



English Composition I: Writing as Universal
Spring 2024 | January 16-May 10, 2024
ENGL 1301.00IN
ONLINE



Instructor Information:

Monique Suarez, MA (she/her/hers)
msuarez@com.edu

College of the Mainland Office:

Learning Resource Center (LRC)
Building #8, Suite B, RM 240
Humanities Department

Office Phone: 409-933-8937

Student Hours/Office Hours:

Main Campus, Location Above*
Online**

Day	Time
M	9:30-12:30pm*
W	9:30-12:30pm*
F	12-1:30pm**

Required Textbook/Materials: Access to technology, word-processing application, and reliable network access is required. Anything that we read in this course will be accessible through D2L Brightspace and free (OER).

Communication Policy: You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace.

Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

Online Course - Expectations: Because this is an online course, it is an expectation to have a way of completing assignments and accessing material online in a timely manner. Should you lose access to WiFi at any point during the semester, there are several places that have free WiFi, including COM’s tutoring center, Starbucks, and Summer Moon.

ENGL 1301 Course Description: The course is an intensive study of and practice in college-level academic reading and writing processes. We will practice moving from invention and researching to drafting, revising, and editing, both individually and collaboratively. We will emphasize effective rhetorical choices, including audience, purpose, arrangement, and style. Finally, we’ll focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Professor Suarez’s Personal Course Description: This course will introduce you to three major genres of writing: Academic, Professional, and Creative. The writing process will be discussed extensively. I know the feeling of being given a major assignment and then sitting at a blank screen wondering “Where do I begin? How do I start?” Each week will work you toward a new step in the writing process for whichever major product we are working toward (Research Paper, Professional Project, Creative Writing Portfolio). My goal is to show you that there is more than one type of writing. Perhaps you do not care much for academic writing, but maybe another avenue of writing will resonate that you may potentially care to cultivate in the future. Either way, you *will* learn how to do it all 😊

Student Learner Outcome Chart:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Assignments Peer Reviews/Workshops Presentations
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/Quizzes/Exams
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Assignments Class Readings/Activities
5. Use edited American English in academic essays	Unmapped	Assignments

Course Requirements:

Attendance/Participation:

Because this is an online class, participation will be determined by whether or not you are logging into Brightspace weekly and completing your work on time. There will be a log-in grade, an assignment completion grade, and a timeliness grade. For every week you do not log in, every assignment you do not complete, and every assignment/quiz you complete late, you will lose a point from that specific category. I do this because part of this class is not only learning the material, but it is an opportunity to improve your time management and other essential skills that are important in all aspects of life.

Weekly Prep:

Every week there will be something for you to read, watch/listen to, and complete. It is crucial that you read the "Note from Professor S". and view the main content page for that week on Monday to ensure that you know what will be expected of you and what you might need to spend some extra time on that week.

Weekly Assignments | *Most Mondays @ 11:59pm*

In this course you will have something due almost every week. Rest assured, I am not asking you to write an essay every week! Instead, this class emphasizes the writing process, so each weekly assignment will be related to working toward whichever the major assignment for the unit is. Major assignments are weighted on a 100 point scale versus "mini" assignments that are worth anywhere between 20 and 50 points. You will receive significant guidance as you work towards these assignments, I promise. 😊

Quizzes | *Sundays @ 11:59pm*

Most weeks there will be a brief quiz due every Sunday that gauges your understanding and interaction with that week's materials. It is imperative that you are reading announcements and watching/listening to the weekly podcast/video in order to not only know what the quiz will cover but also to learn the material of the week. Workshops/peer reviews will function as quiz grades (this will be posted under discussions rather than in the quiz area)

Midterm / *March 4-11* / Final Exam | *May 2-9*

These exams will test your understanding of course material. Keep in mind that the quizzes will play a huge part in this content. As long as you are staying up to date with the material and doing well on quizzes, you will be successful. Do not let the names intimidate you! The midterm and the final exam will consist of a multiple choice section and a short answer section.

Journal | Due Monday May 6th @ 11:59pm

This semester you will be required to maintain a physical or virtual journal that you will submit at the end of the semester. The purpose of this is to document your journey during the semester. There is no requirement in terms of what you need to write about. In fact, I will not even read this journal unless you give me permission. The only thing I will be checking at the end of the semester is that you have completed at least 2 entries per week (a total of 32). Your first assignment for this class will be the first entry of your journal. This grade will count as a major assignment (100 points).

Condensed Grading Formula:

Attendance/Timeliness/Participation	15%
Quizzes	10%
Weekly/Major Assignments	40%
Midterm/Final Exam	35%

Total:	100%

Grading Scale:

A: 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less
FN: failure due to attendance

Course Grade Determination: Your grade will be a reflection of your time management, effort, and willingness to complete all weekly tasks, ask questions and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are

Attendance Policy: Because this is an online class, your attendance will be recorded based on logging into our Brightspace course shell and viewing/completing weekly material/assignments. This course requires that you complete work each week. In other words, you cannot wait until the final week of the course to get all the work done. You will lose attendance credit for every assignment that you do not complete per week. Failure to complete work for two weeks in a row may result in being dropped from the course.

