



**ENGL 1302-103H1 & 693H1 First Term**

*This is a hybrid course (part in person and part online).*

**SPRING 2025, Jan. 13, 2024 – May 9, 2024**

**Monday/Wednesday, 8:00 a.m. – 9:20 a.m.**

**LRC 248**

COM Closed for MLK Holiday: January 20, 2025

Census Date: January 21, 2025

Last Day to Withdraw: February 26, 2025

**Instructor Information:** Lisa Frase, [lfrase@com.edu](mailto:lfrase@com.edu)

**Email:** [lfrase@com.edu](mailto:lfrase@com.edu)

**Phone:** 409-933-8389

**Office:** LRC, Ste. B, #242

**Student Hours:**

Monday	Tuesday	Wednesday	Thursday
<b>ENGL 1302-103/693H2</b> 8:00 a.m. – 9:20 a.m. LRC 275	<b>ENGL 1301-116H1</b> 8:00 a.m. – 9:20 a.m. LRC 248	<b>ENGL 1302-103/693H2</b> 8:00 a.m. – 9:20 a.m. LRC 275	<b>ENGL 1301-116H1</b> 8:00 a.m. – 9:20 a.m. LRC 248
<b>Office Hours</b> 7:30 a.m. – 8:00 a.m.	<b>Office Hours</b> 7:30 a.m. – 8:00 a.m. 9:20 a.m. – 12:30 p.m.	<b>Office Hours</b> 7:30 a.m. – 8:00 a.m.	<b>Office Hours</b> 7:30 a.m. – 8:00 a.m. 9:30 a.m. – 12:30 p.m.
	<b>College Hour</b> 12:30 p.m. – 1:30 p.m.		<b>College Hour</b> Creative Writing Club 12:30 p.m. – 1:30 p.m.

**Student Hours & Location:** Tuesday/Thursday, 8:00 a.m. – 9:20 a.m., LRC 248

You are welcome to stop by during my office hours; however, I might be in a conference or in a meeting on campus. If you are driving to COM to see me, please make an appointment first.

**Hybrid Courses:** A hybrid course meets two days a week. Part of the course is online. Online coursework is in D2L/Brightspace.

**Face-to-Face Courses (F2F):** F2F courses meet four days a week. You will be expected to complete homework in this class. Homework assignments are in D2L/Brightspace.

All Classes:

- Weekly coursework/homework opens each Saturday at 5:00 a.m. in D2L/Brightspace.
- Discussion forum initial posts are due by Thursday, midnight, of the week assigned. Replies are due by Sunday, midnight, of the week assigned.
- Milestone assignments are always due by Sunday, midnight. Please see the assignments' calendar for specific dates.
- Core Learning quizzes are due by Sunday, midnight, of the week assigned. Refer to the assignments' calendar for any changes.
- There are some assignments that are due before class of the week assigned or in-class. Refer to the assignments' calendar for specific dates and times.
- Students are responsible for reading and viewing the Core Learning content and assignment instructions and completing all required assignments by the due date and time.
- There is a two-day grace period for Milestone assignments due during Weeks 1-6. Late work will receive a grade reduction of ten points per day. The dropbox will close on Tuesday, midnight, and a zero will be assigned for work not submitted. There is not a grace period for quizzes or in-class assignments.
- Students should check class announcements and email (COM Outlook email account) *daily* for critical information, updates, and private correspondence from the instructor.

**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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends. *Check your course announcements, activity feed, and COM Outlook email account daily.*

### **Required Textbook:**

All reading/viewing content for this course will be available in D2L/Brightspace, through the COM Library, or online, except for a novella, which is available through Amazon Kindle/app (the novella is an optional selection).

### **Recommended Supplies:**

- composition notebook to keep course notes
- highlighters for annotating
- folder to keep printouts
- flash drive or external hard drive to back up work

### **Required (FREE) Online Accounts:**

[www.prowritingaid.com](http://www.prowritingaid.com)  
[www.citefast.com](http://www.citefast.com)

**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.

**Course Description:** English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based argumentative, expository, and multi-genre texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Activities and assignments include blogs, discussions, essays, research, and a group project. Note that this course is themed around absurdity and social epidemics. *All assignments must have proper MLA formatted Works Cited pages attached to receive credit.*

**Course Prerequisite:** English 1301 (Note: You will not receive credit for this course unless you have already completed English 1301 with a grade of “C” or higher. Students are not allowed to take English 1301 and English 1302 at the same time. If you have not passed 1301, you must inform your professor immediately to avoid further problems.

### **Course requirements:**

You are responsible for reading and viewing all content and assignment instructions and completing assignments by the due date and time. It is crucial that you start early each week, log into D2L/Brightspace daily, and watch for daily announcements and/or emails.

