



ENGL1301.131CL
Composition I
Course Semester: Fall 2023
MW 3:30-4:50 PM; LRC 275

Instructor Information: Donna King
Office Hours: MW 5-5:30 PM

Student hours and location: MW 3:30-4:50 PM; LRC 275

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:

| Assignment | Length |
|--------------------------|-----------------------------------|
| Short Essays | 850 -1,200 words |
| Quizzes | N/A |
| Analysis /Research Essay | 1,050 -1,400 words |
| Journals | 300 -500 words each |
| Professionalism | Attendance; Quizzes; Peer Reviews |
| Presentation | TBA |

****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 |
|--------------------|--------------------|----------------------------|
| Short essays | 850-1,200 words | 20% |
| Quizzes | N/A | 15% |
| Analysis/ Research | 1,050-1,400 words | 25% |
| Journals | 300-500 words each | 20% |
| Presentation | TBA | 20% |

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.

Journals 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 be a class presentation

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)



| * | Learner Outcomes | Activities | Assessments |
|---|--|---|--|
| * | Critical Thinking Skills: 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 |
| * | Communication-Written: effective development, interpretation and expression of ideas | Final Report Essay Assignment | Report Essay using CW rubric |
| * | Communication-Oral: 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 |
| * | Communication-Visual: 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 |
| | Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. | | |
| * | Teamwork: 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 |
| | Social Responsibility: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities. | | |
| * | Personal Responsibility: 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.

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 or (409) 933-8214.

English 1301 Tentative Course Outline

Fall 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*****

| DATE | ASSIGNMENTS DUE | LECTURE/FOCUS |
|----------------------------|---|---|
| Week One: Aug 28 | | Class Introduction / Thesis statements |
| Aug 30 | | What is Reflective Writing/ Discuss Audience and Purpose |
| Week Two: Sept 4 | Labor Day-No Class | |
| Sept 6 | Syllabus Quiz/ Course Contract Journal #1-What do you expect to gain from this class | Discuss MLA Guidelines |
| Week Three: Sept 11 | MLA Quiz | What is Expository Writing |
| Sept 13 | Reflective Essay Due | In-Class Writing |
| Week Four: Sept 18 | | Documenting Sources |



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|------------------------------|--|--|
| Sept 20 | Quiz | Plagiarism |
| Week Five: Sept 25 | | Organization Strategies |
| Sept 27 | Journal #2 Due- A review of a place, product, service, or person | Body paragraph organization/ What is a Review |
| Week Six: Oct 2 | | What is Persuasive Writing |
| Oct 4 | Expository Essay Due | In-class writing |
| Week Seven: Oct 9 | | Writing a Comparative Essay |
| Oct 11 | Quiz | Discuss Comparative themes |
| Week Eight: Oct 16 | | Discuss Presentation |
| Oct 18 | Journal #3- Last experience with a group project | In-Class Writing |
| Week Nine: Oct 23 | | Annotated Bibliography |
| Oct 25 | Comparison Essay Due | In-Class Writing |
| Week Ten: Oct 30 | | Writing a Research Essay |
| Nov 1 | Quiz | Writing a Proposal |
| Week Eleven: Nov 6 | Research Proposal Due | In-class Research |
| Nov 8 | Journal #4- Writer's Block | In-class writing |
| Week Twelve: Nov 13 | | Discuss Editing |
| Nov 15 | Annotated Bibliography Due | Discuss Procrastination |
| Week Thirteen: Nov 20 | | In-Class Writing |
| Nov 22 | THANKSGIVING | |
| Week Fourteen: Nov 27 | Research Rough Draft DUE | In-class PEER REVIEW |
| Nov 29 | | |
| Week Fifteen: Dec 4 | PRESENTATIONS/ RESEARCH ESSAY DUE | |



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|---------------------------------|---------------|-------------------|
| Dec 6 | PRESENTATIONS | |
| Week Sixteen: Dec 12 (T) | PRESENTATIONS | LAST DAY OF CLASS |

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. 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 16-week session is Nov 28.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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

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