



**English 1301.007I1
Composition & Rhetoric I
Spring 2025
Online**

Instructor Information:

Micheal Crouch
MCrouch4@COM.edu
409-276-7703 (voice & text)

Student hours and location: Online, by appointment only

Required Textbook/Materials:

[The Rough Writer's Guide: A Handbook for Writing Well](#)
Dr. Karen Palmer & Dr. Sandi Van Lieu

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: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test AND 5 or higher on Essay; or IRW 0302 with a grade of "C" or better.

Course requirements:

Essays: Students will write a short, diagnostic essay with minimal instruction or guidance from the instructor. This assignment is used to assess each student's current skills as a writer and to identify areas for improvement. Major essays range from two (2) to five (5) pages in length and will build on your skills and ideas over the course of the semester. For each essay assignment students will submit prewriting (20%), a preliminary draft (20%), and a final draft (60%). Essays must be written in MLA format.

Journals: Students will write 1-2 page journal entries, consisting of reflections and thoughts generated from the readings, class discussions, and other assigned topics. Although students have a lot of liberty in completing the journal assignments, they should not use the journals to vent about the class or other students. Students should remain professional and use common sense. These are lower-stakes writing assignments that offer an opportunity for the instructor to provide you with general feedback on the quality of your writing. I will not grade journals that are less than one whole page, double-spaced. You will earn a zero for that submission.

Discussions: Discussions are an important way to gauge student participation and keep the class engaged and interactive, particularly in an online class. Discussions provide a platform for students to share ideas and interpretations with other classmates and the instructor. Because we do not meet in a face-to-face environment, discussions are graded as a way to encourage and objectively measure student participation. You should avoid using outside sources to complete discussions, since we are interested in your thoughts and analysis, but if you do use a source, you should, of course, give credit with proper citations. I cannot stress this enough, the discussions can be the difference between passing and failing this course. They can be the difference between an A and a B.

Quizzes & Exams: This course has multiple choice quizzes (one each over the writing process, plagiarism, and research), and one multiple choice final exam.

Determination of Course Grade/Detailed Grading Formula:

Course Requirement	% of Final Grade	Points
Diagnostic Essay	10%	100
Essay 1: Narration		
Prewriting	4%	40
First Draft	4%	40
Final Draft	12%	120
Essay 2: Compare & Contrast		
Prewriting	4%	40
First Draft	4%	40
Final Draft	12%	120
Essay 3: Argumentation & Persuasion		
Prewriting	3%	30
First Draft	3%	30
Final Draft	9%	90
Journals (4 @ 35 pts each)	14%	140
Discussions (4 @ 25 pts each)	10%	100
Quizzes (3 @ 20 pts each)	6%	60
Final Exam	5%	50
	100%	1000

Points Earned	Final Letter Grade
900-1000	A
800-899.99	B
700-799.99	C
600-699.99	D
Fewer than 600	F

Your final grade is based on the total number of points you accumulate over the course of the semester. Please note that I do not round final grades. If you earn 799.99 points, you have earned a C, not a B.

Late Work, Make-Up, and Extra-Credit Policy: If the last six years have taught me anything as a teacher, it is that life happens. Sometimes, deadlines are missed for one reason or another. I do not believe that students should be penalized for that. I have deadlines and students should try to adhere to those deadlines as closely as possible. I will, however, not take any points off for late essays or journal assignments. However, discussion boards are meant to simulate the discussion and classroom interaction that we would have if we were in a face-to-face class. Therefore, discussions cannot be submitted late and counted for credit.

Discussions are graded based on completion. Each discussion will include two parts; your initial post (worth 12.5 points) and at least two responses to your peers (worth 6.25 points each). If you only write your initial post, you will only earn the 12.5 points. If you do the initial post and respond to only one peer, you will earn 18.75 points.

I do not offer extra credit because I have such a generous late work policy.

Attendance Policy: Students are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. COM recognizes no excused absences except those prescribed by law: religious holidays and military service. Students in online classes must participate during the first week of classes or they will be dropped from the class for non-attendance. It is recommended to login to D2L at least 4 times per week to review course materials and complete assignments. That said, everyone works at their own pace, so it will be up to the student to manage their own time and submit assignments on time.

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. Do not email me through D2L. I do not receive notifications when I get emails there. Please email me at MCrouch4@COM.edu.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Essay assignments and class discussions
2. Develop ideas with appropriate support and attribution		Essay assignments
3. Write in a style appropriate to audience and purpose	Communication Skills (CS)	Essay and journal assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking (CT)	Essay and journal assignments, and discussion boards
5. Use edited American English in academic essays		Essay assignments
6. Evaluate choices and actions of other's or one's own and relate consequences to decision	Personal Responsibility (PR)	Essay and journal assignments, and discussion boards

Academic Dishonesty: Any incident of academic dishonesty 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 or other assignment, and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes (but is not limited to) paraphrasing someone else's words without giving proper credit, copying directly from a website and pasting it into your paper, or using someone else's words without quotation marks (even if cited). Inadequate paraphrasing may also be construed as plagiarism. Any assignment containing 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.

The plagiarism and academic dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, online forums, and essays. If you use anything from another source, you must document properly using MLA citation standards. Making up quotes or falsifying information will also be construed as academic dishonesty. "Recycling" or reusing your own assignments is not allowed; please ask me if you need guidance on this. Please note that not all papers will necessarily be checked for plagiarism; the decision to check a particular paper for possible plagiarism is made based on my professional judgement and expertise.

The use of Artificial Intelligence (AI) tools or services for generating or assisting in the creation of academic work is strictly prohibited. This includes, but is not limited to, the use of AI-based writing services, content creation tools, or any technology designed to produce academic assignments automatically. Any submission found to involve the use of AI tools will be considered a violation of academic integrity and will be subject to the same consequences as plagiarism.

Students are reminded that the responsibility for the originality and authenticity of their work rests solely with them. If there are any questions regarding the use of specific tools or technologies, students are encouraged to seek clarification from the instructor before submitting their assignments.

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 the Chair of the Humanities Department, D. Brian Anderson at 409-933-8486 or BAnderson@COM.edu.

Course outline:

Week	Assignment(s)	Due Date
1 13-Jan to 19-Jan	Week 1 Discussion, Writing Process Quiz, Diagnostic Essay	19-Jan
2 20-Jan to 26-Jan	Journal 1, Plagiarism Quiz, Essay 1 Prewriting	26-Jan
3 27-Jan to 2-Feb	Week 3 Discussion, Research Quiz, Essay 1 First Draft	2-Feb
4 3-Feb to 9-Feb	Journal 2, Essay 1 Final Draft, Essay 2 Prewriting	9-Feb
5 10-Feb to 16-Feb	Week 5 Discussion, Essay 2 First Draft	16-Feb
6 17-Feb to 23-Feb	Journal 3, Essay 2 Final Draft, Essay 3 Prewriting	23-Feb
7 24-Feb to 2-Mar	Week 7 Discussion, Essay 3 First Draft	2-Mar
8 3-Mar to 6-Mar	Journal 4, Essay 3 Final Draft	6-Mar

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 2024-2025 v6.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 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 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30. The last date to withdraw for spring mini session is May 28.

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.