\*You must have access to a working computer and a reliable Internet connection to successfully complete this course. If you have technical issues, then I recommend using the library/tutoring center computers at COM or your local library. Personal computer and Internet issues are not an acceptable excuse for late/incomplete work in this course.

This course is collaborative.

You are expected to participate in online and class discussions, activities, and peer review.

You will be expected to fully read and view all course content and assignment instructions, use sources from the Writer’s Toolbox within D2L/Brightspace to support your writing projects, take quizzes, participate in discussions and peer review, research, annotate texts, submit papers to Tutor.com for feedback, write papers, create multimedia content, and properly document your sources in the MLA documentation style.

Face-to-face students are expected to participate in activities and present in front of the class.

**You will complete a Milestone Project with 5 milestone assignments this semester:**

1. Milestone 1: Project Proposal

2. Milestone 2: Annotated Bibliography
3. Milestone 3: Peer Review
4. Milestone 4: Argumentative Essay
5. Milestone 5: Project Presentation

**You will complete the following Learning Activities this semester:**

- Course Orientation Quiz
- Participation in class discussions, activities, and peer review.
- Submit writing projects to Tutor.com
- Submit Tutor.com proof (PDF) to D2L/Brightspace
- Journal Entries, 1-4
- Personal Responsibility: attendance, participation, professionalism, timeliness

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

**Grading Scale**

80% Milestones Project

05% Milestone 1: Project Proposal  
15% Milestone 2: Annotated Bibliography  
10% Milestone 3: Peer Review  
35% Milestone 4: Argumentative Essay  
15% Milestone 5: Project Presentation

20% Learning Activities

Class Discussions & Activities  
Journal Entries, 1-4  
Tutor Proof  
Peer Review  
Course Orientation Quiz  
Self-Reflection Video Essay  
Personal Responsibility: Attendance, Participation, Professionalism, Timeliness

Attendance and participation are mandatory. Exceptions include illness with a doctor's note (do not come to class sick), funeral, personal/family emergency. Excused absences *require proof* and are *subject to my discretion*.

**!** To **pass** this course, you must turn in all *authentically written by you* Milestone assignments.

**Grading Scale:**

A 90 - 100  
B 80 - 89

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C	70 - 79
D	60 - 69
F	Below 60
FN	F earned by excessive absences

## **Late Work & Attendance Policies**

### **Late Work**

All work for this course must be completed and submitted by the due date and time. Late work will not be accepted.

If you have an emergency, please reach out to me in a timely manner to discuss potential options. Options require proof of the emergency and are issued at my discretion on an individual basis. My decision is not up for argument or comparison.

\*\*\*You must complete all Milestones Project assignments to pass the course.

### **Attendance**

*I have complete discretion over excused absences. You must provide proof of illness or family emergency.*

You will receive a Personal Responsibility grade at the end of the term which includes attendance, timeliness, participation, and professionalism.

Attendance and participation are mandatory. If you enter class after your name is called, you will be marked late. If you leave early, you will be marked as "left early". Attendance and timeliness are recorded and marked on the end of term Personal Responsibility rubric.

Attendance exceptions include illness with a doctor's note (do not come to class sick), funeral, personal/family emergency. Excused absences *require proof* and are *subject to my discretion; however, you must reach out to me as close to the absent date as possible.*

Participation includes in-class discussions and activities.

Professionalism includes professional behavior such as-

- listening and paying attention in class
- staying focused on the task at hand (not on your phone or other device)
- treating others with respect
- communicating in a timely and respectful manner with your professor

A **Personal Responsibility** grade will be given at the end of the semester which counts towards your **Learning Activities** grade (20%). This grade is based on attendance, preparation, professionalism, and timeliness (face-to-face classes). This grade will impact your final grade. Make sure it has a positive impact.

These reasons will *not* be excused: work, busy, stressed, a lot going on, family schedule, other courses, etc.

**Course outline:**

The course outline is tentative and subject to change at the instructor's discretion. All content and assignment details are in D2L/Brightspace. Assignments are due by the due date/time indicated on the assignments' calendar.

