



English Composition I: Writing as Universal

Fall 2023 | August 28-December 15, 2023
ENGL 1301.311IN
ONLINE



Instructor Information:

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

College of the Mainland Office:

Learning Resource Center (LRC)
Building #8, Suite B, RM 240
Humanities Department

Student Hours/Office Hours:

Main Campus, Location Above*
League City Campus, RM 221**
Online***

Day	Time
M	10-12:30pm* 4:30-5:30pm***
T	6:55-7:10am** 11:20-12:20pm***
W	10-12:30pm*
TH	6:55-7:10am**
F	By appointment***

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.

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

Recommended Materials:

- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

Technology: Because this is an online course, it is an expectation to have a way of completing assignments and accessing material online in a timely manner.

ENGL 1301 Course Description: The course is an intensive study of and practice in college-level academic reading and writing processes. We will practice moving from invention and researching to drafting, revising, and editing, both individually and collaboratively. We will emphasize effective rhetorical choices, including audience, purpose, arrangement, and style. Finally, we'll focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

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)	Assignments Peer Reviews Presentations
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/Quizzes/Exams
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Assignments Class Readings/Activities
5. Use edited American English in academic essays	Unmapped	Assignments

Course Requirements:

Attendance/Participation: Because this is an online class, participation will be determined by whether or not you are logging into Brightspace weekly and completing your work on time. There will be a log-in grade, an assignment completion grade, and a timeliness grade. For every week you do not log in, every assignment you do not complete, and every assignment/quiz you complete late, you will lose a point from that specific category. I do this because part of this class is not only learning the material, but it is an opportunity to improve your time management and other essential skills that are important in all aspects of life.

Weekly Video/Podcasts: Most weeks there will be a podcast and/or video to interact with that covers the material that I want you to learn from that week. It is crucial that you watch/listen in a timely manner so that you will have the info you need to complete the tasks for that week. Occasionally, you will have additional HW other than a quiz and assignment, or sometimes a quiz might get canceled. These updates will be announced through these videos, so make sure you view the weekly checklist and podcast/video at the START of the week to prevent yourself from getting overwhelmed or missing pertinent info.

Journal | Due Thursday 12/14

This semester you will be required to maintain a physical or virtual journal that you will submit at the end of the semester. The purpose of this is to document your journey during the semester. There is no requirement in terms of what you need to write about. In fact, I will not even read this journal unless you give me permission. The only thing I will be checking at the end of the semester is that you have completed at least 2 entries per week (a total of 32). Your first assignment for this class will be the first entry of your journal. This grade will count as a major assignment (100 points).

Weekly Assignments | Mondays @ 11:59pm

Weekly assignments will consist of essays and/or activities that will help you all work toward understanding the unit that we are in and/or help you progress on major assignments. Major assignments are weighted on a 100 point scale versus "mini" assignments that are weighted on a 20- or 50-point scale. You will receive significant guidance as you work towards these assignments.

Quizzes (10) | Sundays @ 11:59pm

Most weeks there will be a brief quiz due every Sunday that gauges your understanding and interaction with that week's materials. It is imperative that you are reading announcements and watching/listening to the weekly podcast/video in order to not only know what the quiz will cover but also to learn the material of the week.

Midterm / October 22 / Final Exam | December 13

These exams will test your understanding of course material. Keep in mind that the quizzes will play a huge part in this content. As long as you are staying up to date with the material and doing well on quizzes, you will be successful. Do not let the names intimidate you! The midterm and the final exam will consist of a multiple choice section and a short answer section.

Condensed Grading Formula:

Attendance/Timeliness/Participation	15%
Quizzes	10%
Weekly/Major Assignments	40%
Midterm/Final Exam	35%

Total:	100%

Grading Scale:

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

Course Grade Determination: If you complete every assignment and meet the minimum requirements for each (E.g., correct word/page count, follow all given directions, submit on due date, etc.), then you will pass this course. I value effort and ambition the most. Your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but like everything in life, I cannot force people to do the things they do not want to do.

A Note on Feedback: You will receive feedback from me on all weekly assignments. If I ever give you feedback that you do not understand, please please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you 😊 If you submit an assignment late, please do not expect extensive feedback.

Late Work/Make-Up Policy: Timely completion of all assignments is crucial. Only timely submissions will receive feedback from me on how to improve. Should you, for some reason, not be able to turn in an assignment on time, you will have **one 24-hr** late submission opportunity that you can utilize this semester. **Anything else submitted late will lose a letter grade after each late day has passed.** After 2 days of the due date, you will no longer be able to submit your work and your grade for that assignment will remain a zero. There are no extensions for the journal, quizzes, the midterm, or the final.

