



**ENGL 1301.105/145H2**  
**Written Composition I**  
**Spring 2025**  
**Monday/Wednesday 8:00-9:20; LRC 248**

**Instructor:** Courtney Pugh  
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Phone: 409-933-8640

**Office Hours:**  
Monday/Wednesday: 11:00-12:30  
Tuesday/Thursday: 8:30-12:30

**Required Textbook/Materials:**  
Course Texts - All texts will be available in D2L/Brightspace.  
Course Materials – Access of MS Word, the internet, cloud storage (or another storage device), paper, pens/pencils, highlighters

**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 an academic essay as a vehicle for learning, communicating and critical analysis.  
*Prerequisites:* One of the following TSI score combinations or equivalent developmental courses with a grade of "C" or better (1) TSI Reading 351 and TSI Writing 340 and TSI Essay 4; or (2) TSI Reading 351 and TSI Writing less than 340 with ABE 4 and TSI Essay 5.

**Course requirements:**  
This semester we will work through the writing process for three short essays, a lengthy research paper, and an oral presentation. The writing process will be emphasized through class discussions, journal responses, peer reviews, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete essay assignments.

1. *Course Activities (20%)* – All journals, discussions, group activities, and periodic quizzes, will be included in this category for class. Keep in mind attendance and preparation is mandatory and vital for your academic success (see note on the personal responsibility grade component).

2. *Short Essay Assignments (25%)* – Students are required to complete two short essay papers. Assignment sheets will be supplied in the course content folders to clarify assignment details.
3. *Research Project (35%)* – The research project will focus on the characteristics of the researched essay. This project will require the completion of an annotated bibliography and an outline of the paper with a Work Cited page prior to the completion of the research paper. More information on this will be provided in the Course Content on D2L/Brightspace.
4. *Presentation (20%)* – Students will complete two short presentations over the course of the semester. Assignment specifics will be available on the assignment sheet.

**\*\*\* A note on Personal Responsibility\*\*\***

The personal responsibility grade will be included in the Course Activities grade category and will be assessed at the end of the semester. Students are expected to read and view all required course content materials, utilize the Course Toolbox provided in the Resources folder on D2L/Brightspace, the COM Tutoring Center, carefully read and follow all instructions, and turn in all required assignments by the designated due date and time. Additionally, the following actions will negatively impact this grade:

- Being consistently tardy or leaving early
- Walking in during speech presentations
- Using the cellphone during class
- Talking during lectures or presentations
- Using offensive language towards others
- Being unprepared for class
- Etc. (other unprofessional behaviors will be discussed in class)

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

Course Activities – 20%

Short Essay Assignments – 25%

Research Project – 35%

End of Course Reflection – 20%

***Grading Scale:***

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F Below 60

FN F earned by excessive absences.

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

*Late Work/Make-up Policy:* Deadlines are posted on Brightspace, the course syllabus, course calendar, and assignment sheets given in class. Assignments **must** be submitted in Brightspace

before 11:59 p.m. on the specified due date. Assignments submitted up to **three** days past the due date will receive a deduction of 10 points. Assignments submitted beyond this point **will not be accepted** unless special arrangements are made BEFORE the due date.

NOTE: Absences at any point in the semester will not affect your due dates. Don't get caught believing you have extra days to turn in an assignment just because you have been absent. It is vital to your success to communicate any issues you are having early in the writing process before any due date.

*Extra Credit:* Extra Credit will only be awarded in two ways.

1) Three points extra credit will be applied to any essay reviewed by the COM Writing Center. Evidence of the writing center visit must be submitted in Brightspace along with the final paper in order to receive credit.

2) Three additional percentage points will be added to the final grade percentage when the student completes the online course evaluation.

### **Attendance Policy:**

You are expected to be prepared and in class on time, ready to fully participate in every scheduled class session. Class discussion and group activities are components of your success in this course. A sign-in sheet will be provided during each class to keep a record of attendance. Be sure you sign in when you enter the classroom. It is your responsibility to keep up with missed course work should you need to miss a class.

Aside from military service and religious holidays, absences in college courses are not defined as being "excused" or "unexcused." You are allowed to miss five (5) classes for the entire semester. After you have reached this limit, I will deduct one full letter grade from your semester average for each additional absence. For example, if your semester average is a 92 ("A") and you have missed a total of seven classes for the semester, your final semester grade will be a 72 ("C"). As you can see, excessive absences can easily eat away at your semester average, so avoid skipping class and reserve these absences in case a personal issue arises.

*Tardiness:* It is vital to the classroom experience to be on time. Students arriving five (5) minutes after the beginning of class will receive a "mark" in attendance. Three (3) of these marks will equal to one absence. Students arriving after the 20-minute point will remain marked absent for the class period. These same rules apply to leaving early.

Please do not abuse the above policy: It is meant to be insurance, not an excuse to arrive late to class every day. I reserve the right to revoke this policy if I feel it is being abused by any individual in the class.

\*Absences are considered excused for military service, religious holidays, and documented illness.

**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. I will check my e-mail throughout the weekday and generally will respond within 24 hours. Exceptions apply to times of illness, campus holidays, and weekends. When e-mailing me, please be sure to include the course and section number you are in to receive a more expedited response.

<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 process	Teamwork (TM)	Peer Review and Editing Activities
2. Develop ideas with appropriate support and attribution.	Communication Skills (CS)	Short Essay Assignments, Discussion Responses, and Research Paper
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay Assignments
4. Read, Reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay and Discussion Responses
5. Use edited American English in academic essays.	Teamwork (TM) Personal Responsibility (PR)	Essay and Discussion Responses
6. Evaluate Choices and actions of others or one's own, and relate consequences to decision-making	Personal Responsibility (PR)	Research-based Essay and appropriate use of research

**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 Dean of Students for the appropriate discipline action.

**Humanities Department Policy Statement on 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 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. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

**\*\*\*Usage of Artificial Intelligence (AI) \*\*\*** In this course, you may not use AI for any assignment in any way, shape, or form without the consent and guidance of the professor. The use of AI will be treated as plagiarism/academic dishonesty.

**Avoiding Plagiarism:** Research material must be cited both in the document and on a Work Cited Page. (MLA documentation style applies to all College of the Mainland English, humanities, philosophy, or speech classes). Remember to document when:

- ✓ Evidence is quoted directly from a source.
- ✓ Ideas from another source are paraphrased or summarized.
- ✓ Facts (i.e. statistics) or visual material from other sources must be documented.

**Helpful Resources to Avoid Plagiarism:**

- ✓ Purdue Owl: <https://owl.english.purdue.edu/owl/>
- ✓ <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- ✓ The COM Tutoring Center

**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, COM Humanities Department Chair, 409-933-8186.

**Course outline:** The professor reserves the right to make changes to the Course Outline as the need arises.

Week	Content	Assignments
Week 1: 3/10-3/15	Course Introduction/AI and Plagiarism/MLA Paper Format	Introduction E-Mail, Syllabus Quiz, Discussion Assignment, <b>Diagnostic Essay Due</b>
🌞 3/16-3/22 ~ SPRING BREAK!!!! 🌞		
Week 2: 3/23-3/29	The Writing Process/ Informal vs. Formal Writing/ Mini-Presentation/Writing a Review.	<b>In-Class Presentations</b> Journal – Reading Reviews
Week 3: 3/20-4/5	Academic Writing/Writing a Review/ Working with Databases/ Reading a Review/Writing a Review/Outlining	COM Research Tutorial <b>Review Outline Due</b>
Week 4: 4/6-4/12	The Research Process/MLA Format Source and Parenthetical Documentation/Work Cited Format	<b>Review Essay Due</b>
Week 5: 4/13-4/19	Writing a Thesis Statement/ Working with Research/ MLA Format Source and Parenthetical Documentation/Work Cited Format	Research Process Journal Prompt <b>Annotated Bibliography Due</b>
Week 6: 4/20-4/26	Writing a Thesis Statement Working with Research Completing an Outline	<b>Outline with Work Cited Page Due</b> Thesis Discussion Post
Week 7: 4/27-5/3	Revision and Editing Reflection Presentation Assignment	<b>Final Draft – Research Paper</b> Course Reflection Presentation

Week 8: 5/4-5/8	Course Reflection End of Course Activities	Course Reflection Presentation End of Course Quiz
<b><i>Last Day to Withdraw: April 30.</i></b>		
<b><i>Last Day to Submit Approved Missing Assignments: May 4, by 11:59 p.m.</i></b>		

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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\\_2024-2025\\_v2.pdf](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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: 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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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).

**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.