



English 1301.304H1
English Composition I
Fall 2025
T/TH 7:10-8:30
CLC 221

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

Student hours and location: Library Mezzanine M-03- T-TH 11:00-2:00. 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.

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 2 classes, he/she places the successful completion of this course in serious jeopardy. I reserve the right to drop you after the 2th 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.

Tentative and Highly Flexible Syllabus

Week 1 Introduction, syllabus, student introductions

The Writing Process

Diagnostic

Discussion of Diagnostic and Revision of Diagnostic

Discuss Topics Begin 1st Paper-Paper topics discussion

Week 2

How to think like a writer

Week 3

Composing a paragraph

Paper 1 Due

Paper 2 Introduction

Planning a whole paper

Week 4

Revising and editing a paper

Proofreading a paper

Audience in a scholarly paper

Finding source material

Paper 2 Due

Week 5

-Paper 3 Introduction

MLA documentation

Week 6

Avoiding plagiarism

Evaluation of sources

Refining student writing

Choosing the right words

Paper 3 Due

Proving the point without getting personal

Week 7

Writing for emphasis

Using correct grammar...why

Week 8

Research Paper

Work Days

Paper 4 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://www.com.edu/student-services/student-handbook.html>. *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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: 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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 or 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.