



**English Composition I: Process Over Product
FA2024 2nd 8 Weeks | October 14-December 5, 2024
ENGL 1301.00712
Online**

Instructor Information:

Monique Suarez, MA (she/her)
msuarez@com.edu

College of the Mainland (Main Campus) Office:

Learning Resource Center (LRC)
Building #8, Suite B, RM 239
Humanities Department

Student Hours/Office Hours:

Any day listed with a specific time is also a time you can meet with me virtually. If none of these times work for you, please let me know.

<u>Day</u>	<u>Time</u>	<u>Location</u>
Monday	10-12:30pm	Main Campus LRC, RM 239
Tuesday	8:30-9:30am	League City RM 126
Wednesday	10:30-12:30pm	Online Only
	3-4pm	
Thursday	8:30-9:30am	League City RM 126

Communication Policy:

You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication with me (your 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.

If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

ENGL 1301 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.

Professor Suarez’s Personal Course Description: This course will introduce you to the process of working toward an academic research paper. I know the feeling of being given a major assignment and then sitting at a blank screen wondering "Where do I begin? How do I start?" Each week will work you toward a new step in the writing process for your paper. In addition to working toward this, we will be discussing other current topics relevant to academia, such as AI-generated writing, learning transfer, language, and more.

Textbook/Materials - OER Course: Anything that we read in this course will be accessible through D2L Brightspace. If you would like to print something or if misplace anything and do not have a printer, COM’s Tutoring Center offers free printing (found in ICB, Building #23, 1st floor).

Recommended Materials:

- Reliable internet connection; if you lose connection for whatever reason, some places with free wifi are: Starbucks, Summer Moon, and Mille Cafe
- Flash Drive and/or computer folder specifically for this class
- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

Student Learner Outcome Chart:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Weekly Assignments/VT Posts/Peer Review/ In-class Discussions
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/VT Posts
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments/Discussions
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Class Readings/Activities In-class Discussions
5. Use edited American English in academic essays	Unmapped	All writing assignments

Course Requirements:

Participation/HW/VoiceThread (VT) Posts | Weekly

This is an online class and success in this course entails reading course materials, watching instructional videos, and completing the weekly **VoiceThread (VT)**. **VT** is an instructional platform that is free to you and will contain all the weekly instructional material + post prompts/deadlines. See more about it [here](#). I will send an email Week 1 about how to get access to it through our class code. There will often be more than one due date for your VT posts, meaning it is important to tune in to the VT of the week early (I suggest MN) to ensure you are aware of your due dates.

Diagnostic Essay | Week 1

You will complete a diagnostic essay during Week 1. This is to help me gauge where your writing currently is. It will be related to our readings that week and will ask you to include personal anecdotes.

Writing Process Assignments | (see calendar)

These assignments will be completed leading up to the final product of this course: Research Paper: Final Draft. These assignments include the Research Proposal, Works Cited, and Research Paper: Full Draft

Research Paper: Final Draft | Tuesday 11/26 11:59pm (25% of average)

This is the final product of the course. In other words, everything you learn in the class is to help you be successful on this paper. That said, it is imperative that you submit a full draft (during Week 5) that you are proud of. It is also important to utilize peer and my own feedback that you receive on VT6.

Final Exam | Week 8

This semester you will complete a free-response final exam to test your understanding of the course material. You will have ~1 week to complete this.

Reflection Presentation | Week 8

In ENGL 1301, you are required to complete some form of oral presentation. This presentation will be a retelling and/or iteration of your EOC Reflection on VT8. More details will be given when the time nears.

Condensed Grading Formula:

Participation, VT Posts	30%
Diagnostic Essay	05%
Writing Process Assignments	20%
Research Paper: Final Draft	25%
EOC Reflection/Presentation (on VT8)	10%
Final Exam	10%

Total:	100%

Grading Scale:

A: 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less

FN: failure due to giving up and no longer attending class

Course Grade Determination: Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, complete assignments, ask questions, and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are. Please see the late-work policy and section about late, missed, and incomplete assignments.

A Note on Balancing Life + Academics: I am aware that, for some, school is one of *many* daily responsibilities. I hope that this course will aid you in practicing what it means to have simultaneous priorities and how to manage that so that you are able to give as much as you can to all of them. I am a current full-time PhD student and full-time professor, so if you are needing tips/advice on this, please reach out. We are in this together!

Attendance Policy: Though the online class is meant to be flexible, the weekly deadlines are not. This means that this class is not self-paced in the sense that you can just wait until Week 8 to complete things. Your attendance is being accounted for by your completion of the weekly VT and online assignments. If there are extenuating circumstances as to why you cannot submit something on a due date, please refer to the life happens clause and/or contact me. Note that I do have the right to drop you from the course for lack of attendance. Missing more than 2 VT or having 2 missed assignments may lead to your failing the course.

Late Work/Make-Up Policy: Timely completion of all assignments is crucial. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Late or corrected incomplete assignments will not receive extensive feedback.**

- **Late Assignments:** Assignments submitted within 2 days of the original due date will receive a half-letter grade deduction every 12 hr (up to 2 letter grades = 48hr late).
- **Missed Assignments:** Assignments that are not submitted within 2 days of the original due date are assignments that will receive a zero.
 - **You will fail the course if your research paper rough draft or final draft become missed assignments.**
- **Incomplete Assignment:** Assignments submitted on time or within the 2-day submission period that do not meet one or multiple requirements (E.g., no works cited page, length requirement, no in-text citations, etc.) are considered incomplete. These assignments will be graded as zeros, and the

student will have the opportunity to correct this within a given amount of time as deemed appropriate by Prof. Suarez

- All incomplete assignments must be corrected and marked as complete in order to receive an A in the class.
- More than one incomplete assignment is subject to a 10-point (full letter grade) deduction on end-of-semester average
- More than two incomplete assignments that are not corrected = F

24-Hr Late Submission Opportunity (The “Life Happens” Clause):

- You will have **two 24-hr late submission opportunity** that you can utilize on any assignment and/or VT post except for the exceptions listed below:
 - Research Paper: *Full Draft*, extra credit stuff, peer reviews, presentations, or exams.

Written Feedback: You will receive feedback from me on all writing process and reflection assignments. If I ever give you feedback that you do not understand, please reach out and we can set up a time to go over it.

Extra Credit Opportunities: The opportunities below only apply to assignments that you completed and do not apply to exams or quizzes.

- **Weekly Extra Credit Posts:** Each week, there will be an opportunity to post in a discussion post for all of your classmates to see. For every discussion you participate in, you can receive 1 extra credit point (for a total of 8). These extra credit points will be tallied up at the end of the semester and added toward your lowest assignment grade.
- **Extra Credit Journal:** See this [EX Journal Assignment](#)

The Tutoring Center: Located in the ICB, Room 104 (Building #23), the Tutoring Center provides free face-to-face and online tutoring sessions to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and nonacademic assignments/projects. If you ever have any questions about the tutoring center, please let me know. I was a writing tutor at COM before becoming an instructor, so I can help answer any questions you might have. 😊

The 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](https://www.com.edu/symposium). Participation in the symposium helps develop your professional skills and widen your professional networks; it should be noted on your resume/CV. **This academic year, the Symposium is on Friday, March 28, 2025, from 9 a.m. to 2:30 p.m. in the ICB building.** The abstract submission deadline is Thursday, Feb. 6, 2025, at 11:59 p.m. Please speak with me if you are interested or have questions and visit this site for more information: <https://www.com.edu/symposium/>

Honors Contracts are special projects that extend the work we do in class. They are for ambitious students who wish to deepen their knowledge and experiences of the practices and ideas related to this class. They require students to earn at least a B in class and approval from me since the Honors Contract will require the student and I to work closely together. Please speak with me if you are interested or have questions, and visit this site for more information:

<https://www.com.edu/honorsprogram/>.

