



English 1301.001H1
Composition & Rhetoric I
Fall 2025
Online

Instructor Information:

Micheal Crouch
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409-276-7703

Office hours and location: Online, by appointment only

Required Textbook/Materials:

[The Rough Writer's Guide](#)
A Handbook for Writing Well
Dr. Karen Palmer and Dr. Sandi Van Lieu

Course Description: An 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: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test +5 or higher on Essay, or IRW 0320 with a grade of “C” or better.

Course requirements:

1. Discussions (8)—students will participate in weekly discussions about topics covered during the week. Students will earn points for their original post and for responding to at least two peers during the week.
2. Reflective Journals (8)—students will write reflective journals based on a prompt drawn from topics covered during the week. Journals should be at least one page in length, in MLA format, and fully address the prompt.
3. Introductory Essay
4. Major Essays (2)—students will write three major essays in different genre: introductory, narrative, and analysis. The essays will be broken into stages of the writing process, and students will receive a grade for each stage (pre-writing, first draft, final draft).

Determination of Course Grade/Detailed Grading Formula:

Assignment	Points Possible	Percent of Final Grade
Discussions (8 @ 25 points each)	200	20%
Reflective Journals (8 @ 25 points each)	200	20%
Introductory Essay	100	10%
Narrative Essay Prewrite	25	25%
Narrative Essay Draft	25	
Narrative Essay Final	200	
Analysis Essay Prewrite	25	25%
Analysis Essay Draft	25	
Analysis Essay Final	200	
Total	1000	100%

Points Earned	Final Letter Grade
900-1000	A
800-899.99	B
700-799.99	C
600-699.99	D
Fewer than 600	F

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

I believe that life sometimes gets in the way—and that shouldn't prevent you from succeeding. This policy began during the COVID-19 pandemic and continues because I recognize that illness, work, family responsibilities, and other unexpected challenges are part of life. All written assignments (including journals and essays) may be submitted for full credit, no questions asked. You do not need to email me to explain or request an extension—just turn in your work when you're able to. However, discussion board posts must be submitted by their deadlines in order to receive credit, as they rely on timely peer interaction. Because this is a very generous late work policy, I do not offer extra credit in this course. Focus on completing the assigned work—on time or late—and you'll be just fine.

Attendance Policy:

While this course doesn't meet in person, your attendance is still important. In an online class, attendance means logging in regularly, engaging with the course materials (like readings and videos), submitting assignments, and participating in discussion boards. You should plan to check D2L several times each week to stay on track and remain active in the course. If I notice that you haven't been logging in or submitting work for a while, I'll refer you to your academic advisor, who will reach out to better understand your situation and connect you with support resources if needed. The goal isn't to punish you—it's to help you. We want to make sure you're supported and set up to succeed, no matter what's going on.

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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Essay assignments and class discussions
2. Develop ideas with appropriate support and attribution.		Essay assignments
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay and journal assignments
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay and journal assignments and discussion boards
5. Use edited American English in academic essays		Essay assignments
6. Evaluate choices and actions of others' or ones' own and relate consequences to decision	Personal Responsibility (PR)	Essay and journal assignments and discussion boards

Academic Dishonesty: Academic honesty is a core expectation in this course and at College of the Mainland. As your instructor, I want you to succeed—but that success must come from your own effort, integrity, and learning.

 **Plagiarism & Academic Dishonesty**—any form of academic dishonesty—including plagiarism or cheating—will be taken very seriously and result in:

- A grade of zero (0) on the assignment
- A referral to the Office of Student Conduct for disciplinary action

Plagiarism includes (but is not limited to)

- Copying all or part of someone else's work and submitting it as your own
- Failing to properly cite a source (even when paraphrased)
- Quoting someone else's words without quotation marks
- Submitting a paper you wrote for another class (self-plagiarism) without prior approval
- Making up sources or falsifying information

This policy applies to all written work submitted in this class, including journals, discussion posts, and essays. If you use ideas or words from any source, you must give proper credit using MLA citation style.

 **AI Usage: What's Allowed and What's Not**—I support the ethical and transparent use of generative AI tools (like ChatGPT or Grammarly) when used to assist your thinking—not replace it. Here's what is okay:

✓ **Acceptable AI Uses:**

- Brainstorming ideas or getting help with organization
- Checking grammar, spelling, or clarity
- Asking questions to understand a concept
- Getting feedback on your writing (e.g., rewording, tone, transitions)

✗ **Unacceptable AI Uses:**

- Asking AI to write the paper for you
- Copying/pasting full AI-generated responses and turning them in as your own work
- Using AI to generate fabricated sources or citations

If you submit work that was clearly written by AI without meaningful revision or attribution, you will receive a zero (0) and be reported to the Office of Student Conduct for disciplinary action.

If you choose to use AI tools, you should:

- Always revise the output to reflect your voice
- Always cite any direct or paraphrased content, just as you would for a human source
- Ask me if you're unsure whether your use is appropriate

🧠 **Your Responsibility:** The responsibility for the authenticity and originality of your work lies with you. Not all assignments will be checked for plagiarism or AI use, but I reserve the right to investigate any submission based on my professional judgement.

When in doubt—ask. I'm always happy to help clarify what's okay and what's not.

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 the Chair of the Humanities Department, D. Brian Anderson at 409-933-8486 or BAnderson@COM.edu.

Course outline:

Week	Topic & Assignments	Due Date
1 18-Aug to 24-Aug	Stories, Language, & Identity Reflective Journal, Discussion Board	24-Aug
2 25-Aug to 31-Aug	Voice, Memory, & the Personal Essay Reflective Journal, Discussion Board, Introductory Essay	31-Aug
3 01-Sep to 07-Sep	Memory, Detail, & Storytelling Reflective Journal, Discussion Board, Narrative Essay Prewriting	07-Sep
4 08-Sep to 14-Sep	Heroes, Myths, & the Narrative Arc Reflective Journal, Discussion Board, Narrative Essay Rough Draft	14-Sep
5 15-Sep to 21-Sep	Persuasion & Rhetorical Strategies Reflective Journal, Discussion Board, Narrative Essay Final Draft	21-Sep
6 22-Sep to 28-Sep	Ethics, Representation, & Social Responsibility Reflective Journal, Discussion Board, Analysis Essay Prewriting	28-Sep
7 29-Sep to 05-Oct	Power, Protest, & the Written Word Reflective Journal, Discussion Board, Analysis Essay Rough Draft	05-Oct
8 06-Oct to 09-Oct	Reflection, Stillness, & Social Change Reflective Journal, Discussion Board, Analysis Essay Final Draft	09-Oct

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/student-handbook.html>. *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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.

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.