



ENGL 1301-304H1/114H1  
English Composition I

**Fall 2024: August 19, 2024 – October 10, 2024**  
**7:30 a.m. – 8:50 a.m., Tuesday/Thursday**  
**LRC 247 – THE CLASSROOM IS A NO PHONE ZONE.**

Census Date: August 26, 2024  
COM Closed for Labor Day: September 2, 2024  
Last Day to Withdraw: October 2, 2024  
Grades Due: October 11, 2024

**Instructor Information:** Lisa Frase, lfrase@com.edu

**Email:** [lfrase@com.edu](mailto:lfrase@com.edu)

**Phone:** 409-933-8389

**Office:** LRC, Ste. B, #242

**Student Hours & Location:** LRC, Humanities, Ste. B, Office #242

Monday	Tuesday	Wednesday	Thursday
7:30 a.m. – 8:00 a.m. 10:50 a.m. – 12:35 a.m.	8:50 a.m. – 9:30 a.m. 10:50 a.m. – 12:30 p.m.	7:30 a.m. – 8:00 a.m. 10:50 a.m. – 12:35 a.m.	8:50 a.m. – 9:30 a.m. 10:50 a.m. – 12:30 p.m.
	<b>College Hour</b>		<b>College Hour</b>
	12:30 p.m. – 1:30 p.m.		12:30 p.m. – 1:30 p.m.

You are welcome to stop by during my office hours; however, I might be in a conference or in a meeting on campus. If you are driving to COM to see me, please make an appointment first.

**Hybrid Courses:** A hybrid course meets two days a week. Part of the course is online. Online coursework is in D2L/Brightspace.

**Face-to-Face Courses (F2F):** F2F courses meet four days a week. You will be expected to complete homework in this class. Homework assignments are in D2L/Brightspace.

All Classes:

- Weekly coursework/homework opens each Saturday at 5:00 a.m. in D2L/Brightspace.
- Discussion forum initial posts are due by Thursday, midnight, of the week assigned. Replies are due by Sunday, midnight, of the week assigned.
- Milestone assignments are always due by Sunday, midnight. Please see the assignments' calendar for specific dates.
- Core Learning quizzes are due by Sunday, midnight, of the week assigned. Refer to the assignments' calendar for any changes.

- There are some assignments that are due before class of the week assigned or in-class. Refer to the assignments' calendar for specific dates and times.
- Students are responsible for reading and viewing the Core Learning content and assignment instructions, and completing all required assignments by the due date and time.
- There is a two day grace period for Milestone assignments due during Weeks 1-6. Late work will receive a grade reduction of ten points per day. The dropbox will close on Tuesday, midnight, and a zero will be assigned for work not submitted. There is not a grace period for quizzes or in-class assignments.
- Students should check class announcements and email (COM Outlook email account) *daily* for critical information, updates, and private correspondence from the instructor.

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**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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends. *Check your course announcements, activity feed, and COM Outlook email account daily.*

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**Required Textbook:** A purchased textbook is not required for this course. All content will be available in D2L/Brightspace.

**Required (FREE) Online Accounts**

[www.prowritingaid.com](http://www.prowritingaid.com)  
[www.citefast.com](http://www.citefast.com)

**Materials & Supplies**

Pocket folder, notebook, pen, and 3+ different colored highlighters  
 Flash drive to back up files

**Course Description: ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. AGCM.**

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: One of the following TSI scores combinations or equivalent developmental courses (1) TSI Reading 351 and TSI Writing 350 and TSI Essay 5 (2) TSI Reading 351 with TSI Writing 363 and Essay 4 (3) TSI Reading 351 and TSI Writing less than 350 with ABE 4 and TSI Essay 5.

**Course requirements:**

You are responsible for reading and view all content and assignment instructions and completing assignments by the due date and time. It is crucial that you start early each week, log into D2L/Brightspace daily, and watch for daily announcements and/or emails.

\*You must have access to a working computer and a reliable Internet connection to successfully complete this course. If you have technical issues, then I recommend using the library/tutoring center computers at COM or your local library. Personal computer and Internet issues are not an acceptable excuse for late/incomplete work in this course.

This course is collaborative in nature.

You are expected to participate in online and class discussions, activities, and peer review.

You will be expected to fully read and view all course content and assignment instructions, use sources from the Writer's Toolbox within D2L/Brightspace to support your writing projects, take quizzes, participate in discussions and peer review, research, annotate texts, submit papers to Tutor.com for feedback, write papers, create multimedia content, and properly document your sources in the MLA documentation style.

