



**ENGL-1301
Composition I
Fall 2024**

Instructor Information: Donny Wankan, dwankan@com.edu, 281-229-6476

Office hours and location: N254, Monday-Thursday, 2:45-3:30

Required Textbook/Materials: Students will need access to the internet and a laptop or computer. They will also need paper and a pen for some in-class assignments.

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 requirements:

Research Tutorial:

Students must complete a research tutorial provided by the COM Library. This will help students develop the skills of choosing and documenting sources for research writing.

Writing Assignments/Projects:

Students will complete several writing assignments and projects throughout the semester, which will be graded for specific aspects of organization, style, correct usage, adherence to a specific style format (usually MLA), proper documentation of sources, and overall clarity and effectiveness. All essays must be typed and will be turned in electronically.

Professionalism:

As this is a college course, students are expected to approach class time and the coursework with maturity and professionalism. This includes taking an active part in class discussions and activities, coming to class prepared, attending regularly and punctually, and responding to other students and the instructor respectfully and professionally.

Independent Reading:

Along with assigned and in-class readings, students will read independently and respond to their chosen readings. The assignments associated with these readings will be graded within the Classwork and Writing categories.

Classwork:

I expect all students to participate in class. The classwork grade will account for consistent completion of style and grammar practice exercises, assigned responses to readings, drafts and revisions, online discussions and assignments, peer critiques, and overall contribution to the workings of the class.

Digital Assignments:

Much of the coursework will be assigned and turned in electronically via COM's learning system D2L Brightspace. Turning in work in assigned formats is required, not optional. It is the student's responsibility to work with the college to correct any log in problems. If a log in problem occurs, students must do the following: immediately inform the instructor, turn in the work on time via email or other

agreed upon method, immediately correct the problem with the college, and turn in the assignment via the required system again once the problem has been corrected. COM can correct such problems generally on the same day, so repeated failure to use the required assignment system will result in not receiving credit for assignments.

Determination of Course Grade/Detailed Grading Formula:

Writing 55% Classwork 30% Professionalism 10% Research Tutorial 5%

Grading Scale: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59.

Students will be given a letter grade rather than a number grade in this course.

*Plagiarized or AI generated work will not be accepted for a grade.

Late Work, Make-Up, and Extra-Credit Policy: Late work may be accepted for classwork and essays within limits and according to instructor discretion. Students will lose points on assignments accepted late. Major Writing assignments and projects will not be accepted more than one day late. Late journals will not be credited. I will not continue to accept late assignments if it becomes a habit.

Students will have access to class slideshows, online assignments, and course documents through course software online, so due dates will apply even with absences. Exceptions will be made only in exceptional circumstances. Technology problems, extracurricular activities, and tests or projects in other classes are not acceptable excuses for missing assignment due dates. In other words, plan ahead and be ready when/if these kinds of things come up.

Attendance Policy: Attendance and punctuality are both requirements of the course. Frequent absences and tardies will be penalized by a reduction in the professionalism score. Consistently absent or tardy students (6 or more absences and 7 or more tardies) will be dropped from the course, or they will be given a failing grade if W day has passed.

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

Student Learner Outcome	Maps to Core Objective	Assessed By
Demonstrate knowledge of individual and collaborative writing processes.	Personal Responsibility	Research Project
Develop ideas with appropriate support and attribution	Critical Thinking Skills	Essays, Presentations
Write in a style appropriate to audience and purpose.	Communication Skills	Essays, Presentations
Read, reflect, and respond critically to a variety of texts.	Social Responsibility	Research Essay, Independent Reading
Use Edited American English in academic essays.	Communication Skills	Essay

Academic Dishonesty: Student work must be original and produced by the student who turns it in. Any work copied from other students (even if revised), created by artificial intelligence, resubmitted for multiple assignments, or copied from published writers (even if revised) will not be credited. Students will not be given chances to redo assignments in instances of academic dishonesty.

Repeated instances of academic dishonesty will result in a reduction in the Professionalism score and/or discipline referrals.

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 D. Brian Anderson (College of the Mainland) at 409-933-8186.

Course Outline: Note: this is a tentative schedule. Things will likely change as the semester develops.

Week 1

Introduction to course
Course Routines
D2L Brightspace Intro
Words and Phrases
Library Visit, Independent Reading

Week 2

Writing Strengths/Weaknesses
Diagnostic Writing
Words and Phrases
Independent Reading

Week 3

Reflective Writing, Genre Concepts
Reflective Writing, Examples Discussion/Analysis
Phrases
Independent Reading

Week 4

Reflective Writing, Planning/Drafting
Reflective Writing, Examples Discussion/Analysis
Phrases

Independent Reading Project 1

Week 5

Reflective Writing, Drafting/Revision
Reflective Writing, Peer Critiques
Phrases
Independent Reading

Week 6

Reflective Writing, Final Drafts
Informative Writing, Genre Concepts
Informative Writing, Examples Discussion/Analysis
Phrases
Independent Reading

Week 7

Informative Writing, Planning/Drafting

Informative Writing, Drafting/Revision
Informative Writing, Examples Discussion/Analysis
Sentences
Independent Reading

Week 8

Informative Writing, Drafting/Revision
Informative Writing, Peer Critiques
Sentences

Independent Reading Project 2

Week 9

Informative Writing, Final Drafts

Research Concepts, Research Tutorial
Informative Writing Research and Documentation
Sentence Agreement
Independent Reading

Week 10

Informative Writing Research, Planning, and Drafting
Informative Writing, Examples Discussion/Analysis
Informative Writing, Self-critique with focus on documentation of sources
Sentence Flow
Independent Reading

Week 11

Informative Writing, Drafting and Revision
Informative Writing, Peer Critiques
Informative Writing, Peer Critiques
Sentence Flow
Independent Reading

Week 12

Informative Writing, Final Drafts

Collaborative Writing, Concepts, Planning, and Drafting
Paragraphing

Independent Reading Project 3

Week 13

Collaborative Writing, Planning, and Drafting
Collaborative Writing, Self-critiquing
Paragraphing
Independent Reading

Week 14

Collaborative Writing, Peer Critiques
Collaborative Writing, Peer Revisions
Style Review
Independent Reading

Week 15

Collaborative Writing Final Drafts

Peer Editing/Revision

Independent Reading

Week 16

Semester Reflections

Student/Instructor Conferences

Independent Reading Project 4

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 at 409-933-8919 or AccessibilityServices@com.edu. The Office of Services for Students with Disabilities is located in the 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 16-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 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.