



**ENGL 1301.304HY**  
**Written Composition I**  
**Fall 2022**  
**TH 7:10 a.m. – 8:30 a.m.**

**Instructor Information: Courtney Pugh**

E-Mail: [chill3@com.edu](mailto:chill3@com.edu)

Phone Number: 409-933-8316

**Student hours and location:**

Student Hours: Monday/Wednesday 9:00 a.m. – 1:00 p.m. and by appointment

Location: LRC Suite B, #236

**Required Textbook/Materials:**

Bullock, Richard, Michal Brody, and Francine Weinberg. *The Little Seagull Handbook*. 4<sup>th</sup> edition. W. W. Norton, 2021.

\*About the book: There are a number of online composition texts to aid the writing process. ([Purdue Owl](#), for example). However, this is a textbook that will be useful beyond this semester as you pursue your higher education goals

**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. A portfolio will be submitted at the end of the semester.

*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.

### **Determination of Course Grade/Detailed Grading Formula:**

Diagnostic Essay	50 points
Journal Responses	100 points (10 posts@ 10 points each)
Peer Review	100 points (4 @ 25 points each)
Library Research Tutorial	50 points
Essays	300 points (3@ 100 points each)
Research Paper	200 points
Annotated Bibliography	50 points
Oral Presentation (QEP)	50 points
End of Semester Portfolio	100 points
TOTAL	1,000 Possible Points

### **Grading Scale:**

A=100-90

B=89-80

C=79-70

D=69-60

F=59-0

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

*Late Work/Make-up Policy:* Deadlines are posted on 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 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. Evidence of the writing center visit must be e-mailed to me before the paper is due. 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. Excessive absences (5+) 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.

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.

**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 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 professor reserves the right to alter assignments and due dates as needed.

<u>Week</u>	<u>Topics and Assignment Due Dates</u>
Week 1: 8/21 – 8/26:	Course Introduction; Syllabus Quiz; The Writing Process <b><i>Journal #1 Due Friday, August 25</i></b> <b>Diagnostic Essay Due Thursday, August 25 by the End of Class</b>
Week 2: 8/28 – 9/3:	Modes of Writing; Reflection Essays; Brainstorming Activities <b><i>Bring a Photo of your younger self to class this week</i></b> <b><i>Journal #2 Due Friday, September 2</i></b>
Week 3: 9/4 – 9/10:	Peer Review #1; Revision/Editing Process <b>Essay #1 Due by 11:59, Sunday, September 11</b>
Week 4: 9/11 – 9/17:	Visual Rhetoric; Presentations <b><i>Journal #3 Due Friday, September 16</i></b> <b><i>Presentation Submission due by 11:59 p.m. Sunday, September 18</i></b>
Week 5: 9/18 – 9/24:	Visual Rhetoric; Presentations <b><i>Journal #4 Due Friday, September 23</i></b>
Week 6: 9/25 – 10/1	The Research Process; Topic Selection; Library Introduction/Tutorial; Class Activities <b><i>Journal #5 Due Friday, September 30</i></b>
Week 7: 10/2 – 10/8	MLA Format; Annotated Bibliography; Thesis Statements <b><i>Annotated Bibliography Due by 11:59 p.m. on Sunday, October 9</i></b>
Week 8: 10/9 – 10/15	Academic Writing, Drafting an Informational Essay <b><i>Journal #6 Due Friday, October 7</i></b>
Week 9: 10/16 – 10/22:	Peer Review #2; Revision and Editing Activities <b>Researched Essay (#2) Due by 11:59 p.m. Sunday, October 23</b>
Week 10: 10/23 – 10/29:	Writing a Position Paper; Modes of Persuasion, Selected Readings <b><i>Journal #7 Due Friday, October 28</i></b>
Week 11: 10/30 – 11/5:	Selected Readings; Modes of Persuasion <b><i>Journal #8 Due Friday, November 4</i></b>
Week 12: 11/6 – 11/12	Peer Review #3; Revision/Editing Activities <b>Essay #3 Due by 11:59 p.m. Sunday, November 13</b>
Week 13: 11/13 – 11/19	Selected Readings; Modes of Persuasion; Research <b><i>Journal #9 Due Friday, November 18</i></b>
Week 14: 11/20 – 11/26	Revision and Editing; Peer Review #4

Week 15: 11/27 – 12/3      **Essay #4 Due by 11:59 p.m. Sunday, November 20**  
Portfolio Assignment  
*Journal #10 Due Friday, December 2*  
Week 16: 12/4 – 12/10      **Final Writing Portfolio will be due this week.**

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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 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.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).