Badelynge Review: Here at College of the Mainland we have The Badelynge Review, a literary journal of student work that is curated, edited, and designed entirely by COM students! Joining the journal is a great opportunity for you to gain experience in editing and publishing. If you are interested in joining the journal staff as a Reader (read submissions to help with the selection process), an Editor (work with a few of the selected authors to edit their work for publication), or a Reviewer (evaluate the credibility and accuracy of research used in accepted papers), please reach out to Professor Gwendolynn Barbee-Yow at gbarbee@com.edu.

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 an extremely serious offense and will result in a grade of zero on that exam, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: There are many types of plagiarism, and you may not be aware of them all. Some include paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. A good rule of thumb to live by: Your work should be generated only by you and only for this ENGL 1301 course. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

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.

AI Statement: We will – at some point during the semester - discuss AI and the positives/negatives that can arise from its use. This can help you learn how to decipher when, how, and in what cases it may be appropriate. Generally though, content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment or failure of the course and a notation on your transcript.*

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: banderson@com.edu

College of the Mainland Technology Outage Policy: If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

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.

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.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Name: Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

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.

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.

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 2nd. The last date to withdraw from the 16-week session is November 15th. **The last date to withdraw for the 2nd 8-week session is November 26th.** The last date to withdraw for the winter mini session is December 24th.

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.

Important Dates 2nd 8 Weeks:

M 10/21: Census Day

T 11/26: Last day to withdraw from course (W DAY)

TH-SN 11/28-12/1: Thanksgiving/No Class

F 12/6: Grades will be posted by 11am

Course Outline/Calendar

10/14/2024-12/5/2024

This calendar is tentative and subject to change upon my discretion*

Note: This syllabus does not list the readings and/or other required HW for the week. You can find this all on the VoiceThread each week, which will detail when certain posts/activities are due throughout the week.

VoiceThread (VT) posts will require more than one voice comment per week and those comments will be due on different days. It is imperative to check the VoiceThread for the week on Mondays to ensure that you are aware of the due dates.

WEEK	WEEKLY TOPICS	CONSISTENT WEEKLY WORK
1 10/14-10/20	<ul style="list-style-type: none">• Course Overview/Expectations• Getting Started Checklist• Who are you? Who am I?• The Purpose of FYC/FYW Courses	VT#1 Diagnostic Essay Sunday 10/20 11:59pm
2 10/21-10/27 M 10/21: Census Day	<ul style="list-style-type: none">• Writerly Identity + Language• Genres of Writing• Intro to Academic Writing• Writing Process + Product• MLA Formatting	VT#2
3 10/28-11/3	<ul style="list-style-type: none">• Intro to Research + Finding Sources• MLA Formatting Workshop: Works Cited	VT#3 Research Proposal + Works Cited Sunday 11/3 11:59pm

<p>4 11/4-11/10</p>	<ul style="list-style-type: none"> • "Annotated Bibliography" • Synthesizing Sources + Choosing Quotes • Incorporating Sources 	<p>VT#4</p>
<p>5 11/11-11/17</p>	<ul style="list-style-type: none"> • AI • Higher-order vs. Lower-order Issues • Student Examples + Critiques • Tips, Tricks, Grammar Concepts 	<p>VT#5</p> <p>Research Paper: Full Draft Sunday 11/17 11:59pm</p>
<p>6 11/18-11/24</p>	<ul style="list-style-type: none"> • Peer Review Prep + Discussion • Prof. Feedback 	<p>VT#6</p>
<p>7 11/25-12/1 T 11/26: W DAY 11/28-12/1 Thanksgiving Break</p>	<ul style="list-style-type: none"> • Final revisions 	<p>VT#7</p> <p>Research Paper: Final Draft T 11/26 11:59pm</p>
<p>8 12/2-12/5</p>	<ul style="list-style-type: none"> • EOC Reflection "Presentations" • Final Exam <p>Last possible day to submit work is Wednesday 12/4 11:59pm</p>	<p>VT#8</p>