Extra Credit:

*More opportunities might come up randomly throughout the semester

- 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. These extra credit points will be tallied up at the end of the semester and go toward your lowest assignment grade. This extra credit only applies to assignment grades that you completed and does not apply to exams or quizzes.
- Complete and submit ALL assignments/quizzes on time the entire semester - receive +2 on your overall average at the end of the semester
- Attend and participate in the Virtual Creative Writing Celebration (will be explained toward the end of the semester) and earn +5 points on lowest grade.

Attendance Policy: Because this is an online class, your attendance will be recorded based on logging into our Brightspace course shell and viewing/completing weekly material/assignments. This course requires that you complete work each week. In other words, you cannot wait until the final week of the course to get all the work done. Review course requirements again to see how I grade participation and attendance.

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. 😊

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: Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism includes 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. 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.

There are many types of plagiarism, and you may not be aware of all. A good rule of thumb to live by: Your work should be generated only by you and only for ENGL 1301. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

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_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 October 11. **The last date to withdraw from the 16-week session is November 28.** The last date to withdraw for the 2nd 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 or communityresources@com.edu.

Course Outline

8/28/2023-12/15/2023

While the calendar below outlines the topic of each week and the weekly assignment due date, there is a general rhythm for every week.

Monday: The content tab for that week will be made available. With the content tab are all the materials you will need for that week's topic, any visuals/videos/podcasts/worksheets, access to the weekly quiz and the weekly checklist. The weekly checklist is what you will see when you click on the current week's tab. This is what will highlight everything that you need to complete for the week.

Most weeks there will be a podcast and/or video(s) posted that highlight material for the week. Please keep up with these as they not only teach you material for the week but also give info and reminders of upcoming due dates/assignments and what to expect on the quizzes. Every piece of material I post on the weekly tab is *important* and should be listened to/read.

Most Mondays, there will be a weekly assignment due. You will receive extensive info about these in the weekly video/podcast. Not all of these assignments are considered "major assignments." Most weekly assignments will actually be work that goes toward the creation of your major assignments.

Friday: Occasionally, there will be work due on Fridays at 11:59pm. This will be for the weeks that there is a peer review or a writer's workshop. This allows your peers to read your feedback and revise their work over the weekend before their assignment is due the following Monday. Please make note of these days on your calendars so you do not miss the deadline.

Sunday: Most Sundays there will be a quiz due that covers material from that current week. This will gauge whether or not you understood the material for the week and/or made the effort to learn it by listening to the podcast and/or watching the video of the week.

Condensed Overview:

Mondays:

- Weekly Content Tab Posted (Checklist) @ 12am
- Weekly Assignment Due @ 11:59pm

*Note that in the event that there is a holiday/college shut down, due dates may be shifted. They will never be moved earlier but could be pushed back, so be sure that you keep up with my announcements.

Fridays:

- Peer Review/Workshop Responses due @ 11:59pm (only 3 out of 16 weeks); See these dates on the calendar/outline

Sundays:

- Weekly Quiz Due @ 11:59pm
 - There will not always be quizzes every week so pay attention to the course calendar and weekly checklist

Other Online Info

Brightspace: I will post a Brightspace tutorial on the first week of classes that will go into everything you need to know on how to use Brightspace for our class. Generally, the main thing that you want to be paying attention to is the content tab and the home page. On the homepage you can find any announcement/reminders I have. On the content tab, you will find all the info you need to view as well as links to get you to videos/podcasts, quizzes, and/or assignment sheet submissions.

Weekly Notes From Professor S.: Every Monday, you can find a weekly note from me. Not only is this created to facilitate reading, but it is also my way of checking in/reflecting with you on the previous week and sharing anything else that I feel is either related to the class, related to my teaching philosophy, or related to general words of encouragement. You can also find reminders on these as well. Think of these as a personal letter to all of you as the semester progresses.

Extra Credit Discussion Posts: As mentioned earlier in the syllabus, each week there will be an extra credit opportunity for you all. Some weeks they might be more extensive and some weeks they will be brief and fun. The

point is to facilitate thinking about the work that you are doing in this course, the implication of it, and in general just taking a time to do some meta-cognitive work (thinking about your own thinking). These posts will open when the week tab opens and close every Sunday at 11:59pm. You will not receive credit if you are not answering questions fully and/or only submitting half of the work.

