



ENGL-1302-050IN
English Composition 2
Summer II, 2024
July 8 – August 9
100% ONLINE

Instructor Information:

Name: Angela Valdes
Email: avaldes@com.edu
Office Hours: Every Monday 10am-11am via COM email
Office: Virtual

Student hours and location: Virtual

Required Textbook/Materials:

OWL Purdue Writing Lab website:
<https://owl.purdue.edu/writinglab/index.html>

Additional reading materials and resources will be provided by the instructor in the Required Reading & Resources module on D2L Brightspace.

Course Description:

ENGL 1302. COMPOSITION II
(LECTURE 3, LAB 0). CREDIT 3. ACGM.

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 with a grade of "C" or better.

Course requirements:

Essays: (Rhetorical Analysis, Annotated Bibliography, Argument)

- Rhetorical Analysis: During this unit, students will explore television advertisements with emphasis on analyzing an ad for rhetorical appeals/situation. Students will be tasked with writing an essay which analyzes an advertisement of their own choosing using the rhetorical situation and devices to demonstrate the effectiveness or ineffectiveness of the advertisement based on those elements.

- **Annotated Bibliography:** During this unit, students will explore argumentative writing and conduct research to compile an annotated bibliography of sources to be used in an argumentative essay.
- **Argument:** During this unit, students will explore the art of effective argument to make a claim with reasons, evidence, acknowledgement and refutation of counterargument about a topic to write an essay.

Participation: (Class Discussions and Journals)

- **Discussions:** This is an online course. Class discussions are an essential part of participation and learning in this course. Failure to participate in any class discussion will result in an absence.
- **Journals** will be assigned with various assessment requirements geared toward the writing process of academic essays. These assignments will vary based on the unit. Requirements may include assignments such as written or video open-ended reflections, essay outlines, and others depending on the lesson or unit being taught.

Quizzes:

- Quizzes will be based on assigned reading material which will be specified. All reading material and resources for quizzes and/or assignments for the course will be provided by the instructor.

Determination of Course Grade/Detailed Grading Formula:

Grading Category	Assessment Details	Points Possible
Rhetorical Analysis Essay	Rubric of Point Breakdown will be provided	150
Annotated Bibliography	Rubric of Point Breakdown will be provided	150
Argument Essay	Rubric of Point Breakdown will be provided	150
Participation	Class Discussions: 5 @ 30 points each Journals: 5 @ 30 points each	300
Reading Quizzes	5 @ 50 points each	250
TOTAL POINTS POSSIBLE		1,000

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
59% or below = F

How Assignments are assessed for Grading:

Essays:

Major Essays will be assessed via a detailed grading rubric which will be provided ahead of time for students to review assessment areas. Essays will also be assessed according to essay guidelines for each essay in the 3 units for the course. *Plagiarism:* Essays that contain plagiarism will have consequences that may include but are not limited to earning a zero on the essay and may be reported to the Dean of Students office for further action.

Discussions & Journals:

Discussions and Journals will be graded according to the following general guidelines:

- **Assignment Instructions:** Point deductions apply for not following assignment instructions. For discussions, active engagement with peers is required.
- **Assignment Completion:** Point deductions apply for submitting incomplete work.
- **Assignment Understanding:** Each of these assignments will also be graded based on the student's ability to execute assignment criteria from an overall understanding and delivery of the assignment instructions.
- *Plagiarism:* Assignments that contain plagiarism will have consequences that may include but are not limited to earning a zero and may be reported to the Dean of Students office for further action.

Reading Quizzes:

Each quiz has point values assigned for each question and are based on required readings assigned each week. Quizzes are automatically graded upon submission.

Instructor Feedback:

In addition to a grade for each assignment, instructor feedback will be provided on D2L which is highly beneficial in providing guidance on learning each writing style. It is required that each student review instructor feedback on all assignments to gain an understanding of how to improve throughout the duration of the course.

Student Questions:

Questions should be asked by students via email to the instructor to clarify any misunderstanding at least two days prior to any due date to provide time for the instructor to respond and time for students to process and incorporate any guidance or clarification provided.

Online Gradebook:

The online gradebook (in D2L) is for reviewing and keeping track of completed grades and getting an overview of your grade. Please note that the grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). Certain assignment points, like extra credit, may not be posted until the end of the semester. Final grades will be calculated using the instructor's official records (**not** D2L overview) and will be posted to Web Advisor upon completion of calculations.

Students are responsible for keeping track of progress in the class and keeping up with all assignments. The instructor does not provide individual grade calculations upon request. Students should use the grade breakdown noted above to perform their own calculations as the semester progresses.