Late Work/Make-Up Policy: Timely completion of all assignments is crucial. Timeliness is an aspect of responsibility and an expectation in most areas of life. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Only timely submissions will receive extensive feedback.**

Listed below are important things to keep in mind regarding late work:

- You will have **two 24-hr late submission opportunities** that you can utilize with no grade penalty. You may either use these on select weekly assignments and/or quizzes (not exams). Use these carefully!
 - There are a few assignments that you will not be able to use an extension on (mainly ones related to peer reviews/workshops). I will either let you know ahead of time if you will not be able to use the extension, or I will deny its use if you request one.
- For the first assignment that you do not use your 24-hr extension on, you have *up to 2 days* from the original due date to submit it (-5pt every 12 hrs); again, this does not apply to a few assignments.
- Other than the late-submission opportunity and next-two-day caveat, **I will not accept or grade late work**. Once the submission portal closes for an assignment, your opportunity to make up that assignment will not be accepted.
- If your submission does not meet all minimum requirements, your assignment will not be graded and you will be notified with further instruction. It is in your best interest to pay close attention to the assignment guidelines.

A Note on Feedback: You will receive feedback from me on all weekly assignments. If I ever give you feedback that you do not understand, please please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you 😊

Extra Credit:

- Each week, there will be an opportunity to post in a discussion post for all of your classmates to see. For every discussion you participate in, you can receive 1 extra credit point. These extra credit points will be tallied up at the end of the semester and go toward your lowest assignment grade. This extra credit only applies to assignment grades that you completed *on time* and does not apply to exams or quizzes.
- Complete and submit ALL assignments/quizzes on time the entire semester - receive +2 on your overall average at the end of the semester
- Attend the GCIC academic symposium – Friday March 22, 2024 from 9am-2:30pm (as active audience member or presenter) – ask me more questions about this if you are interested

The Tutoring Center (ICB, RM 104): The Tutoring Center provides free face-to-face and online tutoring sessions to students seeking assistance for writing, reading, and oral presentations for academic and non-academic assignments/projects. If you ever have any questions about the tutoring center, please let me know.

The GCIC Academic Symposium: COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic and creative projects. To learn more, visit: <https://com.edu/symposium/>. Participation in the symposium helps develop your professional skills, widens your professional networks, and should be noted on your resume/CV. **This academic year, the symposium is on Friday, March 22, 2024 (9-2:30pm) in the STEAM building.** The abstract submission deadline is Thursday, Feb. 15, 2024, at 11:59 p.m. Please speak with me if you are interested in presenting, attending or have questions.

Academic Dishonesty: Any incident of academic policy will be dealt with per college policy and the Student Handbook. Academic dishonesty – such as cheating on exams – is an extremely serious offense and will result in a grade of zero on that exam, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. There are many types of plagiarism, and you may not be aware of all. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

AI Statement: We will – at some point during the semester - discuss AI and the positives/negatives that can arise from its use. This can help you learn how to decipher when, how, and in what cases it may be appropriate. Generally though, content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment or failure of the course and a notation on your transcript.*

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: banderson@com.edu

College of the Mainland Technology Outage Policy: If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

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://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.

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 February 28. **The last date to withdraw from the 16-week session is April 22.** The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.

Course: Condensed Overview

1/16/2024-5/10/2024

Note: In the event that there is a college shut down or other unforeseeable circumstance, due dates may be shifted. They will never be moved earlier but could be pushed back, so be sure that you keep up with my announcements.

Mondays:

- Weekly Content Tab Posted @ 12am
- Most Weekly Assignments Due @ 11:59pm

Sundays:

- Weekly Quiz Due @ 11:59pm
 - There will not always be quizzes every week so pay attention to the course calendar and weekly checklist
 - Workshops/peer reviews will function as quiz grades (this will be posted under discussions rather than in the quiz area)

Brightspace: I will post a Brightspace tutorial on the first week of classes. On the homepage you can find any announcements I have sent (also found in your COM email). On the content tab, you will find all the info you need for each week of class, including videos/podcasts, quizzes, and/or assignment sheets.

Weekly Notes From Professor S.: Every Monday, you can find a weekly note from me. This details important info about that week's content + important reminders. I highly encourage you to always read the weekly note at the beginning of the week.

Extra Credit Discussion Posts: As mentioned earlier in the syllabus, each week there will be an extra credit opportunity for you all. Some weeks they might be more extensive and some weeks they will be brief and fun. The point is to facilitate thinking about the work that you are doing in this course, the implication of it, and in general just making time to do some meta-cognitive work (thinking about your own thinking).

These posts will open on Mondays at 12am and close every Sunday at 11:59pm. You will not receive credit if you are not answering questions fully and/or only submitting half of the work.

The points that you earn will be tallied up at the end of the semester and added to your lowest assignment grade (excluding zeros).

Email: All of my announcements will be sent out via email. This means that you should be checking your COM email at least once a day. Missing an email from me can cause you to miss very vital information and/or important reminders.

