



**English 1301-010I2  
Composition I  
Spring 2025-2<sup>nd</sup> 8 Weeks**

**Instructor Information:**

Name: Blaine Ganter Ed.D.

Email: [bganter@com.edu](mailto:bganter@com.edu)

Phone Number: 832-895-1406 (Text or Call)

**Student hours and location:**

Online Office Hours: Mondays 10:00 am-12:00 pm and Tuesdays 3:00 pm-5:00 pm

Appointments are 15 minutes, reserved through Bookings, and meetings are conducted via Teams.

Please make sure to set up Teams before the start of an appointment. [Book appointments here.](#)

**Required Textbook/Materials:**

*The Rough Writer's Guide: A Handbook for Writing Well*, by Dr. Karen Palmer and Dr. Sandi Van Lieu (free textbook, Open Educational Resources). All reading materials, including supplemental readings, will be provided without additional cost to the student.

[\(https://pressbooks.pub/roughwritersguide/\)](https://pressbooks.pub/roughwritersguide/)

Handbook: Purdue Online Writing Lab (<https://owl.purdue.edu/>, Open Resource)

**Course Description:**

Intensive study of and practice in writing processes, 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 academic essays as a vehicle for learning, communicating, and critical analysis.

Course Prerequisites: See the college catalog or consult with an advisor for current prerequisite requirements for English 1301.

**Course Requirements:**

In addition to 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 assigned material.

## **Assignments:**

### **Short Answer Assignments:**

The learner will respond to 4 sets of short answer questions based on the topics highlighted in pre-selected paired materials on the course Brightspace. Students will respond to each question with a 150-word response.

### **Syllabus and Library Research Tutorial Quizzes:**

Near the beginning of the semester, the learners will complete the research tutorial in the class Brightspace.

### **Essay 1: The Role of the Writer**

The learner will create a 3-page essay, 750 words minimum, that defines their role as an academic writer and researcher, what they hope to achieve throughout their academic career, and offers a personal explanation of their thoughts on the importance of scholarly discourse.

### **Essay 2: Annotated Bibliography**

The learner will create an annotated bibliography of 5 different academic sources using the correct MLA style, which will be used later in the semester for their research paper. Each citation must include the necessary information for a complete MLA citation and a brief paragraph summarizing information on the source.

### **Research Paper: Selected Topic**

The learner will select a topic from one of the first two previously written Short Answer Assignments at the beginning of the semester. They will then write a 6-page research paper of at least 1,350 words using the correct MLA style and citing several sources collected for the annotated bibliography.

### **Final Presentation:**

Near the end of the semester, each learner will submit a 6-minute audio-narrated PowerPoint presentation discussing their chosen research topic and findings. The presentation should NOT simply copy and paste sections of your research preparation.

**Determination of Course Grade/Detailed Grading Formula:**

The grading scale for this class will consist of several weighted percentages that break down as follows:

Quizzes (2 Total) 10%

-Syllabus Quiz

-Library Tutorial Quiz

Short Answer Question Exercises (4 Total) 25%

-Short Answer Assignments 1-3

-To Kill a Mockingbird Questions (Extra Credit, up to 5% added to final average)

Essays (2 Total) 25%

-Essay 1: Understanding Your Role as a Writer

-Essay 2: Annotated Bibliography

Research Paper 25%

Final Oral Presentation 15%

Each assignment will receive a number grade on a scale from 0-100. These assignment grades will then be combined, using the weighted percentages above to calculate the student's final grade in the class using the traditional grade scale as follows:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

**Note:** Point distributions, totals, or weights may be adjusted as needed to correct errors or changes in assignments/schedules.

**Online Gradebook:**

The online gradebook in Brightspace allows you to review and keep track of completed grades and get an overview of your grade. Please note that the final grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). The final grade display may be artificially inflated or deflated at any time if assignments have not been graded. Certain assignment points, like extra credit, may not be posted until the end of the semester, and the final grade book may require some adjusting if the class schedule has been changed or to correct for technical problems or input errors. You are responsible for keeping track of your progress in the class and keeping up with all assignments. Your final grades will be made available through WebAdvisor at the end of the semester. The final grade total (at the end of the semester) on Brightspace will also be considered official.

You should also not use the grade book area to locate assignments, which can lead to confusion and missed deadlines. You must read all learning module instructions and all instructions for individual assignments. Please email me if you have questions.

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

### *Late work/deadlines:*

Please remember that this class is not self-paced. Students are expected to know deadlines and to turn work in on time. Ten points will be deducted from an assignment grade each day it is late up to four days, and no assignments will be accepted after four days. (Note: This policy does not apply to the final paper, presentation, or any other assignments due the last week of the class. No late work will be accepted for the last week of the class.)

Late papers (essays) will only be accepted late with permission from the instructor, and then a late penalty will apply as appropriate. Please get in touch with me if you're having difficulty with deadlines.

### *Make-up work:*

Students may only submit an assignment late or complete a make-up exam with the instructor's permission. Documentation may be required for students who request a makeup or deadline extension due to an emergency.

