



**ENGL-1301-245H1 & 225H1**  
**Composition I**  
**Fall 2024**  
**Monday, Wednesday 6:00-7:20pm, LRC 247**

**Instructor Information:** Giselle Hewitt, [ghewitt@com.edu](mailto:ghewitt@com.edu), 409-933-8234 (office)

**Student hours and location:** Mon & Wed 5:30pm – 6:00pm in assigned classroom LRC 247  
8.19.24-10.9.24. COM Office Location: Administration Building, Business Office Conference Room

**Course Communication:** *The best way to contact me is via COM e-mail. Response time typically within an hour during the week.*

**Required Textbook/Materials:**

Online Resources: Rough Writer's Guidebook <https://pressbooks.pub/roughwritersguide/>  
OWL Purdue Writing Lab <https://owl.purdue.edu/writinglab/index.html>

All remaining reading materials will be provided for free and will be accessed through Brightspace.

**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 Prereq: TSI Reading 351 and TSI Writing 340 and Essay of 4 or TSI Writing less than 340, and ABE at least 4, and Essay).

**Course requirements:** In this course, we will discuss concepts about research and writing. You will be required to write different types of works ranging from short responses to detailed research essays. No formal examinations will be given. Daily writing and reading are requirements for this course. Students will be required to engage in discussions about the writing process with their peers.

**Determination of Course Grade**

**Participation Credit (200 Points):**

**Discussion Posts:** Participation credit will consist of four discussion posts given throughout the semester that will allow us to discuss the current writing assignment with our peers. Each discussion post will be worth 10 Points or 40 Points total for the course.

Each discussion post will require us to respond to the discussion prompt with an original response of at least 100-200 words or 5-6 sentences in length. In addition to receive full participation credit, you will also need to respond to at least two of your peer's discussion posts.

**Writing Journals:** Participation credit will also consist of eight short writing or critical thinking exercises given to each student throughout the semester. These will focus on exploring different elements of the writing process.

Length and requirements for each journal will vary and will be explained as assigned. Each journal will be worth 20 Points each or a total of 160 Points towards your final grade. Journals will be calculated as a part of your participation credit grade.

**Quizzes (100 Points):** There will be five quizzes throughout the semester. Each quiz will focus on a different aspect of the writing process. (Each quiz will be worth 20 points each).

**Short Essays (350 Points):** Students will be required to write three short essays that have a page length of 2-3 pages. The three short essays will be composed of the following: a reflective essay, an expository essay, and a persuasive essay. All essays must follow MLA guidelines for documentation which will be discussed throughout the semester. Detailed instructions and examples will be given prior to the assignment due date. (Reflective and expository essays are worth 100 points each. The persuasive will be worth 150 points).

**Comparative Paragraphs Assignment (50 Points):** Students will also be required to write a two-paragraph comparative assignment for an assigned topic. Detailed instructions and examples will be given prior to the assignment due date. (Comparative paragraphs assignment will be worth 50 Points).

*\*\*\*All papers turned in should be double spaced, 1' margins all around using Times New Roman font size of 12. Page lengths will be enforced on all papers turned in for credit. Papers not meeting the formatting and length requirements will be penalized 1 letter grade.*

**Research Essay (250 Points):** All students are required to complete a research essay. The research essay has a page requirement of 5 pages. A minimum of 5 secondary sources are required for the research paper. Students will be required to submit an informal proposal for the research essay. We will work on the research essay throughout the course. Detailed instructions and examples will be given prior to the assignment due date (250 points).

**Presentation (50 Points):** Students will give a brief presentation at the end of the semester highlighting the main points of their researched essay. Detailed instructions will be given prior to the presentation deadline (50 points).

**Detailed Grading Formula:** A cumulative point system for grading is used in this course. The points listed are the maximum value a student can earn in the different assignments.

Participation (Peer Discussion Posts 40, Writing Journal 160)	200 Points
Quizzes (5; 20 Points each)	100 Points
Short Essays (2; 100 points each & 1; 150 points each)	350 Points
Comparative Paragraphs Assignment:	50 Points
Research Essay	250 Points
Presentation	50 Points

**Total: 1000 Points**

**Grades are based on the following:**

A (900+ Points)

B (800-899 Points)

C (700-799 Points)

D (600-699 Points)

F (0-599 Points)

**Late Work, Make-Up, and Extra-Credit Policy:** Each student is responsible for weekly assigned work. Late work is typically not accepted without an extension from the instructor. It is the student's responsibility to contact me regarding any missed assignments. Please reach out if you need any assistance with assignments including additional time.

**Attendance Policy:** Each student is expected to attend class. The student is responsible for notifying the Registrar's Office if he/she wishes to drop the class.

