



**English 1301.004IN**  
**English Composition I**  
**Fall 2022**  
**Online**

**Instructor:** Dr. Bernie Smiley, bsmiley@com.edu, 409-933-8356

**Student hours and location:** Library Mezzanine M-03. Monday 2:00-6.  
Tuesday- 11:0-3. Wed- 2-3. Also available online by request.

**Course Description:** English 1301 is designed as an introduction to college-level, academic writing. This course teaches the principles and techniques of written composition, textual analysis of non-fiction prose, and critical thinking. Activities and assignments include paragraphs, essays, research, and analysis and discussion of assigned readings.

**Course requirements (including description of any special projects or assignments):** We will be writing numerous papers with a research paper due at the end of the course. The student will also be required to complete The Research Tutorial. The student will be required to pick a single topic and write 4-5 papers on that topic for the remainder of the semester. The student will be required to write on the topic from different perspectives so the issue of a specific topic should not be taken lightly. The instructor will help anyone having trouble choosing a topic. The student will also be required to submit one of his/her papers for class evaluation. The student papers will be the textbook for the class and out of these papers will come class discussion topics and guided instruction. **You will be required to sign in and submit both paragraphs/papers for consideration AND to participate in Discussion Boards.**

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):**

Essays	60%
Research paper	30%

Participation 10%

**Grading Scale:**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or less

**Make-Up Policy:** There is no policy for late work. Work must be completed on time. *This includes if you are ill.*

**Attendance Policy:** Attendance is expected for every class meeting. All students are required to attend every class promptly. If a student misses more than 4 classes, he/she places the successful completion of this course in serious jeopardy. I reserve the right to drop you after the 4th absence.

**Tardiness Policy:** Excessive tardiness may affect your grade for class participation.

**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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this
1. Demonstrate knowledge of individual and collaborative writing	Teamwork (TW)	Essay
2. Develop ideas with appropriate	Personal Responsibility (PR)	Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Essay
4. Read, reflect and respond critically to a variety of	Critical Thinking Skills (CT)	Essay
5. Use edited American English in academic	Unmapped	Essay

**Academic Dishonesty:** Any incident of academic policy 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 discipline action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, 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 discipline action.

**Concerns/Questions Statement:** 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-Department Chair of Humanities at (409) 933-8186 or BAnderson@com.edu.

**Course outline:** Please do not overthink these dates.

Tentative and Highly Flexible Syllabus

8/23 Introduction, syllabus, student introductions

8/25 The Writing Process

8/30 Diagnostic

9/1 Discussion of Diagnostic and Revision of Diagnostic

9/6 Discuss Topics

9/8 Begin 1st Paper-Paper topics discussion

9/13 How to think like a writer

9/15 Composing a paragraph

9/20 Planning a whole paper

9/22 Revising and editing a paper

9/27 Proofreading a paper

9/29 Audience in a scholarly paper

10/4 Paper 1 Due

10/6 Paper 2 Introduction

10/11 Finding source material- Oral presentation

10/13 MLA documentation- Oral presentation

10/18 Avoiding plagiarism- Oral presentation

10/20 Evaluation of sources  
10/25 Paper 2 Due  
10/27 Paper 3 Introduction  
11/1 Refining student writing  
11/3 Choosing the right words  
11/8 Paper 3 Rough Draft Due Peer review  
11/10 Proving the point without getting personal  
11/15 Writing for emphasis  
11/17 Using correct grammar...why  
11/22 Paper 3 Due  
11/24 Research Paper Work Day  
11/29 Research Paper Work Day  
12/1 Research Paper Work Day  
12/6 Research Paper due

## **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](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](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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**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).

