



ENGL 1301.320C3
Written Composition I
Fall 2025
M/W 7:30-8:50; Hitchcock High School #209

Instructor: Courtney Pugh
Office: LRC, Ste. B #236
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Phone: 409-933-8640

Office Hours:

Monday: 9:30-2:00
Tuesday/Thursday: 9:30-12:30
Hitchcock Students only: M/W 7:10-7:30
And by appointment

Required Textbook/Materials:

Course Texts - All texts will be available in D2L/Brightspace.
Course Materials – Access of MS Word, the internet, cloud storage (or another storage device), paper, pens/pencils, highlighters

Course Description:

Intensive study of and practice of the writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing an academic essay as a vehicle for learning, communicating and critical analysis.

Prerequisites: One of the following TSI score combinations or equivalent developmental courses with a grade of "C" or better (1) TSI Reading 351 and TSI Writing 340 and TSI Essay 4; or (2) TSI Reading 351 and TSI Writing less than 340 with ABE 4 and TSI Essay 5.

Course requirements:

This semester we will work through the writing process for two short essays, a lengthy research paper, and an oral presentation. The writing process will be emphasized through class discussions, journal responses, peer reviews, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete essay assignments.

1. *Course Activities (20%)* – All journals, discussions, group activities, and periodic quizzes, will be included in this category for class. Keep in mind attendance and preparation is mandatory and vital for your academic success.

2. *Revision and Editing Discussion Posts (15%)* – Students will complete writing revision and editing sessions for their peers’ papers. A complete rough draft and paper critiques for two classmates are required for these assignments. (Writing is a process. The revision and editing assignments must be completed before the revision and submission of the final draft. Therefore these assignments cannot be made up).
3. *Writing Assignments/Presentations (30%)* – Students are required to complete three writing assignments, 3 written and 1 verbal. Assignment sheets will be supplied in class detailing assignment expectations and the grading rubric.
4. *Argumentative Research Project (35%)* – The research project will focus on the characteristics of the argumentative essay. This project will require the completion of an annotated bibliography and an outline of the paper with a Work Cited page prior to the completion of the researched argumentative paper. This project will be completed with More information on this will be provided in the Course Content on D2L/Brightspace.

Determination of Course Grade/Detailed Grading Formula:

Course Activities – 20%

Revision and Editing – 15%

Writing Assignments – 30%

Research Project – 35%

Grading Scale:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F Below 60

FN F earned by excessive absences.

Late Work, Make-Up, and Extra-Credit Policy:

Late Work/Make-up Policy: Deadlines are posted on Brightspace, the course syllabus, course calendar, and project assignment sheets. Assignments **must** be submitted in Brightspace before 11:59 p.m. on the specified due date. Assignments submitted up to **two** days past the due date will receive a deduction of 10 points. Assignments submitted beyond this point **will not be accepted** unless special arrangements are made BEFORE the original due date.

NOTE: Absences at any point in the semester will not affect your due dates. Don’t get caught believing you have extra days to turn in an assignment just because you have been absent. It is vital to your success to communicate any issues you are having early in the writing process before any due date.

Extra Credit: Two additional percentage points will be added to the final grade percentage when the student completes the online course evaluation at the end of the semester.

Attendance Policy:

Your participation is important to the success of this course. That being said, your attendance and participation is vital for the class structure and discussion. Class discussion and group activities are components of your success in this course. A sign-in sheet will be provided during each class to keep a record of attendance. Be sure you sign in when you enter the classroom. It is your responsibility to keep up with missed course work should you need to miss a class.

Aside from military service and religious holidays, absences in college courses are not defined as being “excused” or “unexcused.” You are allowed to miss five (5) classes for the entire semester. After you have reached this limit, I will deduct one full letter grade from your semester average for each additional absence. For example, if your semester average is a 92 (“A”) and you have missed a total of seven classes for the semester, your final semester grade will be a 72 (“C”). As you can see, excessive absences can easily eat away at your semester average, so avoid skipping class and reserve these absences in case a personal issue arises.

Tardiness: It is vital to the classroom experience to be on time. Students arriving five (5) minutes after the beginning of class will receive a “mark” in attendance. Three (3) of these marks will equal to one absence. Students arriving after the 20-minute point will remain marked absent for the class period. These same rules apply to leaving early.

Please do not abuse the above policy: It is meant to be insurance, not an excuse to arrive late to class every day. I reserve the right to revoke this policy if I feel it is being abused by any individual in the class.

*Absences are considered excused for military service, religious holidays, and documented illness.

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 will check my e-mail throughout the weekday and generally will respond within 24 hours. Exceptions apply to times of illness, campus holidays, and weekends. When e-mailing me, please be sure to include the course and section number you are in to receive a more expediated response.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1.Demonstrate knowledge of individual and collaborative writing process	Teamwork (TM)	Peer Review and Editing Activities
2.Develop ideas with appropriate support and attribution.	Communication Skills (CS)	Short Essay Assignments, Discussion Responses, and Research Paper
3.Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay Assignments

4. Read, Reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay and Discussion Responses
5. Use edited American English in academic essays.	Teamwork (TM) Personal Responsibility (PR)	Essay and Discussion Responses
6. Evaluate Choices and actions of others or one's own, and relate consequences to decision-making	Personal Responsibility (PR)	Research-based Essay and appropriate use of research

Academic Dishonesty:

Any incident of academic policy will be dealt with in accordance with 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 and the student will be referred to the Dean of Students for the appropriate discipline action.

Humanities Department Policy Statement on Plagiarism: Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. The student who allows his/her work to be used by others is also guilty.

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 discipline action. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

*****Usage of Artificial Intelligence (AI) ***** In this course, you may not use AI for any assignment in any way, shape, or form without the consent and guidance of the professor. The use of AI will be treated as plagiarism/academic dishonesty.

Avoiding Plagiarism: Research material must be cited both in the document and on a Work Cited Page. (MLA documentation style applies to all College of the Mainland English, humanities, philosophy, or speech classes). Remember to document when:

- ✓ Evidence is quoted directly from a source.
- ✓ Ideas from another source are paraphrased or summarized.
- ✓ Facts (i.e. statistics) or visual material from other sources must be documented.

Helpful Resources to Avoid Plagiarism:

- ✓ Purdue Owl: <https://owl.english.purdue.edu/owl/>
- ✓ The COM Tutoring Center
- ✓ MLA Handbook, 9th Edition.

Student Concerns: 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 Brian Anderson, COM Humanities Department Chair, 409-933-8186.

Course outline: All assignments are due by 11:59 on the specified date. The professor reserves the right to make changes to the Course Outline as the need arises.

Week/Date	Course Topic	Before Class	Assignment(s) Due
Week 1: 8/18-8/24	--Course Introduction --Plagiarism/AI Usage	--Read the Syllabus and Course Calendar --Read "How to Email Your Professor"	--Email Introduction --Course Introduction Quiz
Week 2: 8/25-8/31	--MLA Paper Format --The Writing Process --Brainstorming	--Writing the Diagnostic Essay --Read <i>You, Writing!</i> Chapters 1 & 2	--Diagnostic Essay (Due 8:50 a.m., 8/27)
Week 3: 9/1-9/7	--Essay Conferencing -- Revising the Diagnostic Essay	Read <i>You, Writing!</i> Revision and Editing	Revised Diagnostic Essay (9/3)
Week 4: 9/8-9/14	Parts of an Essay Introductions/Conclusions Thesis Statements	Reading selections from <i>You, Writing!</i>	Journal Prompt (9/14)
Week 5: 9/15-9/21	Responding to the Conversation – Questioning Activity	Reading Selection	Outline/Response (9/21)
Week 6: 9/22-9/28	Writing Process – Observation Essay	Reading Selection Conduct observations outside of class	Brainstorming/ Observations
Week 7: 9/29-10/5	Writing Process Turning Observations into an essay	Bring observations to class.	Observation Essay Outline (10/1)
Week 8: 10/6-10/12	Revision and editing	COM Tutoring Center Tutor.com	Revision and Editing (10/8)
Week 9: 10/13-10/19		Revise Observation Essay	Observation Essay (10/13) Project Reflection (10/15)
Week 10: 10/20-10/26	Introduction to Research The Argumentative Structure Using/Citing Sources	Selections from <i>You, Writing!</i>	COM Research Tutorial (10/20) Topic Journal (10/22)

Week 11: 10/27-11/2	Research Questions Writing a Thesis Statement	Selections from <i>You, Writing!</i>	Annotated Bibliography (11/2)
Week 12: 11/3-11/9	Drafting the Research Outline	Selections from <i>You, Writing!</i>	Complete Outline due (11/9)
Week 13: 11/10-11/16	Revision and Editing	Bring a Full draft to class	Revising/Editing Activity (11/19)
Week 14: 11/17-11/23	Completing the Research Paper The Visual Presentation	Finalizing the Research paper	Final Draft- Research Paper (11/17)
Week 15: 11/24-11/30	Working with Visuals Presenting an Argument		Final Presentation (11/24)
Week 16: 12/1-12/4	Course Presentations Final Grade Conferencing		Class Presentations (12/1, 12/3)
Important Dates	Census Date: 9/3		
	Withdraw Date: 11/14		
	Last day for missing assignments: 12/3 (Given Professor Approval)		

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://www.com.edu/student-services/student-handbook.html>. *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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator
 Phone: 409-933-8919
 Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.