



**English 1301.204-CL
Composition I
Spring 2024
Wednesdays 6:00PM-8:50PM, LRC 248**

Instructor Information:

Name: Blaine Ganter Ed.D.

Email: bganter@com.edu

Phone Number: 832-895-1406

Student hours and location:

Office Hours: Tuesday and Thursdays 6:00PM-8:00PM, Online and By Appointment

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 student.

(<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 the academic essay as a vehicle for learning, communicating, and critical analysis.

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

Course requirements:

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.

Major Assignments:

Short Answer Assignments:

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

The Library Research Tutorial:

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-word minimum, which defines their role as an academic writer and researcher, what they hope to achieve over the course of their academic career and offer a personal explanation on 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 correct MLA style that will be used later in the semester for their research paper. Each citation will need to include the necessary information for a full 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 3 that were previously written about for the critical paragraphs at the beginning of the semester. They will then proceed to write a 6-page research paper of at least 1,350 words using correct MLA style and citing several of the sources that were collected for the annotated bibliography.

Final Presentation:

On the last day of class, each learner will submit a 6-minute audio narrated PowerPoint presentation discussing their chosen research topic, and their findings. The presentation should NOT be simply copy and pasting sections of your research preparation.

Determination of Course Grade/Detailed Grading Formula:

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

- Quizzes (2 Total) 10%
 - Syllabus Quiz
 - Library Tutorial Quiz
- Short Answer Question Exercises (5 Total) 25%
 - Short Answer Assignments 1-4
 - To Kill a Mockingbird Questions
- Essays (2 Total) 25%
 - Essay 1: Understanding Your Role as a Writer
 - Essay 2: Annotated Bibliography
- Research Paper 25%
- Final Oral Presentation 15%

Each individual 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

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.

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 gradebook may require some adjusting if the class schedule has been changed or just 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 gradebook area as a way to locate assignments, as this can lead to confusion and missing deadlines. You will need to 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:

1. *Late work/deadlines:* Please keep in mind that this class is not self-paced. Students are expected to know deadlines and to turn work in on time. This is in the interest of fairness as well as keeping the class manageable. Students should check deadlines carefully and understand that assignments may be locked down after the deadline, preventing further access. Points may be deducted for late or incomplete discussion postings (posting after the initial deadline); once an assignment has been taken down or a discussion has been “locked,” it will not be reopened. Late papers (essays) will only be accepted late with permission from instructor, and then a late penalty will apply as appropriate (20 percent of grade, per business day). Please contact me if you’re having difficulty with deadlines.
2. *Make-up work:* Students may only turn in a major essay late or complete a make-up exam with the instructor’s express permission. Documentation may be required for students who request a makeup or deadline extension due to an emergency.
3. *Extra Credit:* Extra credit will not be offered in any form over the class. Extra credit will not be offered to individual students as a way of making up grade deficiencies.

Attendance Policy:

Students are expected to attend all class periods and to be on time. Attendance is taken at the beginning of class. Good attendance is necessary to get maximum benefit from the course and to develop habits of punctuality, self-discipline, and responsibility. As this class meets once a week, any student that misses more than two classes will be at risk of being dropped from the class. For an absence to be excused, dated documentation should be submitted when appropriate and available. Personal matters that do not qualify as excused include weddings, family vacations/trips, non-emergency situations, oversleeping, travel delays that occur during class dates, etc.

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. Any course announcements will be posted in the course Brightspace and individual communications will be shared to student's COM email address.

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 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 successfully 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 synthesis 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:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	1. Writing Lab 2. 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 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
Personal Responsibility: Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Course interaction and participation.

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 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 very serious 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. If you use anything from another source, you must document properly using MLA standards. Making up quotes or falsifying information will also be construed as academic dishonesty. Reusing your own assignments from an earlier class or this class (except for your own discussion posts or prewriting as instructed) is also not allowed; please ask me if you need guidance on this.

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

The use of any form of Artificial Intelligence (including but not limited to ChatGPT) to complete discussions, journals, or papers may be considered a form of academic dishonesty. Please note that our current plagiarism-checking tool provides information on possible use of AI, though the instructor is responsible for making a final determination. Use of “smart” grammar checkers and “writing advice” aids may be permissible, but students should be aware that suggestions are not always valid or helpful to improving writing style. Use your own judgment and make sure you’re doing your own work.

In English 1301, we will also be receiving additional instruction, resources, and guidance on avoiding plagiarism.

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 Humanities Chair Dr. Brian Anderson at 409-933-8186 or banderson@com.edu.

Other Policies:

- 1. Withdrawals:** 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 before Census Day. 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 institutional withdrawal policy below.
- 2. Caveat on Grading.** The instructor reserves the right to make subjective decisions on student grades and assessment based on his own expertise and judgment in the subject matter.

3. **Syllabus Changes.** The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major 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)

Week	Class Date	Class Topic	Assignment (Due Day Before Next Class)
1	1/17/24	Review Syllabus and Plagiarism Policy	Short Answer Question Exercise 1 Syllabus Quiz
2	1/24/24	Understanding Your Role as a Writer	Short Answer Question Exercise 2
3	1/31/24	Pre-Writing and Reading Strategies	Short Answer Question Exercise 3
4	2/7/24	The Writing Process	Essay 1 (2/21/24)
5	2/14/24	MLA Citation Style/Evaluating Sources	
6	2/21/24	To Kill a Mockingbird	To Kill a Mockingbird Questions
7	2/28/24	Critical Thinking	Library Research Tutorial (Due 3/6/24)
8	3/6/24	Breaking Down Body Points	
9	3/13/24	No Class-Spring Break	Essay 2 (Due 3/27/24)
10	3/20/24	Writing Lab	
11	3/27/24	Expository Essays	Short Answer Question Exercise 4 (Due 4/10/24)
12	4/3/24	Forming Arguments	Research Paper (Due 5/1/24)
14	4/10/24	Writing a Research Paper	
15	4/17/24	Editing and Revising	
16	4/24/24	Writing Lab	Final Presentations (Due 5/8/24)
17	5/1/24	Designing a Presentation	
18	5/8/24	Final Presentations	

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.* 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.