



**English Composition I: Process Over Product**

**FA2024 1st 8 Weeks | August 19-October 10, 2024**  
**ENGL 1301.106/136H1 | T/TH 9:30-10:50am**  
**LRC 247 (Building #8)**

**Instructor Information:**

Monique Suarez, MA (she/her/hers)  
[msuarez@com.edu](mailto:msuarez@com.edu)

**College of the Mainland Office:**

Learning Resource Center (LRC)  
Building #8, Suite B, RM 239  
Humanities Department

**Office Phone:** 409-933-8937

**Student Hours/Office Hours:**

All times listed below are times I will be in my office, unless stated otherwise. You may also choose to contact me online during these times if you have a brief question! If none of these times work for you, please contact me.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
9-1:30pm	8:30-9:30am	12-1pm (online only)	8:30-9:30am

**Communication Policy:**

You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

**ENGL 1301 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 the academic essay as a vehicle for learning, communicating and critical analysis.

**Professor Suarez’s Personal Course Description:** This course will introduce you to the process of working toward an academic research paper. I know the feeling of being given a major assignment and then sitting at a blank screen wondering “Where do I begin? How do I start?” Each week will work you toward a new step in the writing process for your paper. In addition to working toward this, we will be discussing other current topics relevant to academia, such as AI-generated writing, learning transfer, language, and more.

**Textbook/Materials - OER Course:** Anything that we read in this course will be accessible through D2L Brightspace or printed out for you (free). If you would like to print something or if misplace anything and do not have a printer, COM’s Tutoring Center offers free printing (found in ICB, Building #23, 1<sup>st</sup> floor).

**Recommended Materials:**

- A folder or binder to keep all materials from this class together (it can pile up throughout the semester)
- A pencil/pen for quizzes or in-class activities
- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

**Student Learner Outcome Chart:**

<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 processes	Teamwork (TW)	Weekly Assignments Peer Review In-class Discussions
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/Reflections
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments/Discussions
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Class Readings/Activities In-class Discussions
5. Use edited American English in academic essays	Unmapped	All writing assignments

## **Course Requirements:**

**Attendance/Timeliness/Participation:** Attendance and arriving on time to class is crucial to your success – not just in this class but in life. For each day you are absent, one point will be deducted from your attendance grade (out of a total of 16 days). Two tardies will be equivalent to one absence. Those who are late to class will find that they miss out on pertinent information and reminders. An occasional 5 minutes late is one thing, but making a habit of it will not be tolerated. Assignment timeliness is similar to the attendance timeliness. Participation will be assessed on a bi-weekly basis and will be based on willingness to participate in group activities, in-class assignments and workdays, as well as completion of required HW/assignments.

### **Quizzes | Occasional**

Throughout the semester, you can expect quizzes scattered throughout as my way of gauging your understanding of the material that we are covering. These will be brief quizzes that can range from multiple choice to short written responses. They could be open-note, closed-note, individual, or group-based. I seldom give a “pop” quiz. That being said, make sure that you are aware that I expect you to learn and remember the skills I am teaching you. Quizzes will be completed during class and will be paper-based. If you are absent, you will receive a zero and you will have one week to make up the quiz during our next class and/or during my office hours.

### **HW | Due dates vary**

This is a hybrid class; therefore, you can expect to have HW to complete outside of class. This might entail watching instructional videos I have posted, practicing and submitting something, completing an activity that you did not finish in class, completing reviews, and/or anything else that I might assign throughout the semester.

### **Weekly/Major Assignments | Most Sundays 11:59pm**

In this course, you will have something due every week. Rest assured, I am not asking you to write an essay every week! Instead, this class emphasizes the writing process, so each weekly assignment will be related to working toward whatever the major assignment for the unit is.

### **Take-Home Final Exam | Week 8**

This semester you will complete a take-home, free-response final packet to test your understanding of the course material.

### **Reflection Presentation | Week 8**

In ENGL 1301, you are required to complete some form of oral presentation. You will be required to speak in class a lot leading up to this, so the goal is that this will be an easy task at the end of the 8 weeks. This presentation will be a retelling and/or iteration of your EOC Reflection. More details will be given when the time nears.

