



**ENGL 1301- 103CL**  
**Composition I**  
**Fall 2023**  
**M/W 8 – 9:20 am in LRC 247**

**Instructor Information**

Name: Nichole Kyle  
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Office Phone: (409) 933-8222  
Office Location: Learning Resource Center (LRC), Building #8, Suite B Rm #240

**Office Hours**

Office hours are a resource for students interested in individualized attention for mentoring, academic help, or advisement. Students are welcome to attend office hours as listed below or by appointment. Office hours and appointments are held in my office, via phone, or virtually through Teams.

<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>
11:00 am – 12:00 pm	9:30 am – 12:30 pm	11:00 am – 12:00 pm	9:30 am – 12:30 pm

**Communicating with Instructor**

ALL electronic communication with the 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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

**Required Textbook/Materials**

- ✓ FREE: [The Rough Writer’s Handbook](#)
- ✓ FREE: [The OWL Website](#) (Purdue University’s Online Writing Lab)
- ✓ Assigned articles as made available on Brightspace (free printing at the Tutoring Center)
- ✓ Paper and writing utensils
- ✓ Device with internet access (labs and free Wi-Fi on campus)
  - Flash drive
- ✓ Office 365 (free to COM students)

**Prerequisite**

One of the following TSI scores combinations or equivalent developmental courses (1) TSI Reading 351 and TSI Writing 350 and TSI Essay 5 (2) TSI Reading 351 with TSI Writing 363 and Essay 4 (3) TSI Reading 351 and TSI Writing less than 350 with ABE 4 and TSI Essay 5.

### Course Description

ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. AGCM. 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 the academic essay as a vehicle for learning, communicating and critical analysis.

### Elaboration

TBD – I find it productive if the class dives into a shared theme throughout the semester. To that end, as a class, we will determine a theme of inquiry by popular vote. This theme will allow us to put into practice the knowledge students gain in composition throughout the course collectively and collaboratively.

### Course Requirements

This is a composition course, meaning there will be a significant amount of reading and writing, emphasizing the writing process. Students will utilize informal and academic writing in short reflective responses and detailed essays.

Additionally, this course is collaborative in nature. You will participate in discussions, class activities, peer reviews/workshops, and complete at least two presentations. Major assignments for the course include a documentary review, magazine article, annotated bibliography, final paper, reflection paper, and research presentation. Additionally, students can expect to be graded on auxiliary assignments and participation. No formal examinations will be given.

<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	Presentations
2. Develop ideas with appropriate support and attribution	Personal Responsibility	Final Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills	Documentary Review Magazine Editorial
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking	Annotated Bib Reflection
5. Use Edited American English in academic essays.	Communication Skills	Final Essay

### **Determination of Course Grade**

Documentary Review	10%
Magazine Editorial	10%
Annotated Bib	15%
Final Essay	20%
Reflection	10 %
Presentations	10%
Auxiliary Assignments	10%
Participation	15%

### **Grading Scale**

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 – 59%

### **Late Work/Make-Up**

Work should be submitted by the due date and in the form requested. Generally, I do not accept late work. Missed in-class assignments, e.g., journal writings, activities, and participation points, cannot be made up. If you miss a class where an assignment is turned in during class, you have until the next class to turn in the assignment. Any exceptions to this policy are made on a case-by-case basis. Students are responsible for providing documentation for emergencies.

### **Revisions/Rewriting**

Requests to make revisions or rewrite assignments will be determined on a case-by-case basis.

### **Extra-Credit**

- **Tutoring:** If you take a major writing assignment to the tutoring center and provide documentation, you may receive up to 5 points extra credit on the assignment.
- **Live Event:** Extra credit may be earned once during the semester by attending (in person or online) an event of educational or professional value at the college and submitting a half-page report on your experience to the Extra Credit Prompt on Brightspace.
- **Other:** I may provide other extra credit opportunities throughout the semester as I see fit.

- **Requests for extra credit:** Requests for extra credit will be determined on a case-by-case basis.

### **Attendance Policy**

The success of this course and your success IN the course depends on your active engagement and participation. I expect you to be prepared and a vocal and constructive participant during each class meeting.

- You are expected to be on time and in attendance. More than 3 absences or failure to participate over a two-week period may result in receiving a grade of “F” for the course.
- Failure to participate in peer reviews/workshops will result in an absence for that day and a lower grade for that assignment.
- Excessive tardiness will impact your participation grade and ability to pass the course.

### **Professionalism**

Our class will reproduce a “real-world” work environment in many ways, and students will be expected to participate professionally in the class. You should arrive on time, meet deadlines, and contribute meaningfully to class discussions. Professionalism also includes collaboration, willing participation in all class activities, and sincere effort to improve your own writing and that of your peers through peer review, revision, and conferencing. Professional behavior is a cooperative endeavor that affects the entire class. All class participants must behave civilly and respectfully at all times. Disrespectful or threatening behavior toward classmates or the instructor is unacceptable and will be reported to the Dean of Students. Neglecting this class in any way (by doing work for other classes, texting, goofing off, reading/browsing on devices, sleeping, etc.) will not be tolerated. Any students engaged in such conduct will be considered absent.

Your level of professionalism in this class will directly affect your participation grade. Unproductive behavior from students in relation to class discussions and activities, behavior such as competing or “performing to the instructor,” may negatively impact your participation grade.