Important Dates:

W 1/31: Census Day

M 4/22: W Day

F 5/10: Grades due (graduates)

ST 5/11: Commencement

M 5/13: Grades due (everyone)

Holidays/No Class:

M 1/15: MLK Day

M-SN 3/11-3/17: Spring Break

Course Outline/Calendar

1/16/2024-5/10/2024

*This calendar is tentative and subject to change upon my discretion

Note: HW is not listed below but will be listed on brightspace each week

WEEK	Topic of the Week	Due Dates
1 1/15-1/21	<ul style="list-style-type: none"> ● Introductions ● Course Overview ● Intro to Academic Writing 	Quiz THIS Sunday 1/21 11:59pm Journal - Entry One NXT Monday 1/22 11:59pm
2 1/22-1/28	<ul style="list-style-type: none"> ● Intro to Research + finding sources ● MLA Formatting: Heading/Header 	Quiz THIS Sunday 1/28 11:59pm Research Proposal NXT Monday 1/29 11:59pm
3 1/29-2/4	<ul style="list-style-type: none"> ● MLA Formatting: Works Cited page ● Understanding the Annotated Bibliography ● Analyzing Articles 	Quiz THIS Sunday 2/4 11:59pm Works Cited NXT Monday 2/5 11:59pm
4 2/5-2/11	<ul style="list-style-type: none"> ● Debunking Myths about the Research Paper ● Understanding the Research Paper Formula ● Incorporating Sources Workshop: Part 1 	Quiz THIS Sunday 2/11 11:59pm "Annotated Bibliography" NXT Monday 2/12 11:59pm
5 2/12-2/18	<ul style="list-style-type: none"> ● Incorporating Sources Workshop: Part 2 	Quiz THIS Sunday 2/18 11:59pm Preparation Packet NXT Monday 2/19 11:59pm
6 2/19-2/25	<ul style="list-style-type: none"> ● Work on Research Paper 	Quiz THIS Sunday 2/25 11:59pm Research Paper: 1/2 Draft NXT Monday 2/26 11:59pm

<p style="text-align: center;">7 2/26-3/3</p>	<ul style="list-style-type: none"> • Conference Week • Revision/Editing Checklist • Continue working on Research Paper 	<p>No Quiz</p> <p>Research Paper: Full Rough Draft NXT Monday 3/4 11:59pm</p> <p>Midterm Opens NXT Monday 3/4 12am</p>
<p style="text-align: center;">8 3/4-3/10</p>	<ul style="list-style-type: none"> • Peer Review • Conference Week • Midterm Week 	<p>Peer Review - Quiz Grade THIS Sunday 3/10 11:59pm</p> <p>Midterm Closes NXT Monday 3/11 11:59pm</p> <p>Research Paper: Final Draft Monday 3/18 11:59pm</p>
<p style="text-align: center;">3/11-3/17</p>	<p>SPRING BREAK</p>	<p>SPRING BREAK</p>
<p style="text-align: center;">9 3/18-3/24</p>	<ul style="list-style-type: none"> • Writing in Professional Settings: Emails, Resumes, Memos, Presentation Skills 	<p>Quiz THIS Sunday 3/24 11:59pm</p> <p>Professional Project NXT Monday 3/25 11:59pm</p>
<p style="text-align: center;">10 3/25-3/31</p>	<ul style="list-style-type: none"> • Intro To Creative Writing • Poetry + Short Story Immersion Week 	<p>Quiz THIS Sunday 3/31 11:59pm</p> <p>Immersion Activity NXT Monday 4/1 11:59pm</p>
<p style="text-align: center;">11 4/1-4/7</p>	<ul style="list-style-type: none"> • Writing Poetry 	<p>Quiz THIS Sunday 4/7 11:59pm</p> <p>Emulation + Genre Activity NXT Monday 4/8 11:59pm</p>
<p style="text-align: center;">12 4/8-4/14</p>	<ul style="list-style-type: none"> • Poetry Workshop • Writing Short Stories 	<p>Workshop Responses - Quiz Grade THIS Sunday 4/14 11:59pm</p> <p>Short Story Planning NXT Monday 4/15 11:59pm</p>

<p>13 4/15-4/21</p>	<ul style="list-style-type: none"> • Revising Creative Writing • Work on Short Story + other two poems 	<p>No Quiz or Assignment Due - Work on Creative Writing Portfolio</p>
<p>14 4/22-4/28</p>	<ul style="list-style-type: none"> • Work on Short Story + other two poems • Artist Statement 	<p>Short Story: Full Rough Draft NXT Monday 4/29 11:59pm</p>
<p>15 4/29-5/5</p>	<ul style="list-style-type: none"> • Short Story Workshop • Portfolio Work Week • Optional Conference Week 	<p>Final Opens THIS Thursday 5/2 12am</p> <p>Workshop Responses - Quiz Grade THIS Sunday 5/5 11:59pm</p> <p>Journal NXT Monday 5/6 11:59pm</p>
<p>16 5/6-5/10</p>	<ul style="list-style-type: none"> • Reflection Week • Final 	<p>Creative Writing Portfolio THIS Wednesday 5/8 11:59pm</p> <p>Final Closes THIS Thursday 5/9 11:59pm</p>