



ENGL 1301.105/155CL
English Composition I: Writing as Universal
Summer 2024 | MTWTHF 8-8:50am | LRC 247 (Building #8)

Instructor Information:

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

College of the Mainland Office:

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

Student Hours/Office Hours:

M: 10-11am
M-F: 8:50-9am, 9:50-10am

ENGL 1301 Catalog 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.

Professor Suarez's Personal Course Description: This course will introduce you to three major genres of writing: Academic, Professional, and Creative. The writing process will be discussed extensively. I know the feeling of being given a major assignment and then sitting at a blank screen wondering "where do I begin? How do I start?" Each week will work you toward a new step in the writing process for whichever major product we are working toward (Research Paper, Professional Project, Creative Writing Portfolio).

My goal is to show you that there is more than one type of writing. Perhaps you do not care much for academic writing, but maybe another avenue of writing will resonate that you may potentially care to cultivate in the future. Either way, you *will* learn how to do it all 😊

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

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. If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

Recommended Materials:

- A folder or binder to keep all materials from this class together (it can pile up throughout the semester)
- A pencil/pen for quizzes or in-class activities
- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

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/Workshops 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: Attendance and arriving on time to class is crucial to your success – not just in this class but in life. For each day you are absent, a point will be deducted from your attendance grade. Every instance of arriving late and/or leaving early two times will result in one absence. Those who are late to class will find that they miss out on pertinent information and reminders. An occasional 5 minutes late is one thing, but making a habit of it will not be tolerated.

Submission Timeliness: Submission timeliness is one way that late work will be assessed. For any assignment/activity submitted past the original due date, you will receive a 5-pt deduction from the submission timeliness grade. This is not including the points you will lose on your actual assignment grade.

Participation: The participation grade will challenge you to participate in many ways. Some may be out of your comfort zone, but the goal is to mimic what you will be expected to do/contribute in future classes as well as life outside of academia. I will distribute participation grades every 2 weeks. This participation grade will be assessed based on willingness to participate in group activities, in-class assignments and workdays, as well as effort to stay on task and refrain from distracting yourself and others from the task at hand. You cannot get points added back to a participation grade once it is assigned, but you may take my feedback and improve for a better grade next time.

Quizzes: You can expect quizzes scattered throughout as my way of gauging your understanding of the material that we are covering. These will be brief quizzes that can range from multiple choice to short written responses. Sometimes they will be open-note, meaning it is in your benefit to take notes in class rather than just rely on yourself to remember. These will be completed during class and will be paper-based. If you are absent, you will receive a zero and you will have one week to make up the quiz during our next class and/or during my office hours.

Journal Entries (10 entries) | Due Sundays 11:59pm

Each week, you will be required to complete a journal entry in a discussion forum by Sunday 11:59pm (exception: Week 10's entry will be due Friday). Week 1 + 10 will provide you with a required prompt. Weeks 2-9 will provide you with an optional prompt. If the prompt is optional, you are free to write whatever you wish as long as it meets the requirement of 150 words.

Weekly/Major Assignments | Due 11:59pm

In this course you will have something due every week. Rest assured, I am not asking you to write an essay every week! Instead, this class emphasizes the writing process, so each weekly assignment will be related to working toward whatever the major assignment for the unit is. Most assignments are due Monday, but some will be due on different days. Be sure you are paying close attention to the weekly content tab.

Midterm | Wednesday July 3 / Final Exam | Wednesday August 7

This summer you will complete a paper-based midterm and final exam to test your understanding of the course material. As long as you are staying up to date with the material, doing well on quizzes, and showing up for review days, you should be successful on these exams. The midterm and the final exam will consist of multiple choice and true/false sections.

Condensed Grading Formula:

Attendance/Timeliness/Participation	15%
1301 Journal Entries	20%
Writing Process Assignments/HW	20%
Major Assignments	30%
Quizzes + Exams	15%

Total:	100%

Grading Scale:

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

FN: failure due to attendance

Course Grade Determination: Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, ask questions and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are.