Please refrain from emailing the instructor to ask when any assignment will be graded. All assignments are graded as timely as possible and will be posted as soon as instructor assessment is complete.

Caveat on Grading:

The instructor reserves the right to make subjective decisions on student grades and assessment based on her own expertise and judgment in the subject matter. The instructor also reserves the right to assign a final grade based on a student's overall mastery of the material and improvement over the course of the semester.

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

Work should be submitted by the due date/time specified for all assignments and in the form listed on assignment instructions that must be fully viewable to the instructor to earn points. **No late work accepted.** This is an online course that is asynchronous. This means there are no regularly scheduled class meeting times. The student is responsible for knowing due dates/times and practicing good time management skills to complete assignments for this course. Generally, there will be no make-up work accepted. However, if a student experiences extenuating circumstances, contact the instructor immediately via COM email. Whether or not circumstances are acceptable is up to the discretion of the instructor. Documentation may be required for students who request a makeup or deadline extension due to an emergency. Excuses such as but not limited to a job, vacation, busy schedule, personal life, or other classes are not acceptable.

Extra credit opportunities may be offered with assigned due dates. Any extra credit opportunities will be communicated via a class announcement on D2L and/or an email to the class or in specific assignment instructions or grading rubrics. Extra credit will not be calculated into final scores on D2L. Any extra credit points earned will be applied at the end of the semester when final grades are posted to Web Advisor. Any extra credit earned will be indicated in instructor feedback on individual assignments and/or via email to each individual student who earns any extra credit points.

Any individual requests for extra credit to improve your grade at the end of the semester will not be offered. Similarly, any individual requests to re-do assignments, submit past assignments that were not completed, or inquiries on how to improve your grade at the end of the semester are not permissible or acceptable.

Attendance Policy:

Since this is an online course, your weekly attendance will be based on turning in your assignments. Discussion board responses are required and show that you are engaged in the course with your instructor and with your peers. Discussion board responses are considered your virtual attendance in this online course. Please note that if you do not participate in weekly discussions, it will count as an absence. You will earn zeros for missed assignments and no make-up work is accepted.

Students in online classes must participate during the first week of classes or they will be dropped from the class for non-attendance. If you have met attendance requirements after the first week of classes but fail to complete a weekly discussion board in any subsequent week, it will count as an absence. One or more weekly absences may result in failure of the course.

COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information, please visit:

<http://coursecatalog.com.edu/getting-started-at-COM/registration/class-attendance>

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. Any emails sent to the instructor from a personal email address will be left unanswered.

Please note that professional email etiquette is expected. Please write in a formal, professional manner and avoid the use of slang and text language. In the subject line of your email include your course and section in which you are enrolled. Ex: ENGL-1302-050IN. Be sure to begin your email with a greeting and close your email with your first and last name so that I can locate the assignment and the class in which you are inquiring. If the instructor is unable to determine your name and the class section you are attending, she will be unable to respond until you have provided this information.

Student emails will be answered in the order they are received during scheduled instructor office hours or at the convenience of the instructor outside of office hours. For all emails sent outside of instructor office hours, allow 24 hours for a response. Instructor response times may vary during scheduled holidays on the academic calendar.

If the instructor needs to communicate something important to the class, it will be sent via

COM email and be posted on D2L in Class Announcements. If there's something particularly important or time sensitive to any particular student, the instructor may also send an instant message via D2L which directs the student to check COM email and/or the instructor may include a message in the instructor feedback section of any assignment that directs the student to check COM email.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork	Discussions, Journals, Essays
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays	Critical Thinking skills	Unit Essays
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.	Personal Responsibility	Professionalism Grade or Assessment
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Communication Skills (CS1)	Unit Essays, Discussions
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)	N/A	Unit Essays, Discussions where applicable, Journals

Academic Dishonesty:

Scholastic dishonesty and plagiarism are defined in the student handbook. Plagiarism (failure to acknowledge or cite sources of ideas and/or works, representing another's work as your own, etc.) will not be tolerated in this class. Similarly, if you use any of your peers' research, secondary sources, and/or ideas to write your own work, it will not be tolerated and will be viewed as academically dishonest. These types of choices can result in a failing grade for the assignment, the course, and in the most extreme cases, it will be reported to COM. If you do not understand what constitutes plagiarism, or academic dishonesty, please contact me. If you are unsure whether something included in one of your writing assignments may be considered plagiarism, or academically dishonest please contact me during my office hours or at least two days before the assignment is due. Please note that failure to credit a source in

a discussion post is also plagiarism. If you use a source, credit the author no matter what type of assignment it is.