Face-to-face students are expected to participate in activities and present in front of the class.

**You will complete a Milestones Project with five assignments this semester:**

Milestone 1: Journal Entry

Milestone 2: Project Plan

Milestone 3: PECAT Analysis

Milestone 4: Peer Review

Milestone 5: Argumentative Essay

\*Additionally, you will receive a personal responsibility grade based on attendance, participation, and professionalism.

This course is collaborative in nature. You will participate in discussions, class activities, and peer review. You will take weekly quizzes over class lectures, reading assignments, videos (show in class or assigned as homework), and writing project instructions.

**You will complete the following Learning Activities this semester:**

- Complete the Course Orientation and take the quiz.
- Participation in discussions online and in-class.
- Participation in class activities and peer review.
- Submit writing projects to Tutor.com for feedback.
- Submit tutoring proof (PDF) to D2L/Brightspace
- Complete the COM Library Webquest and take the quiz.
- Personal Responsibility: attendance, participation, professionalism, timeliness

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

**80% Milestones Project**

10% Milestone 1: Journal Entry  
15% Milestone 2: Project Plan  
15% Milestone 3: PECAT Analysis  
20% Milestone 4: Peer Review  
40% Milestone 5: Argumentative Essay

### **20% Learning Activities**

Learning activities include discussions, quizzes, tutoring proof, attendance, timeliness, participation, and professionalism.

Students are expected to read and view all required course content, utilize the Writer's Toolbox within D2L/Brightspace as a resource, utilize Tutor.com and the COM Tutoring Center (writing tutors) for feedback, carefully read and follow assignment instructions, and turn in all required assignments by the designated due date and time. Face-to-Face students are expected to attend class daily, arrive on time, come prepared for class, and complete required homework. Online students are expected to access coursework daily and manage time appropriately. Hybrid students are expected to attend class and complete online coursework.

### **Grading Scale:**

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F Below 60

**FN** An FN is assigned to students who stop attending and participating in class (F2F/online/hybrid).

### **Late Work & Attendance Policies**

#### **Course Orientation & Quiz**

You **must** complete the Course Orientation and quiz *before* you begin the coursework. You will receive two additional opportunities to retake missed questions. The quiz is untimed. The quiz will no longer be available after Sunday, 11:59 p.m., Week 1. You will not receive access to the course content or assignments until you take the quiz.

#### **Milestone Assignments**

Students are expected to turn in module assignments by Sunday, 11:59 p.m., of the assigned due date. There is a two-day grace period with a 10-point grade deduction per day. Milestone assignments will not be accepted after Tuesday, 11:59 p.m., of the week assigned and will receive a zero. It is imperative that students turn in work on time. An eight-week course moves *fast*. Students who fall behind risk failing the course.

\*The grace period applies to Weeks 1-6. There is not a grace period for Weeks 7-8.

#### **Discussion Forum Posts/Responses**

Online/Hybrid Classes: Students are expected to complete the required tasks (reading, viewing, writing) and create an initial post to the weekly discussion forum by Thursday, 11:59 p.m., of the

week assigned. Students should post responses/reviews by Sunday, 11:59 p.m., of the week assigned. Please carefully read and follow the discussion post instructions *each* week.

## **PERSONAL RESPONSIBILITY**

A **Personal Responsibility** grade will be given at the end of the semester which counts towards your **Learning Activities** grade (20%). This grade is based on attendance, preparation, professionalism, and timeliness. This grade will impact your final grade. Make sure it has a *positive* impact. These reasons will *not* be excused: work, busy, stressed, a lot going on, family schedule, other courses, Internet outages (except in the case of known widespread outages), etc.

### **Attendance & Timeliness**

*I have complete discretion over excused absences. You must provide **proof** of illness or family emergency.*

- ✓ Attend all classes.
- ✓ Arrive on time.
- ✓ Stay until class is dismissed.
- ✓ Email me proof if you need to miss class (before class or within 24 hours of the missed class).
- ✓ Notify me regarding if you need to leave early for an emergency.

### **Preparation**

- ✓ You are expected to come to class prepared. This includes reading and viewing required content, taking quizzes, bringing print outs of your draft for peer review, etc.
- ✓ You are expected to arrive on time and fully participate in all learning activities.

### **Professionalism**

- ✓ You are expected to fully participate in all learning activities.
- ✓ You are expected to your classmates and instructor with respect.
- ✓ You are expected to send courteous and respectful emails to your instructor.
- ✓ You are expected to submit work by the due date and time (the grace period is for *emergencies* only).
- ✓ You are expected to complete *your own* work (no plagiarism or unauthorized use of Artificial Intelligence).

