

**Course Number and Section ENGL1301.204CL/ ENGL 1301.254CL**  
**Name of Course Composition I**  
**Course Semester Spring 2023**  
**TTH 6-7:20PM; LRC 248**

**Instructor Information:** Donna King  
**Office Hours:** TTH 5:30 PM-6 PM

**Student hours and location:** TTH 6-7:20 PM; LRC 248

**Required Textbook/Materials:**

The following books are required for this course.

- **No single textbook will be used in this class; instead, there will assignments based on class notes.**

It is **highly recommended** that you purchase a handbook for the class. This will contain the essentials for writing essays, grammar, punctuation, and MLA Guidelines.

**Course Description:**

Intensive study of and practice in writing process, 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. (3 credits)

**Course requirements:**

<b>Assignment</b>	<b>Length</b>
Review (Narrative)	850 -1,200 words
Report (Description)	950 -1,300 words
Analysis	1,050 -1,400 words
Short Academic Responses	300 -500 words each
Professionalism	Attendance; Quizzes; Peer Reviews
Portfolio	Includes an essay of 500-800 words

\*\*A specific Course Outline is attached at the end of this syllabus\*\*

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

Assignment	Length	Percentage of Course Grade
Review	850-1,200 words	15%
Report	950-1,300 words	20%
Analysis	1,050-1,400 words	25%
Short Academic Responses	300-500 words each Counts as a major essay grade	15%
Professionalism	N/A	15%
Portfolio	Includes an essay of 500-800 words	10%

**In order to pass this course, students must submit all three of the major writing assignments – Review, Report, and Analysis.**

Letter grades are based on the following scale:

**A 90-100% B 80-89% C 70-79% D 60-69% F <60%**

**I.....Incomplete.** No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.

*Drafts* are an integral part of this course, are required for all major essay assignments, will elicit instructor comment, and function as the basis for peer review.

*Short Academic Responses* are brief (300-500 word) responses to assigned readings. Although they are not formal essays, they must be typed and edited. The instructor will provide specific directions during the semester.

*The Final* will include a reflective essay. More details will be provided during the final week of classes.

*Professionalism:* Our class will reproduce in many ways a “real-world” work environment and students will be expected to participate professionally in the class. You should arrive on time, meet deadlines, and contribute meaningfully to class discussions. Professionalism also includes collaboration, willing participation in all class activities, and sincere effort to improve your own writing and that of your peers through peer review, revision, and conferencing. In the real world, employees are assigned various tasks outside their core job duties as needed. To reflect this sort of real-world circumstance, all quiz grades, homework, and daily work will be included in this category. Some assignments such as peer reviews or quizzes over key concepts may be weighted more heavily than other assignments. Professional behavior is a cooperative endeavor that affects the entire class, but it will be tied to an individual grade. Many instructors will choose to make the professionalism grade a “silent grade,” one that is not announced until the end of the semester. The reason for a “silent grade” is to avoid unproductive behavior from students in relation to class discussions and activities, behavior such as competing with each other or performing to the instructor.

***Late Work, Make-Up, and Extra-Credit Policy:***

**I DO NOT ACCEPT LATE WORK!!!!!! Do not ask.**

### ***Missed Work***

Minor assignments such as quizzes, in-class writing, and peer reviews cannot be made up for any reason. If a student misses class, he or she will receive a zero for any minor assignments that were completed or were due during that class meeting.

### ***Following Directions***

Students are expected to follow assignment directions in order to earn credit for the assignment. Like many other course policies, this mirrors real-world expectations. While employers often value innovation and creativity, they also assume that an employee will follow directions carefully whenever specific directions are given. In this course, following directions includes adhering to specified essay length, document format, topic restrictions, submission instructions, and so on. In short, students should do what the instructor directs them to do. Submitted assignments that fail to follow directions may receive a grade of zero.

### **Attendance Policy:**

Students are required to attend classes. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

In a regular 16-week semester, 2-3 absences are acceptable. After the third absence, you will lose one letter grade for the course. Please understand that excessive absences will negatively impact your success in the course. This is a hands-on class and most of the content will be delivered in the face to face classroom setting. Your attendance and participation are necessary components of the class.

Arriving late and leaving early: A student who is late may be marked absent. A student who leaves class early may be marked absent. Students should track their own late arrivals, early departures, and absences. Students are expected to communicate with the instructor outside of class time if they have any concerns about attendance or punctuality.

**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)

*	<b>Learner Outcomes</b>	<b>Activities</b>	<b>Assessments</b>
*	<b>Critical Thinking Skills:</b> to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	Multiple drafts of report, including final; process of revision	Report Essay using CT rubric

*	<b>Communication-Written:</b> effective development, interpretation and expression of ideas	Final Report Essay Assignment	Report Essay using CW rubric
*	<b>Communication-Oral:</b> effective development, interpretation and expression of ideas	Oral presentation or oral class participation in class	Oral presentation or oral participation in class using CO rubric
*	<b>Communication-Visual:</b> effective development, interpretation and expression of ideas	Visual creation or inclusion of visual with Report essay	Visual creation or visual associated with Report Essay using CV rubric
	<b>Empirical and Quantitative Skills:</b> to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
*	<b>Teamwork:</b> to include the ability to consider different point of view and to work effectively with others to support a shared goal.	Group project or Peer Review	Group project or Peer Review using TW rubric
	<b>Social Responsibility:</b> to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		
*	<b>Personal Responsibility:</b> to include the ability to connect choices, actions, and consequences to ethical decision-making.	Class participation, in class assignments, group activities	Professionalism; class participation; responsible choices; using PR rubric

### **Academic Dishonesty:**

Students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

Academic-honesty violations such as plagiarism, cheating, and collusion are described in the COM Student Handbook, which is available online.

