



**English Composition I: Writing as Universal**

**Spring 2024 | January 16-May 10, 2024**  
**ENGL 1301.109/159CL | M/W 12:30-1:50pm**  
**LRC 247 (Building #8)**



**Instructor Information:**

Monique Suarez, MA (she/her/hers)  
[msuarez@com.edu](mailto:msuarez@com.edu)

**College of the Mainland Office:**

Learning Resource Center (LRC)  
Building #8, Suite B, RM 240  
Humanities Department

**Office Phone:** 409-933-8937

**Student Hours/Office Hours:**

Main Campus, Location Above\*  
Online\*\*

Day	Time
M	9:30-12:30pm*
W	9:30-12:30pm*
F	12-1:30pm**

**Communication Policy:**

You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication

with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

**ENGL 1301 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.

**Professor Suarez’s Personal Course Description:** This course will introduce you to three major genres of writing: Academic, Professional, and Creative. The writing process will be discussed extensively. I know the feeling of being given a major assignment and then sitting at a blank screen wondering “where do I begin? How do I start?” Each week will work you toward a new step in the writing process for whichever major product we are working toward (Research Paper, Professional Project, Creative Writing Portfolio). My goal is to show you that there is more than one type of writing. Perhaps you do not care much for academic writing, but maybe another avenue of writing will resonate that you may potentially care to cultivate in the future. Either way, you *will* learn how to do it all 😊

**Textbook/Materials - OER Course:** Anything that we read in this course will be accessible through D2L Brightspace or printed out for you (free). If you would like to print something or misplace anything and do not have a printer, COM’s Tutoring Center offers free printing (found in ICB, Building #23, 1<sup>st</sup> floor).

**Recommended Materials:**

- A folder or binder to keep all materials from this class together (it can pile up throughout the semester)
- A pencil/pen for quizzes or in-class activities
- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

**Student Learner Outcome Chart:**

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Assignments Peer Reviews/Workshops Presentations
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/Quizzes/Exams
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Assignments Class Readings/Activities
5. Use edited American English in academic essays	Unmapped	Assignments

## **Course Requirements:**

**Attendance/Timeliness/Participation:** Attendance and arriving on time to class is crucial to your success – not just in this class but in life. For each day you are absent, a point will be deducted from your attendance grade. There will be two timeliness grades (attendance timeliness + assignment timeliness). Those who are late to class will find that they miss out on pertinent information and reminders. An occasional 5 minutes late is one thing, but making a habit of it will not be tolerated. Assignment timeliness is similar to the attendance timeliness. Participation will be assessed based on willingness to participate in group activities, in-class assignments and workdays, as well as effort to stay on task and refrain from distracting yourself and others from the task at hand.

**Quizzes:** Throughout the semester, you can expect quizzes scattered throughout as my way of gauging your understanding of the material that we are covering. These will be brief quizzes that can range from multiple choice to short written responses. Sometimes they will be open-note, meaning it is in your benefit to take notes in class rather than just rely on yourself to remember. These will be completed during class and will be paper-based. If you are absent, you will receive a zero and you will have one week to make up the quiz during our next class and/or during my office hours.

### **Journal (32 entries) | Due Wednesday May 8**

This semester you will be required to maintain a physical or virtual journal that you will turn in at the end of the semester. I will only read your first and last entry (the first entry is the first assignment of this course and the last is the final). I do recommend using a physical journal (I will tell you why in class). Your first assignment for this class will be the first entry of your journal. This grade will count as a major assignment (100 points).

