



**ENGL 1302.105.305H1  
Written Composition II  
Spring 2025**

**Tuesday/Thursday 7:30 a.m. – 8:50 a.m.; LRC 278**

**Instructor Information: Courtney Pugh**

E-Mail: chill3@com.edu

Phone Number: 409-933-8640

**Office hours:**

Monday/Wednesday: 8:30-11:30

Thursday: 11:00-12:20

By appointment as needed.

**Required Textbook/Materials:**

*Required/Recommended Texts – Electronic versions of all course texts will be available in Brightspace/D2L.*

- Purdue Owl - [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)

*Course Materials – Access to MS Word, the internet, cloud storage (or other storage device), paper, pens/pencils, highlighters.*

**Course Description:**

English 1302 involves the intensive study of and practice in the strategies and techniques for development research-based expository and persuasive texts. Emphases are on the effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

***Prerequisite:*** An earned grade of “C” or better in English 1301.

**Course requirements:**

1. *Class Activities (Class Activities, Journals, Discussion, Quizzes, and Participation) (10%)* – Class activities, journal and discussion prompts, and quizzes will be assigned when necessary to highlight course concepts in alignment with major course assignments.
2. *Revision and Editing Activities (20%)* – This aspect of the writing process will utilize different techniques as presented in course material. The essay rough draft will be due by the beginning of class, as specified on the essay assignment sheet. This draft is required to complete the revision and editing activities before a final draft of an essay is submitted in Brightspace.
3. *Essay Assignments (25%)* – Two short essays will be assigned during the semester. Each essay will need to be completed in MLA format.

4. *Presentation Assignment (15%)* – A paper presentation will be completed as an extension of one of the essay assignments. Information will be included on the essay assignment sheet.
5. *Argumentative Research Project (30%)* – A longer researched argumentative essay will be assigned at the beginning of the semester. Topics will be assigned during class. Additional research activities will be completed in preparation for the submission of the final research paper and are included in this grading percentage.

**\*\*\* 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
- Using the cellphone during class
- Talking during lectures or presentations
- Using offensive language towards others
- Being unprepared for class
- Other unprofessional behaviors will be discussed in class as needed.

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

Class Activities/Journal and Discussion Prompts/Quizzes/Participation:	10%
Revision and Editing Activities:	20%
Essay Assignments:	25%
Oral Presentation:	15%
Argumentative Research Project:	30%

*Final grading will be assigned based on the following scale.*

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

**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 earned 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) **Two 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 **four (4)** 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 six classes for the semester, your final semester grade will be a 72 (“C”).

*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 expediated response.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TM)	Presentation and writing process
2. Develop ideas with appropriate support and attribution.	Personal Responsibility	Research-based Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay and in-class assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking (CT)	Class discussions, essays and journal assignments
5. Use Edited American English in academic essays.	Personal responsibility	Essay and journal assignments

### **Academic Dishonesty:**

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.

**\*\*\*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/>
- ✓ The COM Tutoring Center
- ✓ Tutor.com (Available to you through Brightspace/D2L)

**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.

<b>Week</b>	<b>Before Class</b>	<b>In Class</b>	<b>Assignment(s) Due</b>
<b>Week 1</b> 1/12-1/18	<ul style="list-style-type: none"> <li>Review Course Syllabus</li> <li>Review TedTalk on AI</li> </ul>	Course Introduction, Research Introduction/Causal Analysis Project Introduction	In class activities and reading assignments Plagiarism/AI Discussion Journal – Project Topic Selection due
<b>Week 2</b> 1/19-1/25	<ul style="list-style-type: none"> <li>Read/Annotate Assigned Article</li> <li>Review Outline Structures</li> </ul>	Article Analysis Outline Assignment Research Review	Journal – Project Topic Selection <b>Article Analysis Outline Due Sunday</b>
<b>Week 3</b> 1/26-2/1	<ul style="list-style-type: none"> <li>Review the Revision and Editing group process.</li> </ul>	Outline Feedback Revision/Editing Practices for Article Analysis	<i>Rough Draft Due Thursday</i> <b>Final Draft Due Sunday</b>
<b>Week 4</b> 2/2-2/8	<ul style="list-style-type: none"> <li>Review – The Annotated Bibliography</li> <li>Review MLA Source Citation Procedures</li> </ul>	The Causal Analysis Assignment: Research Process, the Annotated Bibliography, and outlining	<b>Annotated Bibliography due Sunday</b>
<b>Week 5</b> 2/9-2/15	<ul style="list-style-type: none"> <li>Bring Causal Analysis map to and working outline to class.</li> </ul>	The Causal Analysis Outline	Class Discussion <b>Causal Analysis Outline due Sunday</b>
<b>Week 6</b> 2/16-2/22	<ul style="list-style-type: none"> <li>Bring Causal Analysis map to and working outline to class.</li> </ul>	Causal Analysis Drafting Outline Feedback	Class Discussion/Writing Groups
<b>Week 7</b> 2/23-3/1	<ul style="list-style-type: none"> <li>Bring Causal Analysis map to and working outline to class.</li> </ul>	Revision and Editing Activities Oral Presentation Assignment	<i>Rough Draft Due Tuesday</i> Final Draft due <b>Thursday</b>
<b>Week 8</b> 3/2-3/7		Class Presentations Final Class - Grades	Journal- Class Presentations Class Survey
<b>Last Day to Withdraw: February 26.</b>			
<b>Last Day to Submit Approved Missing Assignments: <i>March 2, by 11:59p.m.</i></b>			

## 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.