



**English 1302.001IN and 312IN**  
**Composition 11**  
**Spring 2022**  
**Online**

*When asked, "How do you write?" I invariably answer, "one word at a time."*

Stephen King, Preface to *The Stand*

**Instructor Information**

Name Dr. Gilchrist White (Blackboard lists me as "Terry White")  
Email [gwhite@com.edu](mailto:gwhite@com.edu)  
Office Phone 409.933.8316  
(Leave a voice mail. Speak clearly and slowly.)

**Office Hours and Location**

Office Hours M-W, 9-12; TTH 11-12 and 1.30-2.30 pm; or, by Appointment.  
I am also available by phone during these hours.  
Office Location M-03 (Mezzanine of the Library)

**My Teaching Philosophy**

Learning is best achieved when students become engaged with the material and discover information on their own. Students also need interaction with other learners through discussions, debates, collaboration, and evaluation. Individual learners also need to reflect on their learning—to evaluate their past experiences and how they relate to their present situation, and to plan for future learning and growth. A teacher's job is to help learners with this on-going process.

This philosophy places students at the center of their own learning and in charge of it.

**Required Textbooks**

Lunsford, Andrea A., John J. Ruskiewicz, and Keith Walters. *Everything's an Argument with Readings*. 9<sup>th</sup> ed. Bedford St. Martins, 2022. **NOTE: Be sure you get the NEW 9<sup>th</sup> edition with readings.**

*This textbook has multiple types of editions. Be sure you have access to the readings in "Part 5: Arguments." This section begins on page 541 (chapter 23). If your book does not have this printed section, be sure you get an access code to the online textbook. If you have questions, email me ASAP.*

**Other Requirements**

You must use Microsoft Office Word for your essays and other written work. You may download a free copy of Office 365 through the College web site.

**Course Description**

This course involves intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphases are on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical

reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**Prerequisite:** An earned grade of "C" or better in English 1301

*Composition II is an academic transfer course satisfying COM's Communication's Core Curriculum requirement.*

## **Course Requirements**

### 1. Essays

You will write 3 essays this semester that focus on academic writing. Some will require research; all will require you to read from the textbook. You will receive handouts for each of these papers. Essay 1 @ 100 points; Essay 2 @ 125; Essay 3 @ 175 points (400 points total)

In addition, you will be required to email your specific essay topics to me. The due dates will be in the Essay Assignment Handouts and in the weekly overviews the week they are due. Emailing your topic is worth 5 points for each essay (3 @ 5 points each; 15 points total).

### 2. Prewriting Activities

For each essay, you will complete a prewriting assignment to help you organize your thoughts and ideas. Separate handouts for each will be available the week the essay is assigned. (3 @ 25 points each; 75 points total)

### 3. Peer Review

For each essay as part of the writing process, you will participate in peer review. This activity will require you to post a draft of your essay in a discussion topic, and then, to review in writing two essays by your classmates. For each peer review, you will be provided with a list of areas and questions to review for each paper. Each peer review is worth 20 points: 10 points for posting your essay and 5 points for each of the 2 reviews you write (10 points). You may not earn extra points for reviewing for more than 2 essays. (3 @ 20 points each; 60 points total)

### 4. Reflections

Self-evaluations and applications for writing. You will write 3 of these during the course: one for Essay 1, one for Essay 2, and a final. These pieces will require you to think about your learning and progress in rhetoric and writing. The final Reflection will require you to think about your writing process and what you have learned all semester. Detailed instructions will be provided for each. (25 points for 1 and 2; 100 points for the final; 150 points total)

### 5. Collaborative Research Project (Wiki)

You will be assigned a partner to work together to design a Wiki to present information about one of the issues we are reading and writing about this semester. A handout with specifics will be provided. (150 points)

You will also need to email me the topic for the Wiki Project. See handout and weekly overview for the date your topic is due. (5 points)

