



**ENGL 1302.052 IN
English Composition II
Spring 2022 (7/11-8/12/2022)
Online Course**

Professor Information:

Name Beth Hammett

Email bhammett@com.edu

Office Phone (409) 933-8389

Office Hours & Location By Appointment as Needed

Course Communication

I will try to respond to all email correspondence within a 24-hour time frame during the work week. Emails sent during the weekend may not be returned until the following Monday. 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.

Required Textbooks & Supplies:

Writing for College by Richard Jewell (Free Textbook)

<http://www.tc.umn.edu/~jewel001/CollegeWriting/home.htm>

Purdue OWL Website <https://owl.english.purdue.edu/owl/>

Additional Supplies

- Cloud Storage Access such as OneDrive (Preferred), Dropbox, Google Docs, Office 365 (Must Be Word Compatible)
- Paper/Pens/Pencils
- Highlighters/Markers (4-5 colors)
- Access to reliable Internet and Blackboard
- Earphones/Headphones

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.

About Textbook & Supplies

Many of the assigned readings for this course are online, either uploaded to BlackBoard as .pdfs or available on websites. In addition, you must have access to a computer and a printer so you can access/print some of the reading assignments, as

required. You must also have a storage device/ cloud storage, such as OneDrive (preferred method) or a flash (USB) drive.

Course Description:

English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based argumentative, expository, and multigenre texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Activities and assignments include blogs, discussions, essays, research, and a group project. Note that this course is themed around absurdity and social epidemics. *All assignments must have proper MLA formatted works cited pages attached and peer workshopping or tutor email to receive a score.*

Course Prerequisite:

English 1301

Note: You will not receive credit for this course unless you have already completed English 1301 with a grade of "C" or higher. Students are not allowed to take English 1301 and English 1302 at the same time. If you have not passed 1301, you must inform your professor immediately to avoid further problems.

Determination of Course Grades:

Course Requirements (describe special projects or assignments):	100%
1. Project 1 Argumentative with Peer Workshopping*	25%
2. Project 2 Rhetorical Analysis with Peer Workshopping*	25%
3. Final Essay Research Packet	25%
4. Homework*/Activities/Attendance*	25%

*Homework

Class due dates: Face-to-Face is your first class day of the week and Online is each Monday at 8:00 a.m. Homework is due the following week on your first class day for F2F and Online at Monday by 8:00 a.m. unless otherwise stated, such as essay projects and final exam. If you miss assignment due dates, points may be deducted or not accumulated. Participation points are accumulated through involvement and completion of Homework Folder activities and online Blackboard Homework folders and chapter activities, such as quizzes, blogs, discussions, interactive activities, matching/multiple choice questions, peer activities, polls/surveys, quizzes, readings, videos, etc... Follow your Weekly Calendar and be aware of due dates on homework assignments. You *may not* use an essay or topic from a previous course as work in this class.

*Class Attendance Policy

If face-to-face, attendance is taken each class meeting. If hybrid/online, attendance is taken weekly by login date when class folders open.

Grading Scale

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
Below 60% = F

Grade I: Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor. Students must be current with coursework and must have an emergency situation to qualify.

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.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Make-Up Policy and Late Work Policy

At instructor's discretion and to follow college guidelines. Fifteen points off each class period missed for all late assignments.

About Blackboard My Grades, Overall Score, and Weighted Column

The Overall Score is your final grade for the course. The Weighted Column is for the top assignments in the highest weighted category only and is not an overall score for the class. Do NOT use the Weighted Column to determine your average or grade within the class. In addition, Blackboard does not factor in any assignment column with a null or – score. Once a null or – score changes to a numerical score, your grade may increase or decrease drastically. To avoid this and to see your actual grade, you must turn all work in on time.

COM Tutoring Center

The COM Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment.

Appointments can be made in person, or on the center scheduler at com.mywconline.com, or by clicking the WC icon on the COM website.

Submitting Assignments

Submit assignments, essays, and work through Blackboard only by using the "Write Submission" tab to copy and paste to turn in assignments, essays, and quizzes. Note that failure to follow correct submission rules and due dates may result in a lower grade. Do NOT email your completed assignments, essays, or work to your professor.

