



**English 1301 084IN  
Composition I  
Fall 2023  
Online Course**

**Instructor Information:**

Lynn Scheele  
[Lscheele@com.edu](mailto:Lscheele@com.edu)  
830-582-4050

**Student Hours and Location:**

Google Meet – by appointment Tuesday, Wednesday, Thursday from 5:30 – 6:30. Email me, and I'll create a Meet and send you the link.  
If these times do not work, let me know, and we can schedule a time that works for your schedule.

**Required Textbook/Materials:**

No textbooks need to be purchased for this course.

OER resources -

*Roughwriter's Guide* -

Here's a link to the *Roughwriter's Guide*: <https://pressbooks.pub/roughwritersguide/>

Purdue OWL website -

Here's a link to the Purdue OWL website: <https://owl.purdue.edu/owl/index.html>

**Course Description:**

This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is 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 Requirements:**

This course is a writing intensive course. For each major writing assignment, you will take your essay through the writing process and need to submit multiple drafts before you submit your final draft. This allows you to receive feedback from both peers and instructor before you submit an assignment for a major grade.

In addition to major writing assignments, you will also complete other assignments such as discussions, peer review, supplemental reading materials analysis, and quizzes.

**Grading:**

You are more than welcome to email me any questions you may have about your grades at any point during the semester. Please email me through school email for any grade questions you may have for me for privacy. FERPA prevents me from responding to any grade requests other than those coming from your official school email.

**Grading Categories:**

Class Participation – Assignments, Activities, and Quizzes	15%
Presentations	10%
Writing Process	10%
Writing # 1	15%
Writing # 2	15%
Writing # 3	15%
Writing # 4	20%

The major writing assignments will be graded with rubrics I have created from the revision handouts I will share with you. Students will have access to the revision handout during the revision process.

**Grade Conversion:**

In order to tally grades, I convert all letters to a numbering system based on the following scale: A= 90 – 100; B = 80 - 89; C = 70-79; D = 60 - 69; F = less than 60.

**Work Policy - Late Work and Extra-Credit Policy:**

**Late Work:**

All homework assignments and major assignments are due by the deadline stated unless I announce a change or unless you have made special arrangements with me. All work submitted after the due date will lose ten points for every day it is late. No work will be accepted after the last day of the course.

Since deadlines are published ahead of time, it is the student’s responsibility to turn in all homework and major assignments on time. All assignments are expected to be submitted by the due date. If not, the assignment will be considered late.

To make sure you meet all deadlines, try to turn all assignments in at least five minutes before the time the assignment is due! Technology glitches are stressful and inconvenient when you are working diligently to meet a deadline.

Plan ahead, so that you are not submitting assignments late and losing points.

If something is going on that you think I need to know about, let me know. I completely understand that sometimes when life happens it is more than just forgetting an assignment due date. I can't work with you if I don't know you are dealing with big things.

All final drafts of major assignments are turned in through Brightspace only.

### **Life Happens Extension**

I understand that sometimes life happens, so I will allow you to turn in one assignment one day late, without losing any points, throughout the semester (this excludes the final exam and portions of the writing process).

If you are using your Life Happens Extension, you need to email me and let me know, so I don't deduct points from your assignment grade.

Copy and paste the subject line and email info. from below when you email me.

Subject Line: your name - ENGL 1301 ##### - Life Happens Extension

Mrs. Scheele,

I used the Life Happens Extension for (assignment name here).

Any other information you want to include. Nothing extra is needed, this line is optional.

Sincerely,

Your Name Here

### **Extra Credit:**

Extra credit may be earned once throughout the semester by attending (in person or online) an educational or professional event through the college or in your local community. You must submit a half-page report (minimum) on your experience and why it had educational or professional merit. There is more information on the extra credit assignment.

### **Attendance Policy:**

Since this is an online course, it is important to login to Brightspace multiple times a week. Monday is when assignments open for the week. If you don't have alerts set up for Brightspace, I recommend logging in every couple of days just to check in to see if any announcements have been posted.

