



**English 1301.001IN
Written Composition I
Summer I 2024
Internet Course**

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

Student hours:

Monday-Thursday 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

Additional Resources: Students will need to have computer and internet access to complete assignments for this course. A flash drive or cloud-based storage capacity will also be beneficial as students will work both in and outside of the classroom environment.

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:

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.

Prerequisites: One of the following TSI score combinations or equivalent developmental courses with a grade of "C" or better (1) TSI Reading 351 and TSI Writing 340 and TSI Essay 4; or (2) TSI Reading 351 and TSI Writing less than 340 with ABE 4 and TSI Essay 5.

Course requirements:

This semester we will work through the writing process for three short essays, a lengthy research paper, and an oral presentation. The writing process will be emphasized through class discussions, journal responses, peer reviews, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete researched essays.

1. *Course Activities (10%)* – All journals, discussions, and periodic quizzes, will be included in this category for class. Keep in mind attendance and preparation is mandatory and vital for your academic success (see note on the personal responsibility grade component).
****Successful submission of all course assignments will be required each week to count for class attendance.***
2. *Revising and Editing Activities (20%)* – Students are expected to participate in revision and editing activities through the discussion board for each of the papers, prior to final draft submission.
3. *Short Essay Assignments (25%)* – Students are required to complete two short essay papers. Assignment sheets will be supplied in the course content folders to clarify assignment details.
4. *Argumentative Research Project (30%)* – The research project will focus on the characteristics of the argumentative structure. This project will require the completion of an outline of the paper with Work Cited page. More information on this will be provided in the Course Content on D2L/Brightspace.
5. *End of Course Reflection (15%)* – The course will conclude with a reflection paper or recorded presentation. More specifics for this assignment will be provided in the course content folders.

***** 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, utilize NetTutor and the COM Tutoring Center, carefully read and follow all instructions, and turn in all required assignments by the designated due date and time.

Online students are expected to participate in class discussion posts and provide timely feedback on revision/editing exercises.

Determination of Course Grade/Detailed Grading Formula:

Course Activities – 10%
Revising and Editing Activities – 20%
Short Essay Assignments – 25%
Argumentative Research Project – 30%
End of Course Reflection – 15%

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 three 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 opportunities are provided for students to receive extra credit. (1) Five points will be added to essay assignment grades when the paper is reviewed by COM tutors or NetTutor.

COM Tutoring Center – Take a screenshot of the conformation sheet sent to you after the session concludes. Be sure to include what was discussed during the session. Upload this document when the final draft of the essay assignment is submitted. The extra credit will be applied to the final grade of the essay.

NetTutor – Save the tutor’s feedback (the summary and paper with comments). Upload this file along with the final draft of your paper to the assignment submission link. The extra credit will be applied to the final grade of the essay.

(2) Three 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 completed assignments each week.

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

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|--|--|---|
| 1. Demonstrate knowledge of individual and collaborative writing process | Teamwork (TM) | Peer Review and Editing Activities |
| 2. Develop ideas with appropriate support and attribution. | Communication Skills (CS) | Short Essay Assignments, Discussion Responses, and Research Paper |
| 3. Write in a style appropriate to audience and purpose. | Communication Skills (CS) | Essay Assignments |
| 4. Read, Reflect, and respond critically to a variety of texts. | Critical Thinking (CT) | Essay and Discussion Responses |
| 5. Use edited American English in academic essays. | Team Work (TM) Personal Responsibility (PR) | Essay and Discussion Responses |
| 6. Evaluate Choices and actions of others or one's own, and relate consequences to decision-making | Personal Responsibility (PR) | Research-based Essay and appropriate use of research |

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.

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
- ✓ Any written composition style guide and handbook

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 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/Topic | Class Topic | Assignments |
|----------------------|--|---|
| Week 1: 6/3-6/8 | Course Introduction/AI and Plagiarism/MLA Paper Format | Syllabus Quiz, Discussion Assignment, Journal Prompt, |
| Week 2: 6/9-6/15 | The Writing Process | Journal Prompt Diagnostic Essay Due |
| Week 3: 6/16-6/22 | The Writing Process/ Informal vs. Formal Writing/Reading a Review/Writing a Review | Reading Selection Journal Reflection Prompt |
| Week 4: 6/23-6/29 | Revision and Editing Process | Revising and Editing Discussion Post Final Review Essay Due |
| Week 5: 6/30-7/6 | The Research Process/MLA Format Source and Parenthetical Documentation/Work Cited Format | COM Research Tutorial Research Process Journal/Discussion Prompt |
| Week 6: 7/7-7/13 | Writing a Thesis Statement Working with Research Completing an Outline | Revision and Editing Discussion Post Final Draft – Research Outline |
| Week 7: 7/14-7/20 | Drafting a Research Paper/ | Journal/Discussion Prompt |
| Week 8: 7/21-7/27 | Drafting a Research Paper | Revision and Editing Discussion Post Final Draft – Research Paper Due |
| Week 9: 7/28-8/3 | Reflection Process | Journal Prompt |
| Week 10: 8/4-8/9 | End of course Reflection Assignment | Final Assignment Submission by 11:59 a.m. (Noon), July 5. |

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_2023-2024_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

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 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the **2nd 5-week session is August 2.**

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.