***Teamwork Projects**

Essay Projects, Peer Review Workshoppings, and Revisions

Essays use the writing process and peer workshopping teamwork approach. Two peer reviews or one COM Tutoring Center tutor /other tutoring services, etc... proof is required to be turned in with each major essay project. If in a face-to-face class you do not show up for or participate in your peer review workshopping with your teammates, you must visit the COM Tutoring Center (WC) for revision and get emailed/signed documentation for your visit. **No major project will receive a score higher than 50 unless a proper MLA Works Cited page and Peer Workshopping/Tutor email is submitted. No exceptions will be made.**

COVID Exceptions for Workshopping:

During COVID, flexibility is needed, so there are other options for workshopping:

1. Peers/qualified family & friends/former teachers, etc... Be sure to use the Peer Workshopping Handout. You must upload peer/tutor workshopping documentation to Blackboard before your essay will be scored.

Or

2. Professional Tutor, such as COM tutor, NetTutor, etc.. Be sure to keep either an email, comment sheet, etc... as documentation to upload to Blackboard so your essay can be scored.

In addition, some assignments may be adjusted due to COVID.

Revisions: Students who score below a "C" are allowed to revise each project one time only for a grade no higher than an 80, a "B" grade. Peer Workshoppings may be completed by peers within the class and/or by WC tutors or another tutoring service or qualified professional (see Teamwork Projects section). One session with a WC tutor, which may be completed online, is required on either Project 1 or Project 2. Proper MLA Works Cited page must be turned in to your professor for major projects to be scored. **No major project will receive a score higher than 50 unless a proper MLA Works Cited page and Peer Workshopping/Tutor email is attached.**

Final Essay Research Project Blog

You will publish your final research essay components to WIX.

Make-Up and Late Work Policy

At professor's discretion and to follow college guidelines: fifteen points off each class period missed for late assignments. For online courses, one week constitutes one class period. A reminder that technology issues are not valid excuses for late assignments. Three or more missed assignments may result in being dropped from the online course.

Disaster Preparedness: In case of a disaster, check the COM webpage for college updates and your Blackboard course for class updates. Continue your work for the class since every attempt will be made to follow the weekly outline.

Online Activities, Materials, and Participation:

Class activities and homework are accessed by logging into Blackboard a minimum of **three times** per week. The approximate time of completion will vary per learner, but you should allow plenty of time for mastery of online materials, which are counted as participation points for the course. Allow time to review new information, participate in discussions, take quizzes, finish writing assignments, and complete other activities listed in the syllabus course outline and calendar as scheduled by the professor. Full participation in all course activities is required to earn credit for graded assignments.

Attendance Policies:

Did you miss a class?

1. Contact your classmate study/email buddy.
2. Review syllabi, Power Points/Presentations, and other class information on Blackboard.
3. See the reading/writing tutor as needed. Free peer and professional tutor help is available.
4. Lastly, contact your professor by phone, email, or text (preferred method).

Class Attendance Policy

If face-to-face, attendance is taken each class meeting. If hybrid/online, attendance is taken weekly by your login date when class folders open.

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 only permitted to withdraw six times during their college career by State law.

Hybrid/Online Attendance Policy

About a Hybrid vs. Online Class

A hybrid class combines one class per week of face-to-face classroom instruction with one class per week of online materials as opposed to an online class that has no face-to-face classroom instruction. An online course meets solely online with no formal whole class meeting times. Be aware an online class is not self-paced. Online class meetings will be used for discussions, activities, reviews, and peer review workshopping. The online (Blackboard) portion of this class will consist of chapters, blogs, discussions, videos, and related activities. You must keep up with both aspects of the class to be successful, get the most benefit from the materials, and pass the course.

Hybrid/Online: You must log into this course for your class each week. You must log in no less than **three times per week**. Failure to do so will result in loss of activities and participation points. **Online attendance: missing three weeks may be cause for withdrawal in the course. *Missing three classes may result in a grade no higher than a C.*** The estimated amount of time to complete weekly online activities is approximately equal to Homework Folder minutes. The approximate time of completion will vary per learner, but you should allow plenty of time for mastery of online materials, which are counted as participation points for the course. The time frame could be anywhere from one plus hours. Allow time to review new information, participate in discussions, take quizzes, finish writing assignments, and complete other activities listed in the syllabus course outline and calendar as scheduled by the professor. Full participation in all course activities is required to earn credit for graded assignments. If in doubt about homework, work ALL activities within the weekly assignment folder to ensure success. College of the Mainland recognizes no excused absences other than those prescribed by law (military service and religious holiday). When, in the judgment of the faculty, students have missed so many assignments (**three or more in this course**) that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will then receive a “W” for the course.

