



**ENGL 1301.103 CL**  
**Written Composition I**  
**Summer I 2021**  
**Monday – Thursday 12:00-2:15, LRC 247**

**Instructor Information:** Courtney Pugh, chill3@com.edu, 409-933-8214

**Student hours and location:** Monday – Thursday: 11:30-12:00 & 2:15-2:30, LRC Ste B

**Required Textbook/Materials:**

*The Little Seagull Handbook (Third Edition) (Bullock, Brody, and Weinberg)*

Purdue Online Writing Lab – [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)

Flash drive/cloud storage system

Paper/pens/pencils

**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. 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:**

*Discussion Prompts:* Five discussion prompts will be assigned during the semester. The discussion prompts are intended to be vehicles for topic exploration and development.

*Peer Reviews:* Four peer review sessions will allow for a more collaborative environment on each essay. Each student is expected to supply a full essay draft to be considered for full participation.

*Essays:* A total of three short essays of 3-4 pages in length will be required for this semester. See the course calendar for due dates and course pacing of the writing process for each essay. Two of the essays will be related to the research project. These essays will utilize researched sources from the College of the Mainland Library databases.

*Research:* Students will select a research topic then explore the topic through the researched development of two of the three essays, an annotated bibliography, a presentation, and a completed research paper of 7-8 pages in length. The research paper will be turned in on the last day of class.

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

Grades will be calculated based on the following point structure.

Discussion Prompts (5 @ 10pts each)	50 Points
Peer Reviews (4 @ 25pts each)	100 Points
Essays (3 @ 100pts each)	300 Points
Research Tutorial	100 Points
Annotated Bibliography	100 Points
Researched Presentation	50 Points
Research Paper	200 Points
<b>Total Points</b>	<b>900 Points</b>

- A 900-806
- B 805-716
- C 715-626
- D 625-536
- F 535-0

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

All assignments are due at the beginning of class the date it is due. Papers turned in after the specified time on the due date will receive a deduction of **10 points** from the total paper grade. Work turned in after the due date will not be taken or graded and cannot be considered for revision. Technical difficulties are not an excuse for turning in your paper late. This policy includes make-up work. The deadlines are posted on the course syllabus. If extenuating circumstances arise, please contact me as soon as possible.

\*The only extra credit given in this class will be the addition of 5 points to the course grade for completing the course evaluation. \*

**Attendance Policy:**

You are expected to be prepared and in class ready to fully participate. Class discussion and group activities are components of your success in this course. Excessive absences (2+) will result in a failing grade and/or being dropped from the course. Absences are considered excused only with a signed release from a physician. I reserve the right to drop you from the course when your attendance becomes excessive.

**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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork	Peer Reviews

2. Develop ideas with appropriate support and attribution	Personal Responsibility	Usage of Researched Sources
3. Write in a style appropriate to audience and purpose	Communication Skills (CS1)	Essay Assignments
4. Read, reflect and respond critically to a variety of texts	Critical Thinking Skills	Annotated Bibliography
5. Use Edited American English in academic essays	Communication Skills (CS1)	Discussion prompts, essays
6. Develop, interpret, and express ideas through oral and visual communication	Communication Skills (CS2, CS3)	Oral Presentation

### **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/essay and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. It includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, 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 discipline action.

### **Avoiding Plagiarism:**

- Purdue Owl: <https://owl.english.purdue.edu/owl/>
- <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- *The Little Seagull Handbook*

**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, COM Humanities Department Chair, 409-933-8186.

**Course outline:** \*As the instructor, I reserve the right to alter assignments and due dates as needed.

**Week 1**      Course/instructor/classmate introductions  
                  The Writing Process  
                  Essay #1 Assigned  
                  Composition Practices - Sentence/Paragraph structure  
                  MLA Format  
                  Draft Revision Practices

	<i>Peer Review #1</i>
	<i>Discussion Prompt #1</i>
<b>Week 2</b>	<b><i>Essay #1 Due (Monday, June 14)</i></b>
	Research Tutorial
	Database Introduction ( <i>Discussion Prompt #2</i> )
	MLA Source Citation Format
	Research Project Topic Generation
	Composition Practices – Thesis Statement ( <i>Discussion Prompt #3</i> )
	<i>Peer Review #2 (Thursday, June 17)</i>
<b>Week 3</b>	<b><i>Essay #2 Due (Monday, June 21)</i></b>
	Writing Process – Brainstorming Essay #3 Topic
	Composition Practices (Choosing the Right Word)
	Composition Practices – Thesis Statement ( <i>Discussion Prompt #4</i> )
	<i>Peer Review #3 (Thursday, June 24)</i>
<b>Week 4</b>	<b><i>Essay #3 Due (Monday, June 28)</i></b>
	Composition Practices – Summary vs. Paraphrase
	Composition Practices – Thesis Statements ( <i>Discussion Prompt #5</i> )
	MLA Annotated Bibliography Assignment Due (Thursday, July 1)
	MLA Source Citation Format
	Composition Practices - Visual Presentations
<b>Week 5</b>	<b><i>Research Essay Due (Thursday, July 9)</i></b>
	<b><i>Researched Presentation Due (Thursday, July 9)</i></b>
	Peer Review #4 (Tuesday, July 6)

### **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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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> 5-week summer session is July 2. The last date to withdraw from the 10-week summer session is August 2. The last date to withdraw for the 2<sup>nd</sup> 5-week summer session is August 6.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.