A Note on Balancing Life + Academics: I am aware that, for some, school is one of *many* daily responsibilities. Because of this, I have designed this course with built-in “work days” to not only work on upcoming major assignments, but to receive feedback from myself and your peers. Please take advantage of these days and show up ready to work. You will find that workdays are really beneficial because you can ask me any questions you have and I can give you feedback on the spot.

Attendance Policy: You should aim to be in class every day. Missing class due to conflicting appointments, jobs, and/or sleeping in too late are not excuses. You signed up for this specific time, so I do expect you to be present as much as you possibly can. Per COM policy, no absences are considered excused unless for religious or military service reasons. If you are going to be absent for any of those reasons, I need to be notified ahead of time. This does not excuse you from completing the work for that day, but it does grant you an extension to make it up.

Remember that attendance and timeliness factor into your grade. Point deductions can also be received for leaving class early before class is dismissed. Please note that I do have the right to drop you from the course for lack of attendance. Failure to attend class consistently can affect your financial aid (read the student handbook for more details on this). Additionally, missing more than 4 class days can result in the inability to receive higher than a “C” for the course.

Late Work/Make-Up Policy: Timely completion of all assignments is crucial. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Only timely submissions will receive extensive feedback.**

Listed below are important things to keep in mind regarding late work:

- You will have **two 24-hr late submission opportunities** that you can utilize with no grade penalty. Use these carefully!
 - You may not use these on quizzes, review packets, peer reviews, presentations, research paper (½ draft), or exams.
- For assignments that you do not use your 24-hr extension on, you have 2 full days to submit for 2 full letter grades off (-5pt every 12 hrs)
- Once the submission portal closes for an assignment, your opportunity to make up that assignment will not be accepted.

If your submission does not meet all minimum requirements, your assignment will not be graded and you will be notified with further instruction. It is in your best interest to pay close attention to the assignment guidelines.

Written Feedback: You will receive feedback from me on major 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.**

Note: The only assignment you submit that you will not receive feedback on is the Creative Writing Portfolio (though you will see why points were deducted if applicable). This is for a few reasons:

- 1) I will have already read majority of your work in the portfolio through conferences/workshops and given feedback during the Creative Writing Unit
- 2) The portfolio is a culmination of work that you have spent a great deal of time on creating and revising
- 3) This is not a Creative Writing class, so I do not feel it is justifiable to take points off of something that you may just now be trying for the first time.
- 4) Interpretation of art is subjective, and I care only that you are putting effort to cultivate your creative mind by participating and completing the work.
- 5) The portfolio's grade mainly comes from the writing process grade, meaning that the only points that can be deducted is from the writing process (not turning things on time, not completing workshops, etc.), or plagiarism.

Extra Credit Opportunities:

- 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, quizzes, or zeros.

- Complete and submit ALL assignments correctly and on time the entire semester and you will receive a higher overall average at the end of the semester. This has oftentimes helped B+ (~85-87) students reach an A. You will also notice that oftentimes if you are submitting all your assignments on time, you end up not even needing the extra credit!

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 dishonesty 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, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. Using artificial intelligence (AI) technology to produce parts or all of your college work qualifies as academic dishonesty if your instructor didn't explicitly ask you to use it.

Plagiarism/AI: 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.

Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. This includes using sites like Grammarly to fine tune your work or finding answers through Google's AI search bar. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment, failure of the course and a notation on your transcript.*

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, 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 5-week session is July 1st. **The last date to withdraw from the 10-week session is July 30th.** The last date to withdraw for the 2nd 5-week session is August 2nd.

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.

Important Dates:

T 6/11: Census Day
T 7/30: Last day to withdraw from course (W DAY)
M 8/12: Grades will be posted by noon

Holidays/No Class:

W 6/19: Juneteenth
TH 7/4: Independence Day

See tentative course calendar on next page.