Withdrawal Policy

Failure to participate, complete assignments in class, log into an online class will NOT constitute an official or automatic withdrawal. It is the student’s responsibility to acquire and complete the drop form when the student has decided to drop the class. Any student who fails to withdraw will receive a grade of “F” for the class. The professor is not responsible for dropping students. Please visit <http://www.com.edu/admissions/drop-notification> to obtain more information regarding the consequences of dropping a class multiple times.

Reminder: There are **NO excused absences** in college courses! You are either absent or present. Regardless of attendance, work must be turned in on time and according to the syllabus. Missing class is not an excuse for late work! **A student with more than three or more missed assignments may be dropped at the professor’s discretion.**

Student Learner Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g. APA, MLA, etc.)

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Argumentative Essay Group Project
Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Critical Thinking (CT)	Argumentative Essay Blog
Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (COM)	Argumentative Essay Group Project Blog Quizzes
Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Argumentative Essay Group Project Blog Quizzes
Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Argumentative Essay Group Project Blog Quizzes

Student Success

Student Success Tips

(1) Attend every class (2) Meet your professor (3) Manage your time (4) Prepare for the unexpected (5) Ask questions (6) Complete all work on time (7) Master skills

Being Successful in This Online Course:

1. Read and follow the Weekly Course Outline found within this document
2. Make note of all due dates listed in the Weekly Course Outline
3. Work all materials within the Blackboard weekly homework folders that correspond with the Weekly Course Outline
4. Carefully read all directions and meet all deadlines to avoid loss of points
5. Confused? Ask questions—contact peers first then tutors and lastly your professor

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 plagiarism are extremely serious offenses and will result in a **grade of zero** on that exam or assignment, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. You *may not* use an essay or topic from a previous course as work in this class.

Plagiarism

Plagiarism is a very serious offense and is not acceptable in this class. Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. In addition, you **may not** use an essay or topic used in a previous class. 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. You *may not* use an essay or topic from a previous course as work in this class. Access this link to learn [How To Avoid Plagiarism](#) or <http://en.writecheck.com/ways-to-avoid-plagiarism/>

Student Concerns/Questions

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 Department Chair, Brian Anderson, at 409-933-8186 or banderson@com.edu.

Course Week	<p align="center">Hammett Composition 1302 Tentative Weekly Calendar Online BB Activities/Homework Assignments</p> <p>Note: If in doubt about assignments, work ALL activities in the weekly Homework folder.</p>	Due Dates
<p>Week 1 (7/11)</p> <p>You <i>may not</i> use an essay or topic from a previous course.</p>	<p>Week 1 Folder: Day 1 Suggested Daily Guide; Be Aware of Essay Due Dates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to the Class and Blackboard <input type="checkbox"/> Syllabi Overview <input type="checkbox"/> Syllabus Quiz <input type="checkbox"/> Set up your cloud based service: Dropbox, Google, One Drive... & Research folders <input type="checkbox"/> Review Research Topics & Class Blogspot for Topic Sign-Up (You will work with ONE topic all semester) <input type="checkbox"/> Review Student Essay Examples on WIX <input type="checkbox"/> Absurd Fiction Chapter 1: Introduction to Absurdity Fiction <input type="checkbox"/> Absurd Fiction Chapter 2: Working with Absurdity and Social Epidemics <input type="checkbox"/> Chapters 1 & 2: Online Discussion: Research Topic Sign-up <input type="checkbox"/> Optional Reading: Writing for College Part I A #4 and #6 <input type="checkbox"/> Extra Credit: Author Email (2 points offered) due last week of class <p>Day 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formatting and Skills Reviews <input type="checkbox"/> Writing Quiz #1 Blog Diagnostic Writing <input type="checkbox"/> Absurd Fiction Chapter 3: Absurdity in the Arts <input type="checkbox"/> Chapter 4: Citations, Research Sources, and Works Cited <input type="checkbox"/> Chapters 3 & 4: Online Discussion: Absurdity Genre Project with 1 PPT slide (individual or two-person group) <input type="checkbox"/> Review Epidemics Interactive Charts Folder Contents: Includes: "Are You a Survivalist?" and "Death Meter" (No points attached to this activity. If the links do not work for you then skip the activities) 	<p>Due: Extra credit Author email due Week 5</p> <p>Note: This course is themed around absurd fiction, the meaning and purpose of life, and social epidemics and requires critical thinking and problem solving skills; choose one social epidemic topic in your community, family, region, state, etc... you are interested in researching and solving for this semester!</p>