Week	Assignments
<b>1</b> Jan. 13 – Jan. 19	Due Wednesday, Week 1, 8:00 a.m. <ul style="list-style-type: none"> <li>• Reading Journal 1 (Learning Activities: Pass/Fail)</li> </ul> Due Sunday, Week 1, 11:59 p.m. <ul style="list-style-type: none"> <li>• Course Orientation Quiz (Learning Activities: Pass/Fail)</li> </ul>
<b>2</b> Jan. 20 – Jan. 26	Due Monday, Week 2, 8:00 a.m. <ul style="list-style-type: none"> <li>• Reading Journal 2 (Learning Activities: Pass/Fail)</li> </ul> Due Wednesday, Week 2, 8:00 a.m. <ul style="list-style-type: none"> <li>• Reading Journal 3 (Learning Activities: Pass/Fail)</li> </ul> Due Sunday, Week 2, 11:59 p.m. <ul style="list-style-type: none"> <li>• (15%) Milestone 1: Project Proposal</li> </ul>
<b>3</b> Jan 27 – Feb. 2	Due Monday, Week 3, 8:00 a.m. <ul style="list-style-type: none"> <li>• Reading Journal 4 (Learning Activities: Pass/Fail)</li> </ul> Due Sunday, Week 3, 11:59 p.m. <ul style="list-style-type: none"> <li>• Research Project Abstract (Optional/Extra Credit/GCIC)</li> </ul>
<b>4</b> Feb. 3 – Feb. 9	Due Thursday, February 6, 2025, 11:59 p.m. <ul style="list-style-type: none"> <li>• Research Project Abstract Submission to GCIC (Optional/Extra Credit)</li> </ul> Due Sunday, Week 4, 11:59 p.m. <ul style="list-style-type: none"> <li>• (20%) Milestone 2: Annotated Bibliography</li> </ul>
<b>5</b> Feb. 10 – Feb. 16	As soon as you complete your Milestone 4: Argumentative Essay draft, follow the instructions in D2L to submit it to Tutor.com. Retrieve the PDF feedback and upload to the assignment dropbox (Learning Activities: Pass/Fail)
<b>6</b> Feb. 17 – Feb. 23	Due Monday, In-Class, Week 6, 8:00 a.m. <ul style="list-style-type: none"> <li>• (15%) Milestone 3: Peer Review</li> </ul> Due Sunday, Week 6, 11:59 p.m. <ul style="list-style-type: none"> <li>• (40%) Milestone 4: Argumentative Essay</li> <li>• Tutor Proof (Learning Activities: Pass/Fail)</li> </ul>
<b>7</b> Feb. 24 – Mar. 2	Due Wednesday, Week 7, In-Class <ul style="list-style-type: none"> <li>• Milestone 5: Project Presentation You must be present on both days for presentations. The order will be done by drawing.</li> </ul>
<b>8</b> Mar. 3 – Mar.9	Due Monday, Week 8, In-Class <ul style="list-style-type: none"> <li>• Milestone 5: Project Presentation You must be present on both days for presentations. The order will be done by drawing.</li> </ul> <b>No Class on Wednesday, Week 8</b>

**Plagiarism:** Plagiarism is a very serious offense and is not acceptable in this course.

Copying someone else's words and claiming them as your own is plagiarism.

Paraphrasing, summarizing, or quoting someone else's words without proper citations is plagiarism.

Using someone else's images (still or moving), data, audio, interviews, etc. without proper citations is plagiarism.

All essays will be submitted to TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism and Artificial Intelligence (AI).

**Do not use AI without instructor permission and guidance.**

- ❖ Do **not** use Grammarly to edit your work (Grammarly contains a generative AI tool that is flagged as plagiarism by TurnItIn).
- ❖ Do **not** use ChatGPT, Quillbot, Bing AI, or other AI generators, paraphrasing tools, or rephrasing tools for academic essays without instructor permission and guidance.
- ❖ Do **not** use the **Editor** tool in MS Word.
- ❖ Do **not** copy and paste text from the Internet.
- ❖ Do **not** use your own work from another course without express written permission from both instructors (or it is considered self-plagiarism).
- ❖ Do **not** write a paper with over 25% of sources used (this is a form of plagiarism). Most of the words in your paper should be *your own* thoughts, ideas, insights, and perspective. The sources are used to support *your* ideas, claims, points, and thesis.

\*You may use the style, combo, and grammar tools in ProWritingAid to edit your work; however, do **not** use the Rephrase tool.

All essays will be submitted to TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism.

Claiming someone else's words (or artificially generated words) as your own (copy / pasting or turning in a borrowed or bought paper) is *completely unacceptable*. Students who blatantly plagiarize will receive a grade of 0 and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

At the instructor's discretion, accidental plagiarism will be dealt with in the following manner: The instructor will counsel the student regarding improper or missing citations. The student will be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit.

(COM) Access this link to learn [How To Avoid Plagiarism](#) or <http://en.writecheck.com/ways-to-avoid-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 Brian Anderson at 409-933-8186, banderson@com.edu.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Peer Review *In-Class: Discussions & activities *Online: Discussion Forums
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.		Argumentative Essay
Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (COM)	Milestones Project
Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Milestones Project Discussion forum posts
Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Milestones Project (MLA)

### **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:

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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

**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.

**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).