Our class is offered as an asynchronous, online course, so we won't meet on a specific day or time, so there are no official absences or attendance issues. It is up to you to log into Brightspace and Google Meet, when you need to work or need help.

Because we don't meet face to face, it is important to pay attention to the tentative schedule for each major writing assignment.

It is also important to read through all documents posted in each module and to complete all assignments by the due date/ time.

I will send out announcements as reminders for when an assignment is due and other class related information, so login (2x min.) throughout the week to make sure you are on track.

**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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

**Communication by Email:**

The easiest and fastest way to reach me is by email.

Remember - all class correspondence should be conducted through your school email account or Brightspace account. Conversations about grades or student specific issues must go through your school accounts.

If you must communicate through a personal email account, please include your name and class in the subject line.

If you email over the weekend, it is the weekend for me as well, so it is possible you will not receive an answer until Monday. I do try to return emails quickly, so you can continue working.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork	Writing # 1
2. Develop idea with appropriate support and attribution	Personal Responsibility	Writing # 2
3. Write in a style appropriate to style and purpose	Communication Skills	Writing # 3
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking	Writing # 4
5. Use Edited American English in academic essays	Communication Skills	Writing # 1 – Writing # 4

**Academic Dishonesty:**

All students are expected to follow the code of academic honesty. Scholastic dishonesty and plagiarism are defined in the student handbook. Plagiarism (failure to acknowledge or cite sources of ideas, thoughts, or works created by another author as your own work) will not be accepted in this class. Plagiarism can result in a failing grade on the assignment, the course, and may also result in a referral to COM. If you are unsure if you are citing your sources correctly, please

**Academic Honesty in Academic Writing:**

The key to becoming a better writer is to write and to pay careful attention to the reading, thinking, discussing, drafting, and revising you'll be doing in class to build on the writing skills you already have. Writers of all kinds need to engage in these activities to help them communicate the validity of their ideas to an audience with expectations in place about what they'll be reading.

**Unintentional plagiarism** occurs when there is clumsy citing of sources; it's not done correctly, but it's clear that the writer was attempting to give credit to the author. Any instance of unintentional plagiarism will lower the final grade of a major assignment, and excessive examples of unintentional plagiarism may lower a final grade of a major paper to the point where the paper could receive a failing grade.

**Intentional plagiarism** occurs when a student copies large amounts of information from sources without giving any credit to the authors. This can range from copying and pasting material from multiple sources without citing them, or using AI programs to generate text, as AI frequently pulls from material fed to it from the internet. Buying or copying student papers from the internet would also be an example of intentional plagiarism.

**I am available to help you** with any questions you may have about the use of sources within your writing and about your accuracy in paraphrasing sources or directly quoting them. I encourage you to **make an appointment with me** to discuss specific questions you may have about your citation work.

### **COM Humanities Department Policy Statement: Plagiarism**

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his/her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation. 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.

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

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### **ENGL 1301 Tentative Outline**

(All Dates and Assignments are Subject to Change as Needed)

Week 1 - Week of 10/23 - Syllabus quiz, discussion post and response

Week 2 - Week of 10/30 - Plagiarism quiz, discussion post and response, thesis and outline, rough draft

Week 3 - Week of 11/06 - Work on final draft, discussion post and response, read and annotate text

Week 4 - Week of 11/13 - Final draft #1 due, discussion post and response, outline and thesis, rough draft

Week 5 - Week of 11/20 -Begin writing # 3, works cited/research quiz, discussion post and response, research for essay, outline/ thesis

Week 6 - Week of 11/27 – Final draft #2 due, rough draft #3, discussion post and response

Week 7 - Week of 12/04 - Review for finals, presentations, final draft #3 due, discussion post and response

Week 8 - Week of 12/11 - Finals - essay #4

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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\\_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 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.

**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 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**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).