



**English 1301.303HY**  
**Composition I**  
**Fall 2022**  
**Monday 7:10AM-8:30AM**  
**COM League City, Room 220**

**Instructor:** Dr. Elaine Childs (she, they)

**E-mail:** [echilds1@com.edu](mailto:echilds1@com.edu)

**Student Hours:** Additional appointments may be made for meetings in person or via video call

Monday	6:40-7:05 and 8:30-9 AM COM League City, room 221			
Tuesday	6:40-7:05 and 8:30-9 AM COM League City, room 221			
Wednesday	6:40-7:05 and 8:30-9 AM COM League City, room 221			
Thursday	6:40-7:05 and 8:30-9 AM COM League City, room 221		2-6 PM via D2L chat function	

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email or within Brightspace. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Required Texts:** No books are required, but you may want to purchase a copy of Franz Kafka's *The Metamorphosis*. I will provide a link to an online version, but it's usually better to read literature in a physical book (for most people).

**Course Description:** Composition I is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. The class emphasizes effective rhetorical choices, including audience, purpose, arrangement, and

style. The focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Grade Scale:**

A = 90%-100%  
B = 80%-89.9%  
C = 70% - 79.9%  
D = 60% - 69.9%  
F = 0% - 59.9%

Your grade may be rounded up slightly (less than a percentage point) if I judge that your work shows significant improvement over the course of the term. Your grade will never be rounded down. Keep in mind that you are not guaranteed a passing grade in this or any college course, and I will never round your grade up just so you can graduate on time. You must earn the grade you want.

**Grade Distribution:** These are the assignments in the class and how they are weighted:

College Admissions Essay	10%
College Success Essay	20%
College Success group essay	20%
<i>The Metamorphosis</i> research paper	30%
Class Participation	10 %
Reading response and homework average	10%

**Extra Credit:** The only extra credit offered is 3 points added to your homework average at the if you complete the end-of-semester course evaluation. I do not assign or accept additional extra-credit opportunities. I encourage each of you to do your best on the major assignments.

**Grading Profile Overview:** For each major essay, I use a grading profile to provide you with feedback. The grading profile is not used to determine your grade but to highlight areas where improvement is needed. This feedback, as well as your number grade, will be returned to you on Brightspace. Please be aware that I reserve the right to forgo the use of the grading profile and assign non-passing grades (“D” or “F”) to assignments that 1) do not adhere to minimum criteria (like the length requirement), 2) have severe problems adhering to the conventions of written English (numerous incoherent sentences, comma splices, fused sentences, or lack of basic essay structure), or 3) fail to use or cite sources in MLA format.

**Late work policy / makeup policy:** Each major paper is due on Brightspace by 11:59 PM on the due date. If you do not submit your paper by that time, I will drop 10 points from the paper grade, and you will have until 11:59 PM the following day to submit your paper. Papers will not be accepted more than 24 hours late. If you have trouble submitting your paper on Brightspace, you must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply.

**Homework assignments like journals and reading responses may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest reading response / homework grades at the end of the semester.**

After a grade has been assigned to your paper, you will not be allowed to submit another file, so be sure to give your files unique names, such as English13011paper2FINAL. That way you can be certain to avoid mistaken submissions.

**Saving your work:** CCISD computers seem to be quite unreliable, so it's your responsibility to save your essays in multiple places, not just one. I suggest saving on your computer's hard drive **and** Google Docs or a flash drive. Losing your work because you can't log on to your school laptop is rarely an acceptable excuse for missing deadlines.

**Help with drafts:** I do not offer extensive assistance or revision suggestions on drafts **via email** because it is more effective and helpful **for you** when we talk in real time, even in a virtual environment. Over email, I can't judge if you're "getting it" or try to rephrase an explanation if the first way I explained wasn't clear; it takes longer for you to ask follow-up questions, etc. If you would like extensive help with a draft, please attend my student hours or request a virtual appointment with me. Email should be used for brief and simple informational questions, like "Is this a good thesis?" or "How do I cite a YouTube video?"

**Submitting essays:** All essays will be submitted using Brightspace, and files must be saved as Word or pdf files. No other file format will be accepted! If you have trouble submitting your paper on Brightspace, you must email it to me by the deadline to avoid lateness penalties, but no paper will be graded until it is turned in on Brightspace.

