



ENGL 1301.108CL
Written Composition I
Spring 2024
Tuesday/Thursday 9:30 a.m. – 10:50 a.m.; LRC 275

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

Student hours:

Monday/Wednesday: 12:30 p.m. – 2:00 p.m.
Tuesday/Thursday: 8:00 a.m. – 9:30 a.m.; 1:30 p.m. – 2:30 p.m.
By appointment as needed

Required Textbook/Materials:

All texts will be available in D2L/Brightspace.

Other Materials/Supplies:

- Access to MS Word and the internet
- Flash drive or OneDrive to organize all the material for this course.

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 the 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 three short essays, a lengthy research paper, and an oral presentation. The writing process will be emphasized through class discussions, journal responses, revision and editing, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete researched essays. All assignments will be submitted using Brightspace. Turnitin will be used to identify the usage of researched material and aid in better integration of this information along with the editing of grammar and mechanics.

Revision and Editing Activities: You are responsible for bringing two (2) copies of a complete rough draft on peer review days. Failure to arrive to class with a rough draft will result in a 20-point deduction on the final grade. I will only excuse this in emergency situations that can be documented.

Determination of Course Grade/Detailed Grading Formula:

Class Activities/Reflections/Participation:	10%
Oral Presentation:	15%
Revision and Editing Activities:	20%
Essay Assignments:	25%
Informative Research Paper and Outline:	30%

Final grading will be assigned based on the following scale.

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59 & Below = F

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

Late Work/Make-up Policy: Deadlines are posted on Brightspace, the course syllabus, course calendar, and assignment sheets given in class. Assignments **must** be turned in to Brightspace before 11:59 p.m. on the specified due date. Assignments submitted up to **three** days past the due date will receive a deduction of 15 points. Assignments submitted beyond this point **will not be accepted** unless special arrangements are made BEFORE the 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: Extra Credit will only be awarded in two ways. 1) Five points extra credit will be applied to any essay reviewed by the COM Writing Center or Net Tutor. Evidence of the writing center visit must be submitted in Brightspace along with the final paper in order to receive credit. 2) Three additional percentage points will be awarded to students who complete the online course evaluation at the end of the semester.

Attendance Policy:

You are expected to be prepared and in class on time, ready to fully participate in every scheduled class session. 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.

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/>
- ✓ <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- ✓ *The Little Seagull Handbook*
- ✓ The COM Tutoring Center

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: The instructor reserves the right to make changes to the course outline as the need arises.

Week	Course Topics	Assignments Due
Week 1	Course Introduction	Syllabus Quiz

	The Writing Process	<i>E-Mail Journal Due Thursday</i>
Week 2	Modes of Writing/ Brainstorming Activities	Diagnostic Essay Due Thursday
Week 3	Academic Writing Formal vs. Informal Writing	<i>Reading Response Due Thursday</i>
Week 4	Writing, Revision, Editing Process – Writing a Review	<i>Rough Draft Due Tuesday</i> Review Due Thursday by 11:59 p.m.
Week 5	Research Process – Informative Essay Library/Database Introduction	Class activities Library Research Tutorial
Week 6	Research Process – Informative Essay MLA Format/Source Citation	Class activities <i>Journal due Thursday</i>
Week 7	Research Process – Informative Essay MLA Format/Source Citation	Formal Outline Due Thursday by 11:59 p.m.
Week 8	Student Conferencing Drafting Informative Essay	Class Activities
Spring Break		
Week 9	Research Process – Informative Essay Revision and Editing	<i>Rough Draft Due Tuesday</i> Informative Essay Due Thursday by 11:59 p.m.
Week 10	Persuasion and the Research Process Thesis Statements	Class Activities
Week 11	Persuasion and the Research Process	Class Activities
Week 12	Persuasion and the Research Process Revision and Editing Practices	<i>Rough Draft Due Tuesday</i> Pro/Con Essay Due Thursday by 11:59 p.m.
Week 13	Visual Rhetoric – Reflection Presentations	
Week 14	Visual Rhetoric – Reflection Presentations Revision and Editing	Final Presentations are due Thursday by 11:59 p.m.
Week 15	Reflection Presentations	
Week 16	Finish presentations Final Grade Conferencing	

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 at 409-933-8919 or 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 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

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.