### **Recording**

I do not allow recordings of any kind (video, audio, photography) in my classroom without my express permission. Violators will be asked to leave the class and will be reported to the Dean of Students.

### **Academic Dishonesty**

Academic dishonesty and plagiarism are defined in the student handbook. Plagiarism of any kind will not be tolerated in this class. It can result in a failing grade for the assignment/course and will be reported to the Dean of Students. **Ignorance will not be an acceptable defense:** All students are responsible for familiarizing themselves with the documentation rules. Please contact me if you are unsure whether something may be considered plagiarism.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the provided contact information. If you continue to have questions after

discussing your concern with me, please contact the Humanities Department Chair, Dr. Brian Anderson, at 409.933.8186 or [banderson@com.edu](mailto:banderson@com.edu).

### 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: [com.edu/symposium](http://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, from 9 a.m. to 2:30 p.m. 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 or have questions.

### Syllabus/Schedule Changes

I reserve the right to change the syllabus/schedule to accommodate the class dynamics. Changes will be announced in class, on Brightspace, and/or by email to ensure everyone is on the same page.

### Course Outline

*\*All assignments are due Sunday at midnight on the week indicated. Students are expected to prepare for class by reading and annotating the materials as outlined in the schedule, including RW chapters and theme articles.*

WEEK	IN CLASS	ASSIGNMENTS
Week 1 8/28 - 9/1	Welcome and Syllabus	
	In class writing Lesson: RW Intro and Chapter 1 Theme: TBD	Assign Writing Conventions Presentations
Week 2 9/4 – 9/8	<b>COM Closed for Labor Day</b>	
Studying in College  9/4 COM Closed for Labor Day	Writing Conventions In class writing Lesson: RW Chapters 2 & 3 Theme: Theme Intro & Discussion	
	Writing Conventions In class writing Lesson: RW Chapters 4 & 5 Theme: Theme Documentary	Assign Documentary Review
Week 3 9/11 – 9/15	Writing Conventions In class writing Lesson: RW Chapters 6 Theme: Theme Discussion/Activity	
Writing in College	Writing Conventions In class writing Lesson: RW Chapters 11 Theme: Theme Article	Documentary Review Due

<b>Pre-Writing</b>	Writing Conventions In class writing Lesson: RW Chapters 12 & 13 Theme: Theme Discussion/Activity	Assign Magazine Editorial
Week 5 10/2 – 10/6  <b>Planning</b>	Writing Conventions In class writing Lesson: RW Chapters 14, 15, & 16 Theme: Theme Article	
	Writing Conventions In class writing Lesson: RW Chapters 17, 18, & 19 Theme: Theme Discussion/Activity	Magazine Editorial Due
Week 6 10/9 – 10/13  <b>Conducting Research</b>	Writing Conventions In class writing Lesson: RW Chapters 7 & 8 Theme: Theme Article	Assign Annotated Bib
	Writing Conventions In class writing Lesson: RW Chapters 9 & 10 Theme: Theme Discussion/Activity	
Week 7 10/16 - 10/20  <b>Documentation</b>	Writing Conventions In class writing Lesson: RW Chapters 24 Theme: Theme Article	
	Writing Conventions In class writing Lesson: RW Chapters 25 - 28 Theme: Theme Discussion/Activity	
Week 8 10/23 - 10/27  <b>Drafting</b>	Writing Conventions In class writing Lesson: RW Chapters 20 & 21 Theme: Theme Article	
	Writing Conventions In class writing Lesson: RW Chapters 22 & 23 Theme: Theme Discussion/Activity	Annotated Bib Due
Week 9 10/30 – 11/3  <b>Revision</b>	Writing Conventions In class writing Lesson: RW 29 Theme: Theme Article	Assign Final Project & Reflection
	Writing Conventions In class writing Lesson: RW 30, 31, & 32 Theme: Theme Discussion/Activity	

<b>Week 10</b> 11/6 – 11/10  <b>Revision</b>	Writing Conventions In class writing Lesson: RW Chapters 33 & 34 Theme: Theme Article	
	11/7 Spring Registration	Writing Conventions In class writing Lesson: RW Chapter 35 Theme: Theme Discussion/Activity
<b>Week 11</b> 11/20 – 11/24  <b>Workshops</b>	Writing Conventions In class writing Lesson: Workshop Theme: Theme Article	
	COM Closed 11/23 -11/26 for Thanksgiving Holiday	Writing Conventions In class writing Lesson: Theme:
<b>Week 12</b> 11/27 – 12/1  <b>Editing</b>	Writing Conventions In class writing Lesson: RW Chapter 36 Theme: Theme Article	Assign Research Presentations
	11/28 W-Day	Writing Conventions In class writing Lesson: RW Chapters 37 & 38 Theme: Theme Discussion/Activity
<b>Week 13</b> 12/4 – 12/8  <b>Editing</b>	Writing Conventions In class writing Lesson: RW Chapters 39, 40, & 41 Theme: Theme Article	
		Writing Conventions In class writing Lesson: RW Chapters 42, 43, & 44 Theme: Theme Discussion/Activity
<b>Week 14</b> 12/11 – 12/15  <b>Research Presentations</b>	In class writing	
	Presentations	Research Presentations Due
	In class writing	
	Presentations	Research Presentations Due

## 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](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](mailto: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 1<sup>st</sup> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**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).