



English 1302.001I7
Written Composition II
Spring Mini 2025
Internet Course

Instructor: Courtney Pugh, Assistant Professor of English
Office: LRC, Ste. B #236
E-Mail: chill3@com.edu
Phone: 409-933-8640

Student hours:

Monday, Wednesday, Thursday 9:00 a.m. – 10:00 a.m.
And by MS Teams virtual appointment as needed.

Communicating with your instructor: *ALL electronic communication with the instructor must be through your COM email or on Brightspace. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.*

Contact me through the COM e-mail account if you have questions at any point in the semester. I check my e-mail throughout the day and will generally respond within 24 hours. Exceptions apply to times of illness, campus holidays, and weekends.

Required Textbook/Materials:

All texts will be available in D2L/Brightspace

Other Supplies:

- Internet Access: MS Word, PowerPoint
- A flash drive or OneDrive (available to all students through College of the Mainland).

Course Description:

English 1302 involves the intensive study of and practice in the strategies and techniques for development research-based expository and persuasive texts. Emphases are on the effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite: An earned grade of “C” or better in English 1301. If you have not completed ENGL 1301, please inform me immediately to avoid further problems.

Course requirements:

1. *Course Activities (20%)* – Assignments will include discussion posts, journals, revising/editing activities, and quizzes. Keep in mind attendance and preparation is mandatory and vital for your academic success.
2. *Rhetorical Analysis (30%)* – This project will involve the analysis and response of a selected article. An essay outline will also be included in this grading category.
3. *Causal Argument Project (35%)* – This will focus on the argumentative nature of the cause-and-effect relationship. This will require the completion of the annotated bibliography and outline. Stay tuned for more information.
4. *Presentation (15%)* – A presentation/podcast will be completed covering the Causal Argument paper. Stay tuned for more details!

***** A note on Personal Responsibility*****

The personal responsibility grade will be included in the Course Activities grade category and will be assessed at the end of the semester. Students are expected to read and view all required course content materials, utilize the Course Toolbox provided in the Resources folder on D2L/Brightspace, utilize Tutor.com and the COM Tutoring Center, carefully read and follow all instructions, and turn in all required assignments by the designated due date and time.

Online students are expected to participate in class discussion posts and provide timely feedback on revision/editing exercises.

Determination of Course Grade/Detailed Grading Formula:

Course Activities – 20%

Rhetorical Analysis – 30%

Causal Argument Project – 35%

Presentation – 15%

Grading Scale:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F Below 60

FN F earned by excessive absences.

Make-Up/Late Work Policy:

All assignments are due by 11:59 p.m. on the posted due date. Students are expected to be aware of the due dates and manage their projects accordingly. Assignment sheets for each major project will be provided containing the relevant due dates, assignment criteria, and the grading rubric for transparency of expectations. A grace period of two days after the due date will be provided to account for last-minute issues. A deduction of 10 percentage points will apply to each assignment submitted during this grace period. After this date, students who have not submitted the assignment will receive a grade of “0”. Deadlines will only be extended for cases involving

military service, religious holidays, or **documented** emergencies. Please note, all assignments will close at the end of the two-day grace period. *** If you are having trouble meeting a deadline for a major assignment, it is important you talk with me immediately, do not wait until the due date. ***

Extra Credit:

Two opportunities are provided for students to receive extra credit. (1) Three points will be added to essay assignment grades when the paper is reviewed by COM tutors or Tutor.com.

- *COM Tutoring Center* – Take a screenshot of the conformation sheet sent to you after the session concludes. Be sure to include what was discussed during the session. Upload this document when the final draft of the essay assignment is submitted. The extra credit will be applied to the final grade of the essay.
- *Tutor.com* – Save the tutor’s feedback (the summary and paper with comments). Upload this file along with the final draft of your paper to the assignment submission link. The extra credit will be applied to the final grade of the essay.

(2) Two points extra credit will be applied to the final grade for completion of the course evaluation. Take a screenshot of the survey completion page and upload it to the extra credit assignment link in Brightspace. The points will be added to your final semester grade when it is recorded in WebAdvisor.

Attendance Policy:

*** **Online course attendance****** Students are required to login at least twice weekly to check course announcements and complete assignments. Successful attendance is based on completed assignments each week.

Census Day: All students are required to participate in the course through assignment completing before ***Tuesday, May 13***. Failure to do so will result in the student being dropped for non-attendance.

** Remember: it is your responsibility to drop the course if you are unable to successfully complete it for any reason.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Essay Assignments Journal Prompts Writing Process
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Critical Thinking (CT)	Argumentative Essay Assignments

3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (CS)	Essay and In-class Assignments
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Class Discussions, Argumentative Essays Journal Assignments
5. Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Argumentative Essays Journal Assignments

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams or copying someone else’s words (or using AI generated words) is an extremely serious offense and will result in a grade of “0” on the exam or assignment. Consistent offenses will result in the student’s referral to the Office of Student Conduct for appropriate disciplinary action.

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.

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 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.

Access this link to learn [How 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 banderson@com.edu or by phone at 409-933-8186.

Course Outline: The professor reserves the right to make changes to the course outline as the need arises.

Date/Topic	Class Topic	Assignments
Week 1: 7/8-7/13	Course Introduction/Writing a Rhetorical Analysis/Rhetorical Analysis Assignment Sheet	Syllabus Quiz (5/12), E-mail Introduction (5/12), Class Introduction (5/13), Rhetorical Analysis Outline (5/15), Peer Review (5/16, 5/17), Rhetorical Analysis Final Draft (5/18).
Week 2: 7/14-7/20	The Causal Argument/ Causal Argument Assignment Sheet/ Writing thesis Statements/The Annotated Bibliography/Drafting the Research Paper	Journal – Establishing the Research Question and Thesis Statement (5/20) <i>Annotated Bibliography</i> (5/21) Peer Review (5/23, 5/24) Causal Argument (5/25)
Week 3: 7/21-7/27	Presenting the Visual Argument/Creating a Podcast Episode	Presentations/Podcast Episodes due by 11:59 p.m., May 28.
Important dates: <ul style="list-style-type: none"> • May 13 – Census Date • May 27 – Last day to submit a missing assignment (with instructor approval) • May 28 – Last day to withdraw from a mini session course. 		

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. *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 May Mini Session is May 28.**

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.