**TurnItIn:** All essays will be checked electronically by the TurnItIn function on Brightspace to help identify quotations and paraphrases that need better integration and to ensure that no paper is identical to another (another student's paper, a website, etc.). You can submit a draft of any paper to TurnItIn to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly.

**Revisions:** Revision must take place **before** an essay is turned in for a grade. After an essay receives a grade, it cannot be revised for an improved grade.

**Attendance policy:** Classroom attendance is required. You are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays. Three unexcused absences will result either in being dropped from the class or receiving a grade of F<sub>N</sub>. You are expected to **save your unexcused absences for emergencies and illness because those are not grounds for excused absences**. This class has only 14 required meetings all semester, so each time you are absent for any reason, you miss 7% of classroom instruction.

However, because my four classes are all the same and the Thursday class is small, you may be able to attend class a different day if you have to miss your scheduled class time. If you're enrolled in the Tuesday class and your alarm doesn't go off one day, email me at echilds1@com.edu to request permission to attend the Wednesday or Thursday class. This is first-come, first served, and I can't have 40 people in class on Thursday, so I can't promise you'll be granted permission, so if you know in advance you have to miss a day, request permission early to guarantee your spot.

**COVID-related exceptions:** It's very easy nowadays to use COVID exposure as an excuse for anything (no shame; we all know it's true). I will not even **consider** bending a course policy for you because of COVID **unless** you self-report using COM's official form at

<https://www.com.edu/coronavirus/selfreport.html> and follow the guidance you receive afterwards.

If you want others to consider your wellbeing, then I expect you to show consideration for ours.

**Email policy:** I rarely check email after 5PM, but I do my best to respond to email within 24 hours Monday-Friday and usually much more quickly than 24 hours. I often check email on weekends, but not always, so don't hesitate to email me over the weekend, but don't necessarily expect me to get it until Monday morning.

Always email me ASAP if you find something wrong in the Brightspace shell: a broken link, a missing assignment, a graded assignment that says the due date has passed or that won't allow you to open it.

**Course Reading:** Attendance is not just about your presence. It's also about your **preparedness**. You will have a reading assignment to complete before almost every class. You are responsible for checking the weekly checklists to be sure you're prepared. All required readings are available on Brightspace. You are required to have the reading assignment open in front of you for the duration of every class meeting or you may be counted absent or receive a lower participation grade.

**Brightspace Reading Responses:** Every time you have a reading assignment, you are required to write a reading response the Brightspace Discussion function. Full instructions and sample posts are on Brightspace. At the beginning of class, I will ask some or all students to read at least one discussion question.

These posts are time-stamped, and any posts made after 6:40 AM on the day you attend class will receive no credit. I expect you to put some thought into these responses: don't crank them out at the last minute. However, I will drop your four lowest homework grades at the end of the term, so if you miss a few it won't hurt your grade.

**Class Participation:** 10% of your final grade will be given for class participation. You may do this three different ways: active participation in small-group activities in class, using your phone or computer to text the in-class backchannel, or old-fashioned talking in class. There are more class-wide discussions than anything else, so that's the easiest way.

If I can't **remember** at the end of the semester whether you participated in class, your participation grade will be between 0 and 50%. You don't necessarily have to be vocal every single day, but your goal is to contribute to the classroom community and make me remember you! Remember that there is an element of subjectivity here, as there is in real life (for example, you'll be evaluated at work partly based on how effective your supervisor **perceives** you to be). Learn how to respond effectively to that.

**Lateness:** Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will greatly lower your participation grade, and if you are more than 10 minutes late you may be marked absent. However, it's much better to show up late than to skip class entirely!

**Classroom Conduct and Cell phones:** Before class begins, please silence your cell phone. The success of any English course relies heavily on the classroom environment, so I expect your

presence, attentiveness, and participation. If you engage in any behavior which I judge to be distracting to others or disruptive of the learning environment, such as loud or frequent whispering, regularly interrupting or “talking over” others, or frequently leaving the room or falling out of your chair, you may be asked to leave. Please be aware that, as a college professor, I can require you to leave my classroom and forbid you to return until you meet with Dr Kris Kimbark, our Dean of Students.

Inattentiveness related to smartphone use, sleeping, using the computer, doing homework for another class, or any other non-distracting activity **will** result in a lower participation grade, and it is rare that an inattentive student passes this class.