**Condensed Grading Formula:**

Attendance/Timeliness/Weekly Participation/HW/In-class Activities	20%
Writing Process Assignments + Reflections	20%
Research Paper: Final Draft	25%
Quizzes	10%
Reflective Presentation	10%
Final Take-Home Exam	15%
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Total:	100%

**Grading Scale:**

**A:** 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less  
**FN:** failure due to giving up and no longer attending class

**Course Grade Determination:** Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, ask questions, and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are. Please see the late-work policy and contract agreement in regard to late, missed, and incomplete assignments.

**A Note on Balancing Life + Academics:** I am aware that, for some, school is one of *many* daily responsibilities. Because of this, I have designed this course with built-in “work days” to not only work on upcoming major assignments, but to receive feedback from myself and your peers. Please take advantage of these days and show up ready to work. You will find that workdays are really beneficial because you can ask me any questions you have and I can give you feedback on the spot.

**Attendance Policy:** You should aim to be in class every day. Missing class due to conflicting appointments, jobs, and/or sleeping in too late are not excuses. You signed up for this specific time, so I do expect you to be present as much as you possibly can. Per COM policy, no absences are considered excused unless for religious or military service reasons. If you are going to be absent for any of those reasons, I need to be notified ahead of time. This does not excuse you from completing the work for that day, but it does grant you an extension to make it up.

Remember that attendance and timeliness factor into your grade. Point deductions can also be received for leaving class early before class is dismissed.

Please note that I do have the right to drop you from the course for lack of attendance. Failure to attend class consistently can affect your financial aid (read the student handbook for more details on this). Additionally, missing more than 4 class days can result in the inability to receive higher than a “C” for the course.

**Late Work/Make-Up Policy:** Timely completion of all assignments is crucial. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Late or corrected incomplete assignments will not receive extensive feedback.**

- **Late Assignments:** Assignments submitted within 2 days of the original due date will receive a half-letter grade deduction every 12 hr (up to 2 letter grades = 48hr late).
  - The only time you may turn in an assignment a day late (Monday 11:59pm) with no penalty and without needing to use a 24-hr extension is if you meet with me on Monday during my office hours to discuss your concerns/questions.
    - **Exception:** Research Paper (full draft)
- **Missed Assignments:** Assignments that are not submitted within 2 days of the original due date are assignments that will receive a zero.
  - **You will fail the course if your research paper rough draft, full draft, or final draft become missed assignments.**
- **Incomplete Assignment:** Assignments submitted on time or within the 2-day submission period that do not meet one or multiple requirements (E.g., no works cited page, length requirement, no in-text citations, etc.). These assignments will be graded as zeros, and the student will have the opportunity to correct this within a given amount of time as deemed appropriate by Prof. Suarez
  - All incomplete assignments must be corrected and marked as complete in order to receive an A in the class.
  - More than one incomplete assignment is subject to a 10-point (full letter grade) deduction on end-of-semester average
  - More than two incomplete assignments that are not corrected = F

#### **24-Hr Late Submission Opportunity (The “Life Happens” Clause):**

- You will have **one 24-hr late submission opportunity** that you can utilize with no grade penalty on the following writing process and reflection assignments:
  - Movie Reflection, Diagnostic Reflection, Research Proposal + Works Cited, Annotated Bibliography, Research Paper: Rough Draft, Research Paper: Final Draft, EOC Reflection
- You may not use this submission opportunity on the following: quizzes, extra credit stuff, review packets, peer reviews, presentations, research paper (full draft), exams, or assigned HW.

**Written Feedback:** You will receive feedback from me on all writing process and reflection assignments. If I ever give you feedback that you do not understand, please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you.

**Extra Credit Opportunities:** The opportunities below only apply to assignment grades that you completed and do not apply to exams or quizzes.