	<p><input type="checkbox"/> <i>Optional Readings:</i> Writing for College Part II Section H #43-48 and Writing for College Part II Section E #24-30</p> <p>Day 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Activities: Citations/Plagiarism/Quotes <input type="checkbox"/> Working with SafeAssign & Activity <input type="checkbox"/> Absurd Fiction Chapter 5: Let's Write <input type="checkbox"/> Chapters 5: Online Discussion: Brainstorming your Research Topic <input type="checkbox"/> Writing Quiz #2: Annotated Bibliography <input type="checkbox"/> <i>Optional Readings:</i> Writing for College Part I Section B #7-13/Writing for College Part II Section D #21-23/ <i>Writing for College</i> Part II Writing to Literature #43-48 <p>Day 4</p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Discussion: Chapter 5 Writing a Thesis & Introduction <input type="checkbox"/> Primary Sources & Recording Research Sources: Find one primary source for your research topic <input type="checkbox"/> Building a Works Cited page <input type="checkbox"/> Fake News & Valid Research Sources <input type="checkbox"/> Writing Quiz #3 Part 1 & 2: Fake News Assignment and Scavenger Hunt (Individual or Group assignment) <p>Day 5</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absurd Fiction Reading/Video Assignment: "The Birds" by Alfred Hitchcock <input type="checkbox"/> Writing Quiz #4: Online Discussion: "The Birds" by Alfred Hitchcock (Be sure to use text/movie evidence to prove all claims in your PEE formatted answer) <input type="checkbox"/> Lecture & Overview of Project 1 Argumentative Essay (3-4 pgs) (Due Week 3 Day 5) 	
--	---	--

Week 2 (7/18)	Week 2 Folder: Days 1-5 <ul style="list-style-type: none"> <input type="checkbox"/> Pr. 1 Argumentative Essay Work Week <input type="checkbox"/> MAKE YOUR PEER/TUTOR/WRITING CENTER APPOINTMENT! <input type="checkbox"/> Technology Survey #1 <input type="checkbox"/> Absurd Fiction Chapter 6: Solutions, Camus' Absurdity, and Conclusion (Reading Only) <input type="checkbox"/> Absurd Fiction Chapter 7: Reading/Viewing <i>The Plague Part 1</i> by Albert Camus <input type="checkbox"/> Absurd Fiction Reading or Video Assignment: <i>The Plague</i> Part 1 only required or 2. Video <i>Le Peste/The Plague</i> <input type="checkbox"/> Writing Quiz #5 <i>Le Peste/The Plague</i> Reading/Video Response <p>Reminder: Peer Workshopping/Tutoring proof required with each project! Must attach Works Cited page to score higher than 50 on your project.</p>	Due by Monday, 8:00 a.m.: Week 1 Folder activities
Week 3 (7/25) 7/14 Census Day! Last day to drop without using 1 of 6 drops	Week 3 Folder: Census Day 7/14! Days 1-5 <ul style="list-style-type: none"> <input type="checkbox"/> Absurd Fiction Reading or Video Assignment: "Tomorrow and Tomorrow and Tomorrow" by Kurt Vonnegut <input type="checkbox"/> Writing Quiz #6: Online Discussion: "Tomorrow and Tomorrow and Tomorrow" <input type="checkbox"/> Review Absurdity Genre Project PPT Slide and Analysis Questions from Absurd Fiction Readings before Beginning Project 2 <input type="checkbox"/> Lecture & Overview: Project 2 Rhetorical Analysis Essay (3-4 pgs) (Due Week 5 Day 1) <input type="checkbox"/> <i>Optional</i> Textbook Reading: <i>Writing for College</i> Part II Section E #25 <p>Reminder: Peer Workshopping/Tutoring proof required with each project! Must attach Works Cited page to score higher than 50 on your project.</p>	Due by Monday, 8:00 a.m.: Week 2 Folder Activities Due Day 5: Project 1 Argumentative Essay
Week 4 (8/1) REMINDER: Class folders open/close dates are	Week 4 Folder: Days 1-5 <ul style="list-style-type: none"> <input type="checkbox"/> Project 2 Rhetorical Analysis Work Week <input type="checkbox"/> MAKE YOUR PEER/TUTOR/WRITING CENTER APPOINTMENT! <input type="checkbox"/> Technology Survey #2 	Due by Monday, 8:00 a.m.: Week 3 Folder Activities