**Student Rights:** Students have the right to expect this course be taught within the parameters specified within this syllabus. While the instructor reserves the right to alter the course, no material or assignment will be added without proper notification or advanced warning.

**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**

1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork)
2. Develop ideas with appropriate support and attribution.

**Assessed via this Assignment**

- Essays
- Course Discussion
- Essays
- Course Discussion

3. Write in a style appropriate to audience and purpose. (Communication Skills)	Essays Course Discussion
4. Read, reflect and respond critically to a variety of texts. (Critical Thinking Skills)	Essays Course Discussion
5. Use edited American English in academic essays.	Essays Presentation Assignment
6. Evaluate choices and actions of other's or one's own, and relate. (Personal Responsibility)	Essays

**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 discipline action.

**Plagiarism:** It is mandatory that you complete your own work in this course. Submitting anyone else's work as your own is fraudulent and negates the purpose of this course. If you submit a work containing any plagiarized material, the assignment will receive a grade of zero and it will be referred to the Office of Student Conduct for the appropriate discipline action.

**Link to resource about ways to avoid plagiarism:** <http://en.writecheck.com/ways-to-avoid-plagiarism/9>

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook <http://www.com.edu/student-services/student-handbook.php>.

Note: All work submitted in College of the Mainland English, Humanities, Philosophy or Speech classes must conform to the documentation system established by the Modern Language Association (MLA). MLA documentation guidelines are distributed by your instructor, found in your textbook or on reserve in the library (<http://library.com.edu/>).

To document using MLA, you must provide an in-text citation and a corresponding entry on a Works Cited page. "Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

**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 Department Chair, Brian Anderson at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

**Course outline:**

<b>Date</b>	<b>Assignments Due</b>	<b>Focus / Assignments</b>
Week One: <b>Aug. 19 (M)</b>		Syllabus Course Introductions
<b>Aug. 21 (W)</b>	Writing Journal #1: Reflective Writing	Discuss Reflective Writing
<b>Online</b>	Writing Journal #2: Audience & Purpose	
Week Two: <b>Aug. 26 (M)</b>	Quiz: On MLA Documentation	Discuss MLA Documentation COM Research Tutorial
<b>Aug. 28 (W)</b>	<b>Reflective Essay Due</b> Writing Journal #3 Expository Writing	Begin Discussion on Expository Writing
<b>Online</b>	Quiz: Thesis & Topic Sentences	Discuss Thesis Statements / Topic Sentences
Week Three: <b>Sept. 02 (M)</b>	Labor Day (No Class)	Labor Day (No Class)
<b>Sept. 04 (W)</b>		Discuss Author Tags & Using Quotations in Our Essays Discuss Procrastination
<b>Online</b>	Quiz: Tags, Quotes, Procrastination <i>Group Discussion Post #1: Expository Essay</i>	
Week Four: <b>Sept. 09 (M)</b>	<b>Expository Essay Due</b>	Begin Discussion on Persuasive Essay
<b>Sept. 11 (W)</b>		Discuss Writing with Persuasion Body Paragraph Organization
<b>online</b>	<i>Group Discussion Post #2: Persuasive Essay</i> Quiz: Persuasive Writing	
Week Five: <b>Sept. 16 (M)</b>	Writing Journal# 4: Persuasive Writing	
<b>Sept. 18 (W)</b>	<b>Persuasive Essay Due</b> Writing Journal #5: Comparative Writing	Begin Discussion on Comparative Writing
<b>online</b>	Group Discussion Post #3: Comparative writing Quiz: Comparative Writing	Discuss Close Viewing vs. Big Picture Comparison
Week Six: <b>Sept. 23 (M)</b>	<b>Comparative Paragraphs Due</b>	Begin Discussion on Research Essay
<b>Sept. 25 (W)</b>	Writing Journal #6: Research Proposal	Discussion on writing a proposal

	<b>online</b>	Writing Journal #7: Writer's Block <i>Group Discussion Post #4: Research Essay</i>	Discuss Discussion on Writer's Block
Week Seven:	<b>Sept. 30 (M)</b>		Discussion on Editing Process
	<b>Oct. 02 (W)</b>		Discussion on Presentations
	<b>online</b>	Writing Journal #8: Public Speaking	Discussion on Presentations
Week Eight:	<b>Oct. 07 (M)</b>	<b>Research Essay Final Due</b> In-class Presentations	
	<b>Oct. 09 (W)</b>	In-class Presentations	

### Student Success Tips:

- Keep up with assignments
- Allow sufficient time to complete your weekly assignments
- Participate fully in course discussions. The more you put into the class, the more you will get out of it.
- If you are having difficulty with an assignment, or have a question please talk to me.
- Take advantage of all COM resources: visit the library or reach out to the Tutoring Center.
- Be academically honest.

## 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](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, 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

**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 October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**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).

**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.