Email: All of my announcements will be sent out via email. This means that you should be checking your COM email at least once a day. Missing an email from me can cause you to miss very vital information and/or important reminders.

Course Outline/Calendar

8/28/2023-12/15/2023

This calendar is tentative and subject to change upon my discretion; Ensure that you are paying attention to what the weekly checklist details as sometimes there will be additional work that you will need to complete for that week that is not included on this calendar

WEEK	Topic of the Week	Due Dates
1 8/28-9/3	<ul style="list-style-type: none"> • Introductions • Course Overview 	Syllabus/Course Quiz Sunday 9/3 11:59pm Journal - Entry One Tuesday 9/5 11:59pm
2 9/4-9/10	<ul style="list-style-type: none"> • Perspectives on Writing/Education • Intro to Academic Writing and Research • Grammar: Sentence Types 	Quiz Sunday 9/10 11:59pm Diagnostic Essay Monday 9/11 11:59pm
3 9/11-9/17	<ul style="list-style-type: none"> • MLA Formatting Workshop • Finding Sources • Grammar: Punctuation 	Quiz Sunday 9/17 11:59pm Research Proposal Monday 9/18 11:59pm
4 9/18-9/24	<ul style="list-style-type: none"> • Analyzing Articles • A.B.: Do's and Don'ts • Grammar: Fragments 	Quiz Sunday 9/24 11:59pm Annotated Bibliography Monday 9/25 11:59pm

5 9/25-10/1	<ul style="list-style-type: none"> • From research to the Research Paper • Understanding the Research Paper Formula • Grammar: Comma Splices + Run-Ons 	Quiz Sunday 10/1 11:59pm Preparation Worksheet Monday 10/2 11:59pm
6 10/2-10/8	<ul style="list-style-type: none"> • Incorporating Sources Workshop • A.I. + Plagiarism • Dealing with Writer's Block • Grammar: Commas 	Quiz Sunday 10/8 11:59pm Schedule Conference Day Sunday 10/8 11:59pm
7 10/9-10/15	<ul style="list-style-type: none"> • Midterm Review • Revision/Editing Techniques • Conference Week 	Quiz Sunday 10/15 11:59pm Research Paper: Full Rough Draft Monday 10/16 11:59pm
8 10/16-10/22	<ul style="list-style-type: none"> • Peer Review • Conference Week • Midterm 	Peer Review Friday 10/20 11:59pm Midterm Sunday 10/22 11:59pm Research Paper: Final Draft Monday 10/23 11:59pm
9 10/23-29	<ul style="list-style-type: none"> • Writing in Professional Settings: Emails, Resumes, Memos, Collaboration 	Quiz Sunday 10/29 11:59pm Professional Project Monday 10/30 11:59pm
10 10/30-11/5	<ul style="list-style-type: none"> • Intro To Creative Writing • Literature • Begin Book of Your Choice • Poetry + Short Story Immersion Week 	Quiz Sunday 11/5 11:59pm Immersion Activity Monday 11/6 11:59pm
11	<ul style="list-style-type: none"> • Writing Poetry 	Quiz Sunday 11/12 11:59pm

11/6-11/12		Poetry Rough Drafts Monday 11/13 11:59pm
12 11/13-11/19	<ul style="list-style-type: none"> • Poetry Workshop • Writing Short Stories 	Workshop Responses Friday 11/17 11:59pm Short Story Planning Monday 11/20 11:59pm
13 11/20-11/26	<ul style="list-style-type: none"> • Work on Short Story • Finish Book of Your Choice • THANKSGIVING BREAK (11/23-11/26) 	Book Report/Evaluation Monday 11/27 11:59pm
14 11/27-12/3	<ul style="list-style-type: none"> • Revising Creative Writing • Creating your portfolio • Artist Statement 	Short Story: Full Rough Draft Monday 12/3 11:59pm
15 12/4-12/10	<ul style="list-style-type: none"> • Final Review • Short Story Workshop • Portfolio Work Week • Conference Week • Optional: Creative Writing Celebration 	Workshop Responses Friday 12/8 11:59pm Creative Writing Portfolio Monday 12/11 11:59pm
16 12/11-12/15	<ul style="list-style-type: none"> • Reflection Week • Final 	Final Wednesday 12/13 11:59pm Journal + Reflection Due Thursday 12/14 11:59pm

Important Dates:

W 9/13: Census Day

T 11/28: Last day to withdraw from course

F 12/15: Grades will be posted by noon

S 12/16: Commencement

Holidays/No Class:

M 9/4: Labor Day

TH 11/23: Thanksgiving Break