Additionally, College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook, <http://www.com.edu/student-services/student-handbook.php>. Any breaches of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

**Smartphone policy:** Use a personal computer to access Brightspace, not a smartphone. Brightspace’s mobile app is good for getting notifications and for some class activities, but it does sometimes collapse the menus you’ll need in order to find assignments. If you do choose to use a smartphone for your assignments, do so at your own risk: not being able to find assignments will not be an acceptable excuse for missing deadlines.

**Speaking, Reading, and Writing Center:** COM’s online tutors are available to help students who would like feedback at any stage of the writing process, and I strongly encourage you to take advantage of this service! However, a tutor will not “fix” your paper for you. You are expected to actively contribute to the learning involved in tutoring sessions. Here is the website: <https://www.com.edu/tutoring/writing-resources>

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Essay 3
2. Develop ideas with appropriate support and attribution.		Essay 4
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay 1
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay 4
5. Use Edited American English in academic essays.		Essay 4

6. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Essay 3
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**Plagiarism and Academic Dishonesty:** Plagiarism is a serious offense that consists of passing someone else's work off as your own or of resubmitting an old paper as if it were new and original (so-called "self-plagiarism"). This includes failure to properly cite an outside source, copying a paper off the internet, an excessive amount of outside help from an unauthorized person, like a friend or your mom, or taking someone else's writing and "changing the words." The first instance of plagiarism will be reported to The Dean of Students and will result in an F for the course.

Academic dishonesty is a more general term that, according to the Worcester Polytechnic Institute, "is any act which interferes with evaluation of academic work," including such seemingly minor acts like citing a source you don't use in your paper, leaving out an in-text citation, or taking a source's ideas without acknowledging the source. These acts do not need to be intentional to be dishonest—one of the major outcomes of English 1301 is for students to learn how to integrate sources into their own writing honestly and how to cite them correctly. That is why ignorance is not an acceptable defense against charges of plagiarism or dishonesty: all students are responsible for learning and implementing the rules of source integration and documentation that will be taught in this course. Penalties for "minor" acts of dishonesty like those listed above will increase over the course of the semester and, if persistent, will result in failure of the course.

This website has more information about academic dishonesty:  
<https://www.wpi.edu/about/policies/academic-integrity/dishonesty>

**Concerns/Questions Statement:** 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 Humanities department chair, Brian Anderson, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu)

### Course Outline:

This schedule lists due dates for major assignments and is subject to change with prior notice. The checklists in each weekly folder list the requirements for reading assignments and homework activities.

Week 1: August 22 -- August 28	<b>Week 1 homework due by 11:59 PM on Sunday, August 28</b>  Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 2: August 29 – September 4	Required reading assignments and homework

	<p>activities are listed on the week's checklist in Brightspace. <b><u>Essay 1 due by 11:59 PM on Sunday, September 4</u></b></p> <p><b>In-class: sign up for Week 3 one-on-one conferences. If you miss class in Week 2, email me to sign up.</b></p>
Week 3: September 5 – September 11	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p> <p><b>One-on-one conferences scheduled. Class does not meet.</b></p>
Week 4: September 12 – September 18	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 5: September 19 – September 25	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 6: September 26 – October 2	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p> <p><b><u>Essay 2 due by 11:59 PM on Sunday, October 2</u></b></p>
Week 7: October 3 – October 9	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 8: October 10 – October 16	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 9: October 17 – October 23	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>
Week 10: October 24 – October 30	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p>

	<b><u>Essay 3 due by 11:59 PM on Sunday, October 30</u></b>
Week 11: October 31 – November 6	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 12: November 7 – November 13	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 13: November 14 – November 20	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 14: November 21 – November 27 (Thanksgiving Week)	<b>Classroom attendance is optional this week; online peer-review is required.</b>  Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 15: November 28 – THURSDAY, December 1	<b><u>ESSAY 4 DUE THURSDAY, December 1 BY 11:59 PM</u></b> (You will not receive written feedback on this essay within Brightspace. If you have questions about why you receive your grade or if you would like written feedback, please email me, and I will respond after final grades have been posted)
Week 16: December 5 – December 8	8:30 AM on Thursday, December 8, <b>either</b> attend class in person <b>or</b> complete the Week 16 Final Reflection Journal

## 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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@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 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**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.

**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).