forbid you to return until you meet with Dr Kris Kimbark, our Dean of Students.

Inattentiveness related to smartphone use, sleeping, using the computer, doing homework for another class, or any other non-distracting activity **will** result in a lower participation grade, and it is rare that an inattentive student passes this class.

Additionally, College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook, <http://www.com.edu/student-services/student-handbook.php>. Any breaches of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

Smartphone policy: Use a personal computer to access Brightspace, not a smartphone. Brightspace's mobile app is good for getting notifications and for some class activities, but it does sometimes collapse the menus you'll need in order to find assignments. If you do choose to use a smartphone for your assignments, do so at your own risk: not being able to find assignments will not be an acceptable excuse for missing deadlines.

My contact with your parents and school: According to the federal Family Education Rights and Privacy Act, college professors may not discuss a student's class performance with parents unless the student has a FERPA waiver on file at COM or proof of dependent status, and even you sign a waiver I am still not **required** to communicate with your parents. This applies to dual-credit students regardless of the student's age or who paid for the class.

I can and do discuss your performance with your school counselors, and **they** can talk to your parents. If you are failing this class, I always notify your school before COM's deadline for withdrawal. I will try to talk to you first, but that isn't always possible (for example, if you failed a paper immediately before the drop-date). My intention is not to avoid you but to ensure you don't get a D or F on your college transcript. You are always more than welcome to email me if you have questions, even if your school takes you out of the class.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Group research paper

2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Critical Thinking (CT)	Group research paper
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Personal Responsibility (PR)	Group research paper
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Communication Skills (CS)	First research paper
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)		First research paper

Plagiarism and Academic Dishonesty: Plagiarism is a serious offense that consists of passing someone else’s work off as your own or of resubmitting an old paper as if it were new and original (so-called “self-plagiarism”). This includes failure to properly cite an outside source, copying a paper off the internet, an excessive amount of outside help from an unauthorized person, like a friend or your mom, or taking someone else’s writing and “changing the words.” The first instance of plagiarism will be reported to The Dean of Students and will result in an F for the course.

Academic dishonesty is a more general term that, according to the Worcester Polytechnic Institute, “is any act which interferes with evaluation of academic work,” including such seemingly minor acts like citing a source you don’t use in your paper, leaving out an in-text citation, or taking a source’s ideas without acknowledging the source. These acts do not need to be intentional to be dishonest—English 1301 required students to learn how to integrate sources into their own writing honestly and how to cite them correctly, and the outcomes for English 1302 require students to synthesize sources, build credibility, and apply citations systems correctly. That is why ignorance is not an acceptable defense against charges of plagiarism or dishonesty: all students are responsible for learning and implementing the rules of source integration and documentation that were taught in English 1301 and will be taught in this course. Penalties for “minor” acts of dishonesty like those listed above will increase over the course of the semester and, if persistent, will result in failure of the course.

This website has more information about academic dishonesty:
<https://www.wpi.edu/about/policies/academic-integrity/dishonesty>

Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing

your concern with me, you continue to have questions, please contact the Humanities department chair, Brian Anderson, at 409-933-8186 or banderson@com.edu

Course Outline:

This schedule lists due dates for major assignments and is subject to change with prior notice. Each week's Checklist in Brightspace lists all the required reading and graded activities (homework) for that week. You're required to read and follow those checklists **every week**.

Week 1: January 17 – January 22	<p>Week 1 homework due in Brightspace by 11:59 PM on Sunday, January 22:</p> <p>Reading / video response #1 Post 3 potential research questions</p>
Week 2: January 23 – January 29	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 3: January 30 – February 5	<p><u>Abstract and bibliography due by 11:59 PM on Sunday, February 5</u></p> <p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 4: February 6 – February 12	<p><u>1200-word exploratory draft due by 11:59 PM on Sunday, February 12th</u> <u>Sign up for your presentation date</u></p> <p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 5: February 13 – February 19	<p>Presentations—nothing to prepare before class unless it is your week to present</p> <p>Required reading assignments and homework activities for the Sunday-night deadline are listed on the week's checklist in Brightspace.</p>
Week 6: February 20 – February 26	Presentations—nothing to prepare before class unless it is your week to present

	<p>Required reading assignments and homework activities for the Sunday-night deadline are listed on the week's checklist in Brightspace.</p>
<p>Week 7: February 27 – March 5</p>	<p>Presentations—nothing to prepare before class unless it is your week to present</p> <p>Required reading assignments and homework activities for the Sunday-night deadline are listed on the week's checklist in Brightspace.</p> <p><u>6-page draft due by 11:59 PM on Sunday, March 5</u></p>
<p>Week 8: March 6 –March 12</p>	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
<p>March 13 - 17</p>	<p>COM closed for spring break. No assignments due on Sunday</p>
<p>Week 9: March 20 – March 26</p>	<p><u>Final draft of research paper due on Brightspace by 11: 59 PM on Sunday, March 26</u></p> <p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
<p>Week 10: March 27 – April 2</p>	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
<p>Week 11: April 3 – April 9</p>	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
<p>Week 12: April 10 – April 16</p>	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p> <p>April 14-16 is COM's spring holiday. Students and faculty are not required to log in to class or check email during this holiday. You must turn in this week's work early if you want to take those days off.</p>

Week 13: April 17 – April 23	<u>Individual rough draft due by 11:59 PM on Sunday, April 23</u> Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.
Week 14: April 24 – April 30	Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.
Week 15: May 1 – May 7	<u>Final draft of group research paper due by 11:59 PM on Sunday, May 7 (one per group)</u>
Week 16: May 8-May 11 (Week ends on Thursday)	Course reflection

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and

consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.