### **Required Technology**

- Internet access
- Google Chrome
- Computer access
- Office 365 (free through COM)
- OneDrive (free through COM)
- Flash drive
- F2F classes may want to bring their own earphones to listen to required videos.

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

**It is important that you can always access all your work electronically.** Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

**SAVE EARLY · SAVE OFTEN · SAVE IN MORE THAN ONE PLACE**

<b>Student Learner Outcome (SLO)</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Learning Activities, Writing Projects
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Writing Projects
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Reading Assignments, Learning Activities, Writing Projects
Use edited American English in academic essays.	Unmapped	Learning Activities, Writing Projects
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects, Personal Responsibility

**Course outline:** The course calendar is subject to change at the discretion of the instructor. Assignments are due by the due date/time indicated on the assignments' calendar.

### **Assignments' Calendar**

\*The assignments' calendar is tentative and subject to change at the instructor's discretion.

Assignments are subject release conditions that you must complete to unlock the assignment dropbox. Release conditions are noted in D2L/Brightspace.

<b>Week</b>	<b>Assignments</b>
<b>Week 1</b> Aug. 19 – Aug. 25	Course Orientation Quiz Module 1: Core Learning, Chapters 1-2 Quiz Discussion Forum 1: Introduction (Hybrid Only)
<b>Week 2</b> Aug. 26 – Sept. 1	Module 2: Core Learning, Chapters 3-4 Quiz Milestone 1: Journal Entry
<b>Week 3</b>	Module 3: Core Learning, Chapters 5-6 Quiz

Sept. 2 – Sept. 8 COM Closed: Sept. 2	Webquest Quiz
<b>Week 4</b> Sept. 9 – Sept. 15	Module 4: Core Learning, Chapters 7-8 Quiz Milestone 2: Project Plan
<b>Week 5</b> Sept. 16 – Sept. 22	Module 5: Core Learning, Chapters 9-10 Quiz Discussion Forum 2: Writing in the Work World (Hybrid Only)
<b>Week 6</b> Sept. 23 – Sept. 29	Module 6: Core Learning, Chapters 11-12 Quiz Peer Review Quiz Milestone 3: PECAT Analysis
<b>Week 7</b> Sept. 30 – Oct. 6 <b>No Grace Period</b>	Module 7: Core Learning, Chapters 13-14 Quiz Milestone 4: Peer Review (Day 1-Hybrid, Tuesday-F2F) Milestone 5: Argumentative Essay
<b>Week 8</b> Oct. 7 – Oct. 9 <b>No Grace Period</b>	<b>Due Wednesday, noon.</b> Module 8: Core Learning, Chapters 15-16 Quiz Tutorial Proof

**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 and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is a serious offense and is not acceptable in this course.

Copying or using 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. You may **not** use copyrighted or trademarked images even with citations.

All essays will be submitted to TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism and Artificial Intelligence (AI).

**Do not use AI without instructor permission and guidance.**

- ❖ Do **not** use Grammarly to edit your work (Grammarly contains a generative AI tool that is flagged as plagiarism by TurnItIn).
- ❖ Do **not** use ChatGPT, Quillbot, Bing AI, or other AI generators, paraphrasing tools, or rephrasing tools for academic essays without instructor permission and guidance.
- ❖ Do **not** use the Editor tool in MS Word.
- ❖ Do **not** copy and paste text from the Internet.
- ❖ Do **not** use your own work from another course without express written permission from both instructors (or it is considered self-plagiarism).

- ❖ Do **not** write a paper with over 25% of sources used (this is a form of plagiarism). Most of the words in your paper should be *your own* thoughts, ideas, insights, and perspective. The sources are used to support *your* ideas, claims, points, and thesis.

\*You may use the style, combo, and grammar tools in ProWritingAid to edit your work; however, do **not** use the Rephrase tool.

Claiming someone else's 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 the appropriate disciplinary action.

Your instructor is well-versed in the linguistics of AI and can easily identify the style and cadence of the text as not student written. TurnItIn has a reliable AI detection. Use your own words. We want to hear your voice, not the dry and boring voice of AI. AI essays include misinformation, never meet the expectations of college-level work, and will result in a failing grade.

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.

(COM) Access this link to learn [How To Avoid Plagiarism](http://en.writecheck.com/ways-to-avoid-plagiarism/) or <http://en.writecheck.com/ways-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 409-933-8186, [banderson@com.edu](mailto:banderson@com.edu).

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### **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](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 at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**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.

**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).