Policy Against Use of AI:

In this course, you may not use AI for any assignment in any way, shape, or form (this includes discussion posts). Use of AI will be treated as plagiarism and as academically dishonest. Consequences for using any type of AI on any assignment may result in a grade of zero for the assignment followed by a report to the Dean of Students office for further action. If it is determined that a student continues to use AI despite consequences on previous assignments, it may result in automatic failure of the course.

Below are some examples of certain types of AI that include but are not limited to the following:

- △ Do not use artificial intelligence (AI) to write all or part of an academic essay or other academic assignment.
- △ Do not use an AI paraphrasing or rephrasing tool like Quillbot or ProWritingAid.
- △ Do not use Grammarly to edit your work.
- △ Do not use ChatGPT
- △ Do not use Microsoft Word Sentence Revision suggestions. This software program uses AI to create suggestions for sentence revision.
- △ Do not run your documents through a program to translate your assignments into English. All assignments must be written in Standard English by the student, not through assistive technology.

The above are examples and are not an all-inclusive list of AI tools available. In short, use of ANY AI tool for writing will result in the aforementioned consequences.

All written assignments are assessed for plagiarism/AI by the instructor. Additionally, a plagiarism/AI program (TurnItIn) is used as a supportive tool for instructors to further assess student work for academic integrity/honesty. Students have access to view the report for all submitted assignments. If any student submission is flagged with a percentage as AI generated regardless of how low/high the percentage is, the instructor will request a detailed explanation of the submission that includes a deadline date/time for a response. Acceptable explanations are up to the discretion of the instructor and more information may be requested based on the response received. The instructor will then use the explanation to further assess the student's work to determine if academic honesty/integrity is upheld. If the instructor does not receive an adequate response, a zero may remain for the assignment. Similarly, if the instructor receives no response by the deadline date/time, a zero for the assignment will remain. The assignment in question may also be reported to the Dean of Students Office for further action.

HUMANITIES DEPARTMENT POLICY STATEMENT: 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 student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

"Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

Student Concerns:

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 Humanities Department Chair, Brian Anderson at 409-933-8186, banderson@com.edu.

Course outline:

(This outline is tentative. If a change needs to be made, a new outline will be posted in D2L for that unit.) You should check your COM email and D2L daily for any updates. Weekly assignments will be made available to you on Friday at 6pm of each week in each unit Module on D2L except for the first week of classes where assignments will be available on Monday.

Course Outline Changes: The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be notified of any changes.

Unit	Week	Assignment Due Dates
Unit 1: Rhetorical Analysis	1 7/7-7/12	Wednesday, 7/10 by 5pm - Course Introduction Letter Wednesday, 7/10 by 5pm - Introduction/Rhetorical Appeals Discussion Friday, 7/12 by 5 pm- Journal: Academic Tone Friday, 7/12 by 11:59 pm - Syllabus Quiz Friday, 7/12 by 11:59 pm - Quiz - Rhetorical Analysis/Fallacies
	2 7/12-7/19	Monday, 7/15 by 7pm Journal - Essay Outline Wednesday, 7/17 by 5pm Discussion – Fallacies in Advertising Wednesday, 7/17 by 11:59 pm Quiz -Research: Purdue/COM Library Tutorial Guide Thursday, 7/18 by 11:59 pm <i>Extra Credit Optional</i>- Peer Review Friday, 7/19 by 5pm - <u>Final Draft: Rhetorical Analysis</u>
Unit 2: Annotated Bibliography/Argument Research	3 7/19-7/26	Wednesday, 7/24 by Noon Journal - Evaluating Sources Wednesday, 7/24 by 5pm Discussion - Research/Argument Wednesday, 7/24 by 11:59 pm Quiz - Annotated Bibliography/ Evaluating Sources Wednesday, 7/24 by 11:59 pm Quiz - Argument Thursday, 7/25 by 11:59 pm <i>Extra Credit Optional</i> - Peer Review Friday, 7/26 by 5pm - <u>Final Draft: Annotated Bib.</u>
Unit 3: Argument	4 7/26 - 8/2	Monday, 7/29 by 7pm Journal- Essay Outline Wednesday, 7/31 by 5pm Discussion – Recognizing Bias Thursday, 8/1 by 11:59 pm <i>Extra Credit Optional</i> - Peer Review Friday, 8/2 by 5pm - <u>Final Draft - Argumentative Essay</u>
	5 8/2-8/9	Tuesday, 8/6 by Noon – Discussion-Course Overview Tuesday, 8/6 by Noon Journal - Oral Video 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://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, 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 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2nd 5-week session is August 2.

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.