### **Weekly/Major Assignments | Due Mondays 11:59pm**

In this course you will have something due every week. Rest assured, I am not asking you to write an essay every week! Instead, this class emphasizes the writing process, so each weekly assignment will be related to working toward whatever the major assignment for the unit is. Major assignments are weighted on a 100 point scale versus “mini” assignments that are worth anywhere between 20 and 50 points. You will receive significant guidance as you work towards these assignments, I promise. 😊

### **Midterm | Monday March 4 / Final Exam | Wednesday May 1**

This semester you will complete a midterm and final exam to test your understanding of the course material. As long as you are staying up to date with the material, doing well on quizzes, and showing up for review days, you should be successful on these exams. Do not let the names intimidate you! The midterm and the final exam will consist of a multiple choice section and a short answer section.

**Condensed Grading Formula:**

Attendance/Timeliness/Participation	10%
Quizzes	15%
Weekly/Major Assignments	45%
Midterm/Final Exam	30%
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Total:	100%

**Grading Scale:**

**A:** 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less  
**FN:** failure due to attendance

**Course Grade Determination:** Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, ask questions and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are.

**A Note on Balancing Life + Academics:** I am aware that, for some, school is one of *many* daily responsibilities. Because of this, I have designed this course with built-in "work days" to not only work on upcoming major assignments, but to receive feedback from myself and your peers. Please take advantage of these days and show up ready to work. You will find that workdays are really beneficial because you can ask me any questions you have and I can give you feedback on the spot.

**Attendance Policy:** You should aim to be in class every day. Missing class due to conflicting appointments, jobs, and/or sleeping in too late are not excuses. You signed up for this specific time, so I do expect you to be present as much as you possibly can. Per COM policy, no absences are considered excused unless for religious or military service reasons. If you are going to be absent for any of those reasons, I need to be notified ahead of time. This does not excuse you from completing the work for that day, but it does grant you an extension to make it up.

Remember that attendance and timeliness factor into your grade. Point deductions can also be received for leaving class early before class is dismissed.

Please note that I do have the right to drop you from the course for lack of attendance. Failure to attend class consistently can affect your financial aid (read the student handbook for more details on this). Additionally, missing more than 4 class days can result in the inability to receive higher than a "C" for the course.

**Late Work/Make-Up Policy:** Timely completion of all assignments is crucial. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Only timely submissions will receive extensive feedback.**

Listed below are important things to keep in mind regarding late work:

- You will have **two 24-hr late submission opportunities** that you can utilize with no grade penalty. Use these carefully!
  - There are a few assignments that you will not be able to use this extension on (the ones that are needed in preparation for peer reviews/workshops/etc.). I will let you know ahead of time if you will not be able to use the extension.
- For the first assignment that you do not use your 24-hr extension on, you have until the next class day to submit your assignment for up to 2 full letter grades off (-5pt every 12 hrs)
- Other than the late-submission opportunity and the next class day caveat, **I will not accept or grade late work.** Once the submission portal closes for an assignment, your opportunity to make up that assignment will not be accepted.

If your submission does not meet all minimum requirements, your assignment will not be graded and you will be notified with further instruction. It is in your best interest to pay close attention to the assignment guidelines.

**Written Feedback:** You will receive feedback from me on major assignments. If I ever give you feedback that you do not understand, please please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you 😊 **If you submit an assignment late, please do not expect extensive feedback.**

**Note:** The only assignment you submit that you will not receive feedback on is the Creative Writing Portfolio (though you will see why points were deducted if applicable). This is for a few reasons:

- 1) I will have already read majority of your work in the portfolio through conferences/workshops and given feedback during the Creative Writing Unit
- 2) The portfolio is a culmination of work that you have spent a great deal of time on creating and revising
- 3) This is not a Creative Writing class, so I do not feel it is justifiable to take points off of something that you may just now be trying for the first time.
- 4) Interpretation of art is subjective, and I care only that you are putting effort to cultivate your creative mind by participating and completing the work.
- 5) The portfolio's grade mainly comes from the writing process grade, meaning that the only points that can be deducted is from the writing process (not turning things on time, not completing workshops, etc.), or plagiarism.

**Extra Credit Opportunities:**

- Each week, there will be an opportunity to post in a discussion post for all of your classmates to see. