



English 1301.108/158 CL
Written Composition I
Spring 2023
Tuesday/Thursday 9:30-10:50; LRC 275

Instructor Information: Courtney Pugh

E-Mail: chill3@com.edu

Phone Number: 409-933-8640

Student hours and location:

Monday/Wednesday: 6:45 a.m. – 7:10 a.m. (League City Campus; Rm. 220)

12:30 p.m. – 2:30 p.m. (Main Campus – LRC; Ste B, Rm 236)

Tuesday/Thursday: 1:30 p.m. – 3:00 p.m. (Main Campus – LRC; Ste B, Rm. 236)

Recommended Textbook/Materials:

✓ **Recommended Texts –**

- *The Little Seagull* by Richard Bullock, Michal Brody, and Francine Weinberg.
- Purdue Owl - https://owl.purdue.edu/owl/purdue_owl.html

✓ **Materials –**

- A flash drive (or cloud access) for essays and course work completed in and out of class.

***Additional reading materials will be made available through Brightspace on an as needed basis.**

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, revision and editing, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete researched essays. All assignments will be submitted using Brightspace. Turnitin will be used to

identify the usage of researched material and aid in better integration of this information along with the editing of grammar and mechanics.

Determination of Course Grade/Detailed Grading Formula:

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| Class Activities/Journal and Discussion Prompts/Quizzes/Participation: | 10% |
| Revision and Editing Activities: | 20% |
| Essay Assignments: | 25% |
| Oral Presentation: | 15% |
| Argumentative Research Project: | 30% |

Final grading will be assigned based on the following scale.

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59 & Below = F

Late Work, Make-Up, and Extra-Credit Policy:

Late Work/Make-up Policy: Deadlines are posted on Brightspace, the course syllabus, and assignment sheets given in class. Assignments must be turned in to Brightspace by the due date given for each assignment. Assignments turned in the next day will receive a deduction of 20 points from the total grade. Papers turned in beyond this point will not be accepted unless special arrangements are made BEFORE the due date. NOTE: Absences at any point in the semester will not affect your due dates. Don't get caught believing you have extra days to turn in an assignment just because you have been absent. Communicating the issues you are having early on before any due date is vital.

Extra Credit: Extra Credit will only be awarded in two ways. 1) Five points extra credit will be applied to any essay reviewed by the COM Writing Center or Net Tutor. Evidence of the writing center visit must be e-mailed to me before the paper is due. These extra credit points will only be applied if the final paper is submitted on time. 2) Three additional percentage points will be awarded to students who complete the online course evaluation at the end of the semester.

Attendance Policy:

You are expected to be prepared and in class on time, ready to fully participate. Class discussion and group activities are components of your success in this course. A sign-in sheet will be provided each class to keep a record of attendance. Be sure you are signing in when you enter the classroom. If you are going to be absent, be sure to keep up with the work. Unexcused absences will not mean automatic extensions on class assignments. Remember excessive absences (4+) will result in a grade of FN.

Tardies: It is vital to the classroom experience to be on time for class. Three tardies will equal one absence.

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. I will check my e-mail throughout the weekday and generally will respond within 24 hours.

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
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| 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. | Teamwork (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.

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/>
- ✓ <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- ✓ *The Little Seagull Handbook*
- ✓ The COM Tutoring Center

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, COM Humanities Department Chair, 409-933-8186.

Course Outline: The instructor reserves the right to make changes to the course outline as the need arises.

| Week | Course Topics | Assignments Due |
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| Week 1 | Course Introduction The Writing Process | Syllabus Quiz <i>E-Mail Journal Due Friday</i> |
| Week 2 | Modes of Writing/ Brainstorming Activities | Diagnostic Essay Due Thursday |
| Week 3 | Reflection Writing Reading: “The Stranger in the Photo is Me | <i>Reading Response Due Friday</i> |
| Week 4 | Writing Process – Drafting a Reflection | <i>Journal Due Friday</i> |
| Week 5 | Revision/Editing – Drafting a Reflection | <i>Rough Draft Due</i> Reflection Essay Due Sunday |
| Week 6 | Visual Rhetoric | <i>Class Discussion Journal Response Due Friday</i> |
| Week 7 | Visual Rhetoric Drafting Editing/Revision | Final Presentation Due Sunday |
| Week 8 | Visual Rhetoric Presentations | |
| Spring Break | | |
| Week 9 | Persuasion and the Research Process | <i>Class Discussion Journal Response Due Friday</i> |
| Week 10 | Writing a Review MLA Source Citation Format | Research Tutorial |
| Week 11 | Revision and Editing Activities | <i>Rough Draft Due</i> Review Essay due Sunday |
| Week 12 | Revision and Editing Practices | <i>Rough Draft Due</i> Review Essay Due Sunday |
| Week 13 | Persuasive Research Paper | <i>Class Discussion Journal Response</i> |
| Week 14 | Persuasive Research Paper | Annotated Bibliography Due Sunday |
| Week 15 | Revision and Editing Process | <i>Rough Draft Due</i> |

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| Week 16 | Persuasive Research Paper | Final Submission by Tuesday |
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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 [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 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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.