### *Extra Credit:*

A single extra credit assignment involves viewing a film and responding to short answer questions. This assignment will earn the student up to 5 points added to their final course average. No other extra credit will be given at any point throughout the semester.

## **Attendance Policy:**

Regular class participation is expected; a student cannot expect to pass this online class without contributing to discussions and other assignments regularly. Students are expected to check course email at least every other day and to sign on to the class at least 4 to 5 times a week to check assignments and participate in D2L discussions and other learning activities. Please note that I can 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 commonly drop students based on lack of attendance/participation. However, 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 managing their schedule and how they might be affected by the six-drop rule. See the 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 information about class performance through other electronic means. Any course announcements will be posted in the course Brightspace, and individual communications will be shared with the student's COM email address. The instructor doesn't regularly check Brightspace messages, so please send all communications through your COM email.

**Student Learner Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Please note that these learning outcomes are state-mandated.

*Secondary objectives include:*

1. Demonstrate knowledge of MLA bibliographic and citation systems.
2. Use technology in the writing process.

**Core Objectives:**

Students completing this course will demonstrate competency in the following Core Objectives:

- 1. Critical Thinking Skills (CT):** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
- 2. Communication Skills (CS):** Develop, interpret, and express ideas through written, oral, and visual communication.
- 3. Teamwork (TW):** Consider different points of view and work effectively with others to support a shared purpose or goal.
- 4. Personal Responsibility (PR):** Evaluate choices and actions of others or one's own and relate consequences to ethical decision-making.

**Assessment Information Box:**

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	1. Essay assignments
2. Develop ideas with appropriate support and attribution.		1. Short Answer Assignments 2. Essays 1 and 2 3. Research Paper
3. Write in a style appropriate to the audience and purpose.	Communication Skills (CS)	1. Short Answer Assignments 2. Essays 1 and 2 3. Research Paper
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	1. Short Answer Assignments 2. Essays 1 and 2 3. Research Paper
5. Use Edited American English in academic essays.		1. Short Answer Assignments 2. Essays 1 and 2 3. Research Paper
6. Personal Responsibility: Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Personal Responsibility (PR)	1. Essay Assignments 2. Research Paper

**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 a severe offense that will result in a **grade of zero** on that exam, 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 is a grave offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, 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 and remediation.

The plagiarism and academic dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, online forums, and essays. You must document properly using MLA standards if you use anything from another source. Making up quotes or falsifying information will also be construed as academic dishonesty. Reusing your assignments from an earlier class or this class is also not allowed; please ask me if you need guidance.

Please note that not all papers will necessarily be checked for plagiarism; the decision to check a particular paper for possible plagiarism is based on my professional judgment and expertise garnered from years of grading student papers.

**Artificial Intelligence:** The use of any form of Artificial Intelligence such as ChatGPT, Grammarly, Gemini, or any other AI tool to complete discussions, journals, or papers is considered a form of academic dishonesty, and will be responded to as such.

Please note that our current plagiarism-checking tool provides information on the possible use of AI, though the instructor is responsible for making a final determination. Use your judgment and make sure you're doing your work. In English 1301, we will also provide additional instruction, resources, and guidance on avoiding plagiarism.

**Student Concerns:**

If you have any questions or concerns about any aspect of this course, don't hesitate to contact me using the provided contact information. If you continue to have questions after discussing your concern with me, please get in touch with Humanities Chair Dr. Brian Anderson at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

**Other Policies:**

- 1. Withdrawals:** I do not normally drop students due to lack of attendance. However, this is done automatically for those who do not attend class or participate before Census Day. After that time, students are responsible for withdrawing themselves and managing their schedule and how they might be affected by the six-drop rule. See the institutional withdrawal policy below.
- 2. Caveat on Grading.** The instructor reserves the right to make subjective decisions on student grades and assessments based on his expertise and judgment in the subject matter.
- 3. Syllabus Changes.** The instructor reserves the right to change the syllabus and/or schedule. Readings may also be added, but no significant assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be duly notified of any such changes.

**Course outline:** (calendar with readings, topics, due dates; assignments and readings may be added or modified as needed)

<b>Week</b>	<b>Class Topic</b>	<b>Assignment (Due Midnight of Date Listed)</b>
1	1. Review Syllabus 2. Understanding Your Role as a Writer	1. Short Answer 1 (3/30/25) 2. Syllabus Quiz (3/28/25)
2	1. Pre-Writing and Reading Strategies 2. The Writing Process	1. Short Answer 2 (4/6/25)
3	1. Essay 1 2. MLA Citation Style and Evaluating Sources	1. Essay 1 (4/13/25)
4	1. Library Research 2. Essay 2	1. Library Research Quiz (4/18/25) 2. Essay 2 (4/20/25)
5	1. Critical Thinking 2. Breaking Down Body Points	1. Short Answer 3 (4/27/25) 2. To Kill a Mockingbird Questions (Extra Credit, 4/27/25)
6	1. Writing a Research Paper 2. Editing and Revising 3. Research Paper	1. Research Paper (5/11/25)
7	1. Designing a Presentation	1. Final Presentation (5/13/25)
8	No Lecture-Research Paper and Final Presentation Due	Thanks for an excellent class!



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## 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 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_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](mailto: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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.