Course Outline/Calendar

6/03/2024-8/9/2024

This calendar is tentative and subject to change upon my discretion*

Note: HW is not listed below but will be listed on Brightspace each week.

WEEK	AGENDA	MAJOR DUE DATES
1 6/3-6/9	<p><u>M 6/3:</u></p> <ul style="list-style-type: none"> • Introductions • Course Overview <p><u>T 6/4:</u></p> <ul style="list-style-type: none"> • Syllabus open-note Quiz • Getting started checklist • Intro to writing genres <p><u>W 6/5:</u></p> <ul style="list-style-type: none"> • Multimodal Me Presentations • Begin <i>Freedom Writers</i> (ITP) <p><u>TH 6/6:</u></p> <ul style="list-style-type: none"> • Distribute diagnostic prompt • <i>Freedom Writers</i> <p><u>F 6/7:</u></p> <ul style="list-style-type: none"> • Finish <i>Freedom Writers</i> • Work on diagnostic prompt 	<p>Journal Entry #1 Sunday 6/9 11:59pm</p> <p>Diagnostic Essay NXT Monday 6/10 11:59pm</p>
2 6/10-6/16	<p><u>M 6/10:</u></p> <ul style="list-style-type: none"> • YAWP Day • Intro to Academic Writing (Andrew P. Johnson reading) <p><u>T 6/11: Census Day</u></p> <ul style="list-style-type: none"> • MLA: Setting up your paper <p><u>W 6/12:</u></p> <ul style="list-style-type: none"> • Intro to Academic Research <p><u>TH 6/13:</u></p> <ul style="list-style-type: none"> • Works Cited <p><u>F 6/14:</u></p>	<p>Journal Entry#2 Sunday 6/16 11:59pm</p> <p>Research Proposal/Works Cited NXT Monday 6/17 11:59pm</p>

	<ul style="list-style-type: none"> • Research Proposal/Works Cited workday 	
<p>3</p> <p>6/17-6/23</p>	<p><u>M 6/17:</u></p> <ul style="list-style-type: none"> • Quiz • Intro Annotated Bibliography <p><u>T 6/18:</u></p> <ul style="list-style-type: none"> • A.B. workday <p><u>W 6/19:</u></p> <ul style="list-style-type: none"> • Juneteenth: No Class <p><u>TH 6/20:</u></p> <ul style="list-style-type: none"> • Incorporating Sources Workshop + practice <p><u>F 6/21:</u></p> <ul style="list-style-type: none"> • Predraft/Research Paper formula 	<p>Journal Entry#3 Sunday 6/23 11:59pm</p> <p>Annotated Bibliography NXT Monday 6/24 11:59pm</p>
<p>4</p> <p>6/24-6/30</p>	<p><u>M 6/24:</u></p> <ul style="list-style-type: none"> • Quiz • Research Paper workday <p><u>T 6/25:</u></p> <ul style="list-style-type: none"> • Research Paper workday/Conference Check-ins <p><u>W 6/26:</u></p> <ul style="list-style-type: none"> • Distribute Review Packet • Research Paper workday/Conference Check-ins <p><u>TH 6/27:</u></p> <ul style="list-style-type: none"> • Review Packet/Research Paper workday <p><u>F 6/28:</u></p> <ul style="list-style-type: none"> • Peer Review/Conferences 	<p>Journal Entry#4 Sunday 6/30 11:59pm</p> <p>Research Paper: ½ draft (printed) Friday 6/28 8am</p> <p>Review Packet NXT Monday 7/1 8am</p> <p>Research Paper: Full Draft NXT Monday 7/1 11:59pm</p>

<p style="text-align: center;">5 7/1-7/7</p>	<p><u>M 7/1:</u></p> <ul style="list-style-type: none"> • Review Packet due • Go over answers <p><u>T 7/2:</u></p> <ul style="list-style-type: none"> • Jeopardy Review <p><u>W 7/3:</u></p> <ul style="list-style-type: none"> • Midterm <p><u>TH 7/4:</u></p> <ul style="list-style-type: none"> • Independence Day: No Class <p><u>F 7/5:</u></p> <ul style="list-style-type: none"> • Full Draft conferences 	<p>Journal Entry#5 Sunday 7/7 11:59pm</p> <p>Research Paper: Final Draft NXT Monday 7/8 11:59pm</p>
<p style="text-align: center;">6 7/8-7/14</p>	<p><u>M 7/8:</u></p> <ul style="list-style-type: none"> • Writing in Professional Settings: Lesson <p><u>T 7/9:</u></p> <ul style="list-style-type: none"> • Project Workday <p><u>W 7/10:</u></p> <ul style="list-style-type: none"> • Presentations (day 1) <p><u>TH 7/11:</u></p> <ul style="list-style-type: none"> • Presentations (day 2) <p><u>F 7/12:</u></p> <ul style="list-style-type: none"> • Presentations (day 3) 	<p>Professional Project Tuesday 7/9 11:59pm</p> <p>Journal Entry#6 Sunday 7/14 11:59pm</p>
<p style="text-align: center;">7 7/15-7/21</p>	<p><u>M 7/15:</u></p> <ul style="list-style-type: none"> • Quiz • Intro to Creative Writing/Stations <p><u>T 7/16:</u></p> <ul style="list-style-type: none"> • Poetry Immersion: Genres Day 1 <p><u>W 7/17:</u></p> <ul style="list-style-type: none"> • Poetry Immersion: Genres Day 2 <p><u>TH 7/18:</u></p> <ul style="list-style-type: none"> • Poetry Lesson <p><u>F 7/19:</u></p> <ul style="list-style-type: none"> • Poetry draft workshop 	<p>Journal Entry #7 Sunday 7/21 11:59pm</p> <p>Poetry Drafts NXT Monday 7/22 11:59pm</p>
<p style="text-align: center;">8 7/22-7/28</p>	<p><u>M 7/22:</u></p> <ul style="list-style-type: none"> • Quiz • Intro to short stories <p><u>T 7/23:</u></p> <ul style="list-style-type: none"> • Short Story Immersion Day 1 <p><u>W 7/24:</u></p>	<p>Journal Entry#8 Sunday 7/28 11:59pm</p> <p>Short Story Planning NXT Monday 7/29 11:59pm</p>

	<ul style="list-style-type: none"> • Short Story Immersion Day 2 <p>TH 7/25:</p> <ul style="list-style-type: none"> • Flash Fiction Activity <p>F 7/26:</p> <ul style="list-style-type: none"> • Short Story Planning 	
<p>9</p> <p>7/29-8/4</p>	<p>M 7/29:</p> <ul style="list-style-type: none"> • Quiz • Writer's Workshop <p>T 7/30: W Day</p> <ul style="list-style-type: none"> • Writer's Workshop <p>W 7/31:</p> <ul style="list-style-type: none"> • Writer's Workshop <p>TH 8/1:</p> <ul style="list-style-type: none"> • Reading Circles Day 1 <p>F 8/2:</p> <ul style="list-style-type: none"> • Reading Circles Day 2 	<p>Journal Entry#9 Sunday 8/4 11:59pm</p> <p>Packet Review NXT Monday 8/5 8am</p> <p>Creative Writing Portfolio NXT Monday 8/5 11:59pm</p>
<p>10</p> <p>8/5-8/9</p>	<p>M 8/5:</p> <ul style="list-style-type: none"> • Packet review due • Portfolio Revision workday <p>T 8/6:</p> <ul style="list-style-type: none"> • Jeopardy Review <p>W 8/7:</p> <ul style="list-style-type: none"> • Final <p>TH 8/8:</p> <ul style="list-style-type: none"> • Creative Writing Celebration <p>F 8/9:</p> <ul style="list-style-type: none"> • Make-up Day/Optional Class 	<p>Journal Entry#10 Friday 8/9 11:59pm</p>