### 6. Discussions

A large part of the learning process is done in collaboration with others—discussing the readings, brainstorming ideas about them, and listening to others. In this class, these activities are imperative for richer understanding. (*Online, listening is reading carefully.*)

Each week you will join a discussion on Blackboard's Discussion board. Most weeks you will be asked to respond to one or two questions or topic(s). You may always post a topic/question on the reading/writing if you want to. The idea is to start or join a discussion on the week's topics. They will be worth 10 points each. Please see the rubric in the Assessments Folder on the Course Menu. (13 @10 points each; 130 points total)

Replies to Postings:

- Your responses must be more than "I agree with you," if you want to receive full credit for your responses. Your replies should have some substance: if you agree with a posting, why? If you disagree, why?
- When you respond to others, observe the rules of Netiquette—we don't have the advantage of body language and tone of voice to moderate our words. Since our replies can happen at the click of a button and cannot be retracted, be polite even as you disagree with someone.
- Be aware of your audience and purpose. (Remember English 1301?)

Procedures for Weekly Postings:

- Respond by the Friday morning deadline to the current week's assignment.
- Post the minimum number of required responses (if any) to the postings by Monday morning to receive credit.
- After I close the discussion for postings, you will still be able to read the postings throughout the course.

7. Oral Presentation

The oral presentation will be 3-5 minutes in length over the Wiki page that you and your partner(s) create. Specific instructions are located in the Oral Presentation Folder in the Assignments Folder on the Course Menu. (50 points)

You will need to video record yourself making an oral presentation. The instructions for uploading the video and other requirements are also in the Oral Presentation folder.

Miscellaneous Assignments

Syllabus Quiz: 10 points  
Topics emailed: 20 points (4 @ 5 points each)

*There may be other assignments that I have not listed, but generally, these are the kinds of work we will do this term.*

**Assessment**

All essays and discussions, the Wiki project, and Oral Presentation have rubrics that I will use to grade the assignments. All rubrics are in the Assessment Folder on the Course Menu. The essay rubrics are also linked as documents when an essay assignment is made.

### Grading Formula

A cumulative point system for grading is used in this class.

Essays (points vary)	400 points
Reflections (2 @ 25 points; 1 @100)	150 points
Wiki Project	150 points
Discussions (13 @ 10 points each)	130 points
Prewriting Assignments (3 @ 25 points)	75 points
Peer Reviews (3 @ 20 points each)	60 points
Oral Presentation	50 points
Miscellaneous (points vary)	<u>30 points</u>
Total	1045 points*

<b>Grading Scale:</b>	A = 940 - 1045
	B = 836 - 939
	C = 731 - 835
	D = 627 - 730
	F = 626 and below

*\*Your grade will be based on the number of points you have earned divided by the total points available. The Blackboard gradebook keeps a running total of points so that you can always see how you are doing. The total points in My Grades includes all assignments for the course whether they have been graded or not (for an accurate grade, subtract the points on ungraded assignments before dividing).*

### Late Work

I do not like to accept late work. However, I understand that occasionally a student may have an unexpected problem getting a discussion post or an assignment in on time – for whatever reason. If you find yourself in that situation, you need to email me ASAP.

I will deduct the equivalent of **one letter grade** from the score as penalty.

**If you are having trouble with an assignment, let me know BEFORE it is due. I will work with you as much as I can.**

### Make-up Policy

There is no make-up work in an online class. You either participate in the discussions and turn in your papers, or you don't.

### Extra Credit

The only extra credit that I award is for completing the course evaluation available toward the end of the semester. If you complete the evaluation, I will add 5 points to your course point total.

NOTE: As with all course evaluations, I will not see the results until after grades are in and they are not identified by name, so the results are completely anonymous. I only receive a list of students who have completed the Course Evaluation.

### Submission Policy

All essays will be submitted through the Assignments Link that includes a SafeAssign component. There will be a link in the Content Folder for the week an essay is due. Other assignments like prewriting will be uploaded through an assignment link in the Content Folder the week it is due. Any exceptions will be in the Overview for the Content Folder and in the assignment. Read carefully.

