ENGL-1302-003I1-FA2025
English Composition II
Fall 2025
Online (1ˢᵗ 8 weeks)

Instructor Information: Mandi Crum, MA
Email: mcrum2@com.edu

Office hours and location: Virtual office hours Mondays 9 a.m. - 10:30 a.m.

Required Textbook/Materials: All reading materials, including supplemental readings, will be provided without additional cost to students. Text and readings made available through Brightspace.

OER Textbook: Writing Guide with Handbook, OpenStax (Rice University; print version available): https://openstax.org/details/books/writing-guide

Supplemental texts will be assigned and provided as well. You will find links to all required reading in the online course assignments.

Course Description: 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.

A note about this course: In order to be a strong writer, we will focus on three main components; reading, research, and critical thinking. Each assignment will focus on one or more of these concepts for you to practice. The more you practice the stronger your writing will become. My is for you to complete this course with the tools and confidence to be successful in your future studies, and ultimately your career.

Prerequisite: ENGL 1301 with a grade of "C" or better

Course   requirements/Major   Assignments:

Besides the major assignments listed below, class activities and teaching tools may include discussions, group work, presentations, videos, and supplemental readings. Students are expected to read and review all material assigned.

1

Essays/Papers

You will write three formal papers this semester that focus on academic discourse or use an academic approach. Some will require research; all will require you to read from and interact with the readings and other research. You will receive handouts with detailed instructions for each of these papers.

Reflections/Journals/Informal

Writing Reflective pieces or journals will require you to think about your learning and progress in rhetoric and writing. The final reflection will require you to think about your writing process and what you have learned all semester. Instructions will be provided for each. Other journals or reflections may connect to readings or other research-related topics.

Discussions

You will be required to participate in class discussions through Brightspace. Because our class is entirely online, your class participation grade for the semester weighs heavily on how much you interact with your classmates through open discussions. These discussions will be announced in your coursework weekly. Discussion should be polite, professional, and on topic. Feedback should be constructive and mindful of the person who will read it.

Quizzes and Minor Assignments

Quizzes and other assignments will be clearly outlined and explained in Brightspace on a weekly basis. These minor grades will be used help gauge your progress throughout our 8 weeks together. Minor assignment grades may include prewriting exercises, annotated bibliography, research checks, and crafting your thesis statements, to name a few.

Determination of Course Grade/Detailed Grading Formula:

Grading Plan
1 weekly discussion (10 points) x 8 weeks	= 80 points
1 weekly Journal entry (25 points) x 8 weeks	= 200 points
2 quizzes (20 points each)	= 40 points
Research Paper Prop. & Outline	= 50 points
Annotated Bibliography	= 50 points
Diagnostic Essay (500 words minimum)	= 30 points
Rhetorical Analysis Project (750 words minimum)	= 150 points
Non-fiction Analysis Paper (750 words minimum)	= 150 points

Final Research Paper (1000 words minimum)   = 300 points
Reflective Essay (500 words minimum)   = 60 points

Grading Scale:
A: 900-1010 points
B: 800-899 points
C: 700-799
D: 600-699
F: 599 and below

Notes: There may be some adjustment of point distributions, totals, or weights as needed to correct for errors or changes in assignments/schedules. Any extra-credit points will be added as raw points.

PLEASE NOTE For your writing assignments you are to use standard academic formatting — Times New Roman, 12-point font, double-spaced, 1-inch margins

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

Students may only submit late work or complete a make-up exam/quiz with the instructor's express permission. Documentation may be required for students who request a makeup or deadline extension due to an emergency. A late penalty (20% per business day) may also apply. Please plan accordingly and contact me ahead of time if you know you have a situation.

Extra Credit:

Because this course is skills-oriented and focuses on the rigors of the writing process, extra credit will not normally be made available. However, there will be opportunities to rewrite or edit work that you have turned in for a grade, in hopes to add some more points to your overall score. I will announce these opportunities in class, so please be sure you're checking messages and announcements on Brightspace.

Attendance Policy:

For the purposes of this online class, "attendance" means logging on to the class and completing tasks and/or communicating with the instructor. Regular class participation is expected; a student cannot expect to pass this online class without contributing to discussions and other assignments on a regular basis. Students are expected to check course email at least every other day and to sign on to the class at least 4-5 times a week to check assignments and participate in D2L discussions and other learning activities. Please be aware that I am able to check a student's progress (including last sign-on date, items accessed, etc.) through Brightspace. Reading all instructions is essential for your success.

Please note that I do not normally drop students based on lack of attendance, although this is done automatically for those who do not attend class or participate in some way before Census Day. (As explained in the Student Handbook, simply logging in is not enough to count for online attendance.) After that time, students are responsible for withdrawing themselves and for managing their own schedule and how they might be affected by the six-drop rule. See withdrawal policy below.

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.

If you email me during business hours, Monday–Friday, 8am–6pm, please expect my reply within 24 hours. There may be longer response times between Friday evening and Monday morning.

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

Academic Dishonesty:

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

Statement about AI:

In this course, I recognize that generative AI tools (such as ChatGPT, Grammarly, QuillBot,

etc.) are increasingly accessible and may be used to support writing and research. However, their use must be ethical, transparent, and aligned with academic integrity standards. We will cover more of this in class as well.

Permitted Uses of AI
- ♦ Brainstorming ideas or outlining topics
- ♦ Clarifying grammar or sentence structure
- ♦ Generating examples or explanations for better understanding
- ♦ Assisting with citation formatting (e.g., MLA, APA)

Prohibited Uses of AI
- ♦ Submitting AI-generated content as your own original writing
- ♦ Using AI to complete major writing assignments without instructor approval
- ♦ Misrepresenting AI-generated work as human-authored

Citing AI Use

If you use an AI tool in any part of your writing process, you must acknowledge and cite it. Use the following format (adapted from MLA guidelines):

ChatGPT. Response to "Explain the concept of rhetorical analysis." OpenAI, 13 Aug. 2025, https://chat.openai.com.

*this is an example of how to cite it; please be aware that you would need to create your own.

Include this citation in your bibliography or works cited page and briefly note in your author's statement or footnote how the tool was used.

Ethical Considerations
- ♦ Always critically evaluate AI-generated content for accuracy, bias, and relevance.
- ♦ Remember that *AI tools do not replace your own thinking*, voice, or responsibility as a writer.
- ♦ When in doubt, ask your instructor before using AI for any assignment.

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 Dean Rocky Barney at 409-933-8727 or rbarney@com.edu.

Course Outline
Tentative Class Schedule and Reading Assignments

Note: Schedule is subject to change as needed. This only a guideline for what to expect this semester. You will need to check your exact assignments on Brightspace weekly.

Week 1 – Introduction and Literary Analysis Basics

Theme: Starting Strong – Understanding the Writing Process
Icebreaker discussion (introduce yourself + favorite book/author)
Overview of course, MLA refresher, academic integrity
Read short fiction – *to be announced on Brightspace with links to the reading*
Assignment: Syllabus Quiz; Diagnostic Essay (500 words) Due 8/24/2025

Week 2 – Analyzing Nonfiction & Developing Argument

Theme: Understanding claims, reasons, and evidence in nonfiction writing
MLA format review; quoting sources
Reading: *to be announced on Brightspace with links to the reading*
Assignment: Non-Fiction Analysis Essay (750 words minimum) Due 8/31/2025

Week 3 – Rhetorical Analysis

Theme: How Writers Persuade Different Audiences
Identify ethos, pathos, logos
Analyze speeches or essays – *options to be announced on Brightspace with links to the reading*
Assignment: Rhetorical Analysis Essay (750 words minimum) Due 9/7/2025

Week 4 – Research Process and Proposal

*Theme: Asking Research Questions and Finding Credible Source*s
Choosing topics, narrowing focus, forming a research question
Introduction to library databases & evaluating sources
Assignment: Research Proposal and Outline Due 9/14/2024

Week 5 – Annotated Bibliography

Theme: Building Your Evidence Base
Finding, summarizing, and evaluating scholarly sources
Paraphrasing vs. quoting
Assignment: Research Foundations Quiz; Annotated Bibliography Due 9/21/2025

Week 6 – Drafting the Research Paper

Theme: Organizing and Developing Your Argument
Organization, integrating sources smoothly, avoiding plagiarism
Peer review activity (discussion board)
Assignment: Research Paper Due 9/28/2025

Week 7 – Reflection and Final Wrap Up
Theme: Applying Composition Skills to Other Contexts
Self-assessment on writing growth

Assignment: Reflective Essay (500 words) Due 10/5/2025

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.