For a writing course, the definition of plagiarism is particularly important. Plagiarism includes the following:

- using another person's words without giving that person appropriate credit
- using another person's ideas without giving that person appropriate credit
- representing another person's artistic or scholarly works (i.e., essays, musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own
- submitting a paper purchased from a research paper service, including Internet sites that provide papers
- using undocumented print or Web sources

The English department recognizes the following common forms of plagiarism:

**Global Plagiarism** According to Lucas, global plagiarism takes an entire section of someone's work (usually a single source) and presents it as one's own work. This is a blatantly unethical and faculty will see this as one of the most severe forms of academic misconduct. This tactic is usually the result of procrastination and is used by a student who needs something to turn in at the last minute. Resist the temptation to use global plagiarism.

**Patchwork Plagiarism** This form of plagiarism, says Lucas, lifts verbatim segments from the two or three sources and cobbles them together with connective phrases to give the appearance of original work. Patchwork plagiarism is equally serious to global plagiarism because the ideas of multiple individuals are stolen without giving credit to the creators. Citing your sources along with quoting or paraphrasing avoids this form of academic misconduct.

**Incremental Plagiarism** Lucas describes incremental plagiarism as the selective use of small sections of work from a variety of sources. Unlike patchwork plagiarism, which uses stolen segments to build nearly the entire assignment, incremental plagiarism, sneaks in phrases, ideas, or snippets of information from other authors and intersperses them throughout one's work. Lucas goes on to explain that one form of incremental plagiarism consists of quoting or paraphrasing ideas from a figure that are cited in a secondary source./ This denies the work of the secondary source authors its due. So if J. Smith quotes George Washington and a student quotes Washington without acknowledging Smith, this is a form of plagiarism.

Taken from *The Art of Public Speaking*, (10th ed. McGraw-Hill) by Stephen F. Lucas

**Recycling Your Own Work:** Students may not reuse or resubmit papers from any other class. This is a new course; students must submit new work. Recycling work is academic dishonesty, and the assignment will receive a failing grade.

**Originality-checking software:** Writing assignments submitted in many English courses will undergo an originality check. The department uses software to compare student essays to thousands of books, journals, Web sites, and archived student papers.

**Consequences:** In this course, any essay that contains plagiarized passages will receive a grade of 0. The most blatant cases of plagiarism and repeat incidents of plagiarism will result in an F in the course. Every instance of plagiarism must be reported to COM administrators who may impose additional consequences such as probation or expulsion from the college.

**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, PhD, Department Chair at [banderson@com.edu](mailto:banderson@com.edu) or (409) 933-8214.

## English 1301 Tentative Course Outline

Spring 2023

**Important:** All material listed as homework should be read before you come to class on the date specified. Students should expect a quiz or brief in-class writing assignment for any reading assignment. These in-class exercises/quizzes count in the professionalism section of the course grade, and missed assignments cannot be made up. ***\*\*I reserve the right to alter this schedule as needed\*\****

Week 1: 1/17-1/21

Course policies and structure, syllabus, course contract; Discuss Rhetorical Situations and Reading and Understanding Arguments

Homework: Sign Syllabus Contract

Week 2: 1/23-1/28

Syllabus Quiz: Course contract due

Week 3: 1/30-2/4

Discuss Thesis Statements, Finding, Evaluating, and Using Sources; Plagiarism; Documenting Sources; syllabus quiz

Homework: Sentence Structure Exercise

Week 4: 2/6-2/11

Writing Good Sentences; Introduction to Review; Review Essay Assigned; picking topics; criteria for evaluation; workshop on thesis construction, organization strategies, and tone

Homework: Write Short Academic Response #1

Week 5: 2/20-2/25

Reporting Information; Quiz; **Short Academic Response #1 due**

Homework: Write first draft of Review Essay (Must be at least 500 words)

Week 6: 2/27-3/4

MLA Style; Peer edit; Homework: Revise Review Essay

Week 7: 3/6-3/11

Final Draft of Review Essay due; Discuss Writing a Report;

Homework: Complete Grammar Exercise

Week 8: 3/13-3/18-SPRING BREAK

Grammar and Style Revisited ; Homework: SAR #2

Week 9: 3/20-3/25

Annotated Bibliography; Conferences (midterm grades available)

Homework: Decide on topic for Report Essay (you may use the same topic for Report and Analysis Essays)

Week 10 : 3/27-4/1

Homework: SAR #3

Week 11 : 4/3-4/8

Discuss Writing Analysis

Homework: If you are not using the same topic for the Analysis that you used for the Report, you must now decide what topic you will use for the Analysis

Week 12 : 4/10-4/15

Discuss expectations for Portfolio;

Homework: Write the first draft of your Analysis (at least 500 words)

Week 13: 4/17-4/22

Annotated Bibliography due

Homework: Revise the First draft of your Analysis

Week 14: 4/24-4/29

Peer Edit of Analysis

Discuss Portfolio;

Week 15: 5/1-5/6

12/6- Portfolio due (this is your final exam)

Week 16: 5/8-5/13

Group Presentation

LAST DAY OF CLASS: May 12th

## **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 [Student\\_Handbook\\_2022-2023\\_v4.pdf](#) (com.edu). 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 March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

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

**\*\*DISCLAIMER:** The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using email or Blackboard.