- **Weekly Extra Credit Posts:** Each week, there will be an opportunity to post in a discussion post for all of your classmates to see. For every discussion you participate in, you can receive 1 extra credit point (for a total of 8). These extra credit points will be tallied up at the end of the semester and added toward your lowest assignment grade.
- **Journal:** Inspired by the journals kept in *Freedom Writers*, completing one journal entry per week (for a total of 8) will drop your two lowest quiz grades. You will post these to the discussion forum labeled "Journal." There will be journal prompts available or you can choose to write whatever you wish. These entries must meet the word count requirement to count.
- **Completion/Timeliness:** Complete and submit ALL assignments correctly (no incompletes) and on time the entire semester and you will receive a higher overall average at the end of the semester. This has oftentimes helped B+ (~85-87) students reach an A. You will also notice that oftentimes if you are submitting all your assignments on time, you end up not even needing the extra credit!
- **Presence/Participation:** Attend all classes + participate when given the opportunity to and earn a higher overall average.

**The Tutoring Center:** Located in the ICB, Room 104 (Building #23), the Tutoring Center provides free face-to-face and online tutoring sessions to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and nonacademic assignments/projects. If you ever have any questions about the tutoring center, please let me know. I was a writing tutor at COM before becoming an instructor, so I can help answer any questions you might have. 😊

**The GCIC Academic Symposium:** COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic and creative projects. To learn more, visit: [com.edu/symposium](https://www.com.edu/symposium). Participation in the symposium helps develop your professional skills and widen your professional networks; it should be noted on your resume/CV. **This academic year, the Symposium is on Friday, March 28, 2025, from 9 a.m. to 2:30 p.m. in the ICB building.** The abstract submission deadline is Thursday, Feb. 6, 2025, at 11:59 p.m. Please speak with me if you are interested or have questions and visit this site for more information: <https://www.com.edu/symposium/>

**Honors Contracts** are special projects that extend the work we do in class. They are for ambitious students who wish to deepen their knowledge and experiences of the practices and ideas related to this class. They require students to earn at least a B in class and approval from me since the Honors Contract will require the student and I to work closely together. Please speak with me if you are interested or have questions, and visit this site for more information: <https://www.com.edu/honorsprogram/>.

**Badelynge Review:** Here at College of the Mainland we have The Badelynge Review, a literary journal of student work that is curated, edited, and designed entirely by COM students! Joining the journal is a great opportunity for you to gain experience in editing and publishing. If you are interested in joining the journal staff as a Reader (read submissions to help with the selection process), an Editor (work with a few of the selected authors to edit their work for publication), or a Reviewer (evaluate the credibility and accuracy of research used in accepted papers), please reach out to Professor Gwendolynn Barbee-Yow at [gbarbee@com.edu](mailto:gbarbee@com.edu).

**Academic Dishonesty:** Any incident of academic policy will be dealt with per 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, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or 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 disciplinary action.

There are many types of plagiarism, and you may not be aware of all. A good rule of thumb to live by: Your work should be generated only by you and only for ENGL 1301. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

**AI Statement:** We will – at some point during the semester - discuss AI and the positives/negatives that can arise from its use. This can help you learn how to decipher when, how, and in what cases it may be appropriate. Generally though, content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment or failure of the course and a notation on your transcript.*

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

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

**College of the Mainland Technology Outage Policy:** If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

**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.*

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

**Name:** Kimberly Lachney, Student Accessibility Services Coordinator

**Phone:** 409-933-8919

**Email:** AccessibilityServices@com.edu

**Location:** COM Doyle Family Administration Building, Student Success Center

**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.

**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.

**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 2nd.** The last date to withdraw from the 16-week session is November 15th. The last date to withdraw for the 2nd 8-week session is November 26th. The last date to withdraw for the winter mini session is December 24th.