### Attendance Policy

In an online class, “attending” means logging in at least 2-3 times per week —at your convenience—and participating actively in the class. Failure to actively participate in the class WILL affect your course grade. A suggested amount of time is 6-9 hours per week spent in reading, reflecting on the reading, writing, and participating in discussion.

If something happens and you know you will be unable to log in and participate for a short period of time, you must notify me and keep me informed of your situation.

### Communicating with Your Instructor

Email me within our Blackboard (BB) class unless you are having problems accessing BB. I am listed as Terry White (instructor). Use my COM email in the event you cannot access Blackboard. *In your email, send me a phone number where I can call and leave a message if necessary.* I will call you as soon as I can.

ALL electronic communication with me outside of Blackboard must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

If you have computer problems and CANNOT access Blackboard or the Internet, leave a voice mail on my office phone above, and I will call you as soon as I can.

I try to answer emails within 24 hours.

### Table Mapping SLOs, Core Objectives, and Assignments

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative research processes	Teamwork	Wiki Project
Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays	Critical Thinking Skills	Essay
Analyze, interpret, and evaluate a variety of texts for ethical and logical uses of evidence	Personal Responsibility	Short Writing Assignments
Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action	Communication Skills (CS1)  In addition, the Communication Skills Core Objective for oral communication in also met in this course (CS2)	Essay  Oral presentation
Apply the conventions of style manuals for specific academic disciplines (e. g., APA, CMS, MLA, etc.)	NA	Essays

**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: 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 student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

"Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

### **Links to Resources about Avoiding Plagiarism**

[Purdue University OWL](#)

[The Tutoring Center at COM](#)

### **Student Concerns**

If you have questions or concerns about any aspect of this course, please contact me using my contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair, Brian Anderson at 409.933.8186 or [banderson@com.edu](mailto:banderson@com.edu).

### **General Course Outline**

Below are the deadlines for the major projects this semester. Every week will have assigned readings from the required textbook and discussions about those readings. (*Refer to the Weekly Overviews and Content Folders for specific assignments, subject to change*)

Week 1: Introduction to course

Weeks 2-5: Essay 1

Week 3: Essay 1 prewriting due

Week 5: Peer Review 1; Essay 1 due; Reflection 1 due

Weeks 6-10: Essay 2

Week 8: Essay 2 prewriting due;

Week 10: Peer Review Essay 2; Essay 2 due; Reflection 2 due

Weeks 11-14: Essay 3

Week 11: Essay 3 prewriting due

Week 13: Peer Review Essay 3;

Week 14: Essay 3 due; course evaluation begins

Week 15: Wiki page due; Wiki Peer and Self Evaluation due; course evaluation closes

Week 16: Oral Presentation Due; Wiki Page Review Due; Final Reflection due

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### **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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.*

[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

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

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

### **Technology Outage Policy**

#### Campus-Wide

Students are responsible for completing all course work by the due dates stated in the assignment schedule. Occasionally the College may experience emergency campus-wide technology outages. Should this occur during a Quiz or submission of an Assignment, you will need to notify the instructor. You will need the Quiz to be reset or for the instructor to extend assignment due date. The assignment due date will be extended or the quiz will be reset after the campus-wide outage is confirmed by Informational Technology.

An Announcement will be sent to all students relaying the information about the new due date for the assignment or quiz. In case of a personal technology issue or if you have questions about an assignment or need clarification of requirements, you are expected to contact the instructor using Course Email. The College has a number of [computer labs](#) so access to requisite technology needed to complete assignments should not be an issue.

#### Personal Technology Outage

You should have a back-up plan in case you experience problems with your computer or internet service. If you experience technology problems, it is your responsibility to turn your work in on time. If you experience Internet problems, fill out a support ticket before you contact your instructor. The link can be found under the Resources Menu, "COM, Course and Technical Links" on the left side bar of the course; click on the link and submit a support ticket.