



**English 1302.001I5**  
**Written Composition II**  
**Summer II 2025**  
**Internet Course**

**Instructor:** Courtney Pugh, Assistant Professor of English  
Office: LRC, Ste. B #236  
E-Mail: [chill3@com.edu](mailto:chill3@com.edu)  
Phone: 409-933-8640

**Student hours:**

Monday/Wednesday 9:00 a.m. – 10:00 a.m.  
And by MS Teams virtual appointment as needed.

**Communicating with your instructor:** *ALL electronic communication with the instructor must be through your COM email or on Brightspace. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.*

Contact me through the COM e-mail account if you have questions at any point in the semester. I check my e-mail throughout the day and will generally respond within 24 hours. Exceptions apply to times of illness, campus holidays, and on weekends.

**Required Textbook/Materials:**

All texts will be available in D2L/Brightspace

**Other Supplies:**

Access to MS Word and the internet is vital for success in this course. Additional students will benefit from maintaining all work organized on a flash drive or OneDrive (available to all students through College of the Mainland).

**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. If you have not completed ENGL 1301, please inform me immediately to avoid further problems.

**Course requirements:**

1. *Course Activities (15%)* – All journals, course activities, and quizzes, will be included in this category for class. Keep in mind attendance and preparation is mandatory and vital for your academic success
2. *Revision and Editing (20%)* – As part of the writing process evaluation by the COM Tutoring Center, Tutor.com and peer critiques will be a required component of this course. The peer critiques will be conducted through the D2L/Brightspace Discussion Board.
3. *Short Essays and Presentations (30%)* – Students will complete 1 presentation analysis project, a literary argument (based on supplied literary texts), and a Course Reflection.
4. *Causal Argument Research Project (35%)* – The research project will focus on the argumentative nature of a cause-and-effect relationship. This project will require the completion of an outline of the paper with a Work Cited page and a complete annotated bibliography. More information on this will be provided in the Course Content on D2L/Brightspace.

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

- ✓ Course Activities – 15%
- ✓ Revision and Editing (20%)
- ✓ Short Essays and Presentations (30%)
- ✓ Causal Argument Research Project (35%)

*Grading Scale:*

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60
FN	F earned by excessive absences.

**Make-Up/Late Work Policy:**

All assignments are due by 11:59 p.m. on the posted due date. Students are expected to be aware of the due dates and manage their projects accordingly. Assignment sheets for each major project will be provided containing the relevant due dates, assignment criteria, and the grading rubric for transparency of expectations. A grace period of two days after the due date will be provided to account for last-minute issues. A deduction of 10 percentage points will apply to each assignment submitted during this grace period. After this date, students who have not submitted the assignment will receive a grade of “0”. Deadlines will only be extended for cases involving military service, religious holidays, or **documented** emergencies.

\*\*\* If you are having trouble meeting a deadline for a major assignment, it is important you talk with me immediately, do not wait until the due date. \*\*\*

**Extra Credit:**

Two points extra credit will be applied to the final grade for completion of the course evaluation. Take a screenshot of the survey completion page and upload it to the extra credit assignment link in Brightspace. The points will be added to your final semester grade when it is recorded in WebAdvisor.

**Attendance Policy:**

Your participation is important to the success of this course. Students are required to login at least twice weekly to check course announcements and complete assignments. Successful attendance is based on the completed weekly assignments.

***Census Day: The Census Day for this course will be Thursday, July 10. Students must be online and begin participating in course activities to be considered actively attending the course. Students who are inactive as of Thursday, July 10 will be dropped.***

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

This is an online learning course, students are expected to read and view all required course content materials, utilize the Course Toolbox and Course Introduction Folders found in the Content section of D2L/Brightspace, utilize Tutor.com and the COM Tutoring Center, carefully read and follow all instructions, and turn in all required assignments by the designated due date and time. If you have questions or need assistance with any course material, contact me.

Remember: it is your responsibility to drop the course if you are unable to successfully complete it for any reason.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Essay Assignments Journal Prompts Writing Process
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Critical Thinking (CT)	Argumentative Essay Assignments
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (CS)	Essay and In-class Assignments
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Class Discussions, Argumentative Essays Journal Assignments
5. Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Argumentative Essays Journal Assignments

**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/>
- ✓ The COM Tutoring Center
- ✓ MLA Handbook, 9<sup>th</sup> Edition.

**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 at [banderson@com.edu](mailto:banderson@com.edu) or by phone at 409-933-8186.

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

Date	Class Topic	Assignments
Week 1: 7/7-7/13	Course Introduction/Source Citation and Research Review/Persuasive Techniques	Course Introduction Quiz (7/13), E-mail Introduction (7/13), Persuasion PowerPoint Presentation (7/13)
Week 2: 7/14-7/20	The Research Process/ Writing Thesis Statements/The Annotated Bibliography/Using the Outline	Topic Selection Journal (7/16) Annotated Bibliography (7/20) Causal Argument Outline (7/20)
Week 3: 7/21-7/27	The Writing Process/Drafting the Research Paper/Work Cited Page/MLA Citation Format	Revision and Editing (7/25) Peer Critique Discussion Board (Initial Post -23; Critiques – 25) <b>Causal Analysis-Final Draft (7/27)</b>
Week 4: 7/28-8/3	Literary Argument – Glaspell, <i>Trifles</i> ; Hemmingway, “A Clean, Well-Lighted Place;” Boyle, “Greasy Lake”	Peer Critique Discussion board (Initial Post – 7/30; Response posts – 8/1) Rough Draft Revision and Editing (8/1) <b>Literary Argument Final Draft (8/3)</b>
Week 5: 8/4-8/8	Reflection Essay and Presentation	<b>Reflection Essay/Presentation (8/7)</b>
Important Dates	Census Day: Thursday, July 10	
	Withdraw Date: Friday, August 1	
	Late Assignments Date: Thursday, August 7 (by 11:59 p.m.)	

## 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 with 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> 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. *The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 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).

**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.