Monday at 8:00 a.m.	<ul style="list-style-type: none"> <input type="checkbox"/> Absurd Fiction Reading or Video Assignment: Franz Kafka's <i>The Metamorphosis</i> <input type="checkbox"/> Writing Quiz #7: Online Discussion: <i>The Metamorphosis</i> <p>Reminder: Peer Workshopping/Tutoring proof required with each project! Must attach Works Cited page to score higher than 50 on your project.</p>	
Week 5 (8/8)	<p>Week 5 Folder Days 1-5</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recording Research Sources Overview and Assignment <input type="checkbox"/> Lecture & Overview: Final Exam & WIX <input type="checkbox"/> Final Reflection Essay (200-500 words) <p>Reminders: WIX:</p> <ul style="list-style-type: none"> • Your Reflection Essay & Pr. 1 & 2 are uploaded to WIX as separate documents on one or separate pages/tabs • Do not attach your essays as downloadable files on your WIX pages • You should insert several graphics/images/videos, etc...within the projects' text or on the WIX pages to meet social media audience expectations • WIX link is placed in COMMENTS section. • Check to be sure the WIX link works! It must be a full http:// address not a renamed link! <p>Blackboard Projects Upload:</p> <ul style="list-style-type: none"> • Only one pdf Final Exam document is uploaded to BB using WRITE SUBMISSION/ATTACHMENTS • Do not insert images inside the text of your final exam pdf that is uploaded to Blackboard • WIX link is placed in COMMENTS section. Check to be sure the link works! <p>Folders will close next Friday at midnight—NO exceptions—grades are due! Be sure to check frequently for grades and email correspondence!</p>	<p>Due by Monday, 8:00 a.m.: Week 4 Folder Activities</p> <p>Due Day 1: Project 2 Rhetorical Analysis; be sure to watch for revisions due to the short time frame of folders closing!</p> <p>Due Day 5: All work for the course. Folders will close at midnight! No exceptions—grades are due.</p>

Disclaimer: Syllabus subject to change at any time at your professor's discretion.

Academic Calendar:

2nd 5 WEEK SESSION

7/11 CLASSES BEGIN

7/14 CENSUS DATE

8/5 "W-DAY"

8/12 LAST CLASS DAY

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with [Governor Abbott's May 18 Executive Order](#), face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Technology and This Course

Technology is everywhere! COM is a Wi-Fi campus. Academic writing assignments and essays in all college courses are typed. Businesses expect employees to use technology. Therefore, this course includes lectures, PowerPoints, materials, and social media websites that can be accessed easily from any computer, smartphone, or tablet. If Internet usage is unavailable off-campus, please use time management skills to download materials while on campus. If a high grade in this course is your goal, then practice reading and writing, apply new skills learned in class, and peer workshop all essays. Make good use of campus resources, such as free tutors in COM's Tutoring Center. Lastly, communicate with your professor!

Technology Outage Policy

Students are responsible for completing all course work by the due dates stated in the syllabus. Occasionally the College may experience emergency campus-wide technology outages. Should this occur during a Quiz or submission of an Assignment, you will need to notify the professor to reset the Quiz or extend the assignment due date. This will occur once the campus-wide outage is confirmed by Informational Technology. An Announcement will be sent to all students relaying the information about the new due date for the assignment or quiz.

In case of a personal technology issue, or if you have questions about an assignment or need clarification of requirements, you are expected to contact the professor using the contact information above in the syllabus. The College has a number of [computer labs](#), so access to requisite technology needed to complete assignments should not be an issue.

Problems with Blackboard and other Technical Problems

Technology problems are **not** a valid excuse for missing deadlines. If you are experiencing difficulties with Blackboard, you are advised to contact the Technical Support Team for troubleshooting and solutions. Every semester students experience total or near-total computer failures. If this happens to you, you have three options: use a backup process such as cloud or email, or use a second computer, or drop the class. Computer labs are available on campus if your personal computer becomes disabled during the semester. Always make a backup of each assignment as you create or edit it—always use a cloud service (preferred method), email, and/or USB jump drive. Do not depend on the “original”, whether it’s on your hard drive or elsewhere.

Reminder

There are **NO excused absences** in college courses! You are either absent or present. Regardless of attendance, work must be turned in on time and according to the syllabus. Missing class is not an excuse for late work! A student will receive no higher than a “C” grade if five absences in F2F classes or three absences in HY classes are accumulated during the semester. A student **missing three or more assignments may be dropped in an online course at the professor’s discretion**. Students are also expected to be on time to class and to stay until the professor dismisses the class. Coming in late or leaving early constitutes a partial absence or tardy. Remember, three tardy marks equal one classroom absence.

Classroom Conduct Policy

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook> . Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

Support Services

COM Tutoring Center

The COM Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at com.mywconline.com, or by clicking the Tutoring Center icon on the COM website.