**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).

### **Important Dates - 1st 8 Weeks:**

**M 8/26:** Census Day

**M 9/2:** Labor Day/No Class (**does not apply to our class**)

**W 10/2:** Last day to withdraw from course (W DAY)

**F 10/11:** Grades will be posted by 11am

## Course Outline/Calendar

8/19/2024-10/10/2024

This calendar is tentative and subject to change upon my discretion\*

**Note:** Because 8-wk courses are a new initiative, this calendar was likely to fluctuate if I was too detailed. Below you can see overarching weekly topics we will cover. **The information under “assignments” does NOT account for daily HW, readings, or other material I may assign to you throughout the week.**

WEEK	WEEKLY TOPICS	ASSIGNMENTS
<b>1</b>  <b>8/19-8/25</b>	<ul style="list-style-type: none"> <li>● Course Overview/Expectations</li> <li>● Getting Started Checklist</li> <li>● Who are you? Who am I?</li> <li>● Community-building</li> <li>● A chat about professionalism</li> </ul> <p><u>Weekly Questions:</u> Who are we (currently) as writers and individuals entering this course? How do our past experiences shape our current perspectives about writing and education? How can we take charge of our education and show up for ourselves and our goals?</p>	<b>Movie Reflection</b> <b>Sunday 8/25</b> <b>11:59pm</b>
<b>2</b>  <b>8/26-9/1</b>  <b>M 8/26:</b> <b>Census Day</b>	<ul style="list-style-type: none"> <li>● Diagnostic Writing</li> <li>● What are genres of writing?</li> <li>● A chat about AI</li> <li>● Intro to Academic Writing</li> <li>● Intro to MLA Formatting</li> </ul> <p><u>Weekly Questions:</u> What is academic writing and what is its value? How can skills you learn in this course transfer across disciplines? What do we make of AI-generated writing?</p>	<b>Diagnostic Reflection</b> <b>Sunday 9/1</b> <b>11:59pm</b>
<b>3</b>  <b>9/2-9/8</b>	<ul style="list-style-type: none"> <li>● Writing Process</li> <li>● Intro to Research + Finding Sources</li> <li>● MLA Formatting Workshop: Works Cited</li> </ul>	<b>Research Proposal + Works Cited</b> <b>Sunday 9/8</b> <b>11:59pm</b>

	<p><u>Weekly Questions:</u> What is a writing process? What is a product? How do I discover what I want to write about? How do I persuade my audience of my topic's relevance?</p>	
<p><b>4</b> <b>9/9-9/15</b></p>	<ul style="list-style-type: none"> <li>• Annotated Bibliography</li> <li>• Incorporating Sources</li> </ul> <p><u>Weekly Questions:</u> How do we find sources? What are reliable sources? How do we use them ethically?</p>	<p><b>Annotated Bibliography</b> <b>Sunday 9/15</b> <b>11:59pm</b></p>
<p><b>5</b> <b>9/16-9/22</b></p>	<ul style="list-style-type: none"> <li>• Tips, Tricks, Grammar Concepts</li> <li>• In-class workdays</li> </ul> <p><u>Weekly Questions:</u> I have all my sources and I know what I want to write about, so now what?</p>	<p><b>Research Paper: Rough Draft</b> <b>Sunday 9/22</b> <b>11:59pm</b></p>
<p><b>6</b> <b>9/23-9/29</b></p>	<ul style="list-style-type: none"> <li>• Tips, Tricks, Grammar Concepts</li> <li>• Peer Review/Round-table debriefs</li> </ul> <p><u>Weekly Questions:</u> How do we give feedback on something we are not feeling confident in ourselves? How do we give feedback as readers? How does giving feedback to others help us become better reviewers of our own work?</p>	<p><b>Research Paper: Full Draft</b> <b>Sunday 9/30</b> <b>11:59pm</b></p>
<p><b>7</b> <b>9/30-10/6</b> <b>W 10/2:</b> <b>W DAY</b></p>	<ul style="list-style-type: none"> <li>• Research Paper Conferences</li> </ul> <p><u>Weekly Questions:</u> How do I take feedback I receive and use it to improve my own writing? Must I take every piece of advice?</p>	<p><b>Research Paper: Final Draft</b> <b>Sunday 10/6</b> <b>11:59pm</b></p>
<p><b>8</b> <b>10/7-10/10</b></p>	<ul style="list-style-type: none"> <li>• Reflective Presentations</li> <li>• Final Exam (take-home)</li> </ul> <p><u>Weekly Questions:</u> What have I learned? What skills are transferable? Who am I now as we end this course?</p>	<p><b>EOC Reflection</b> <b>Monday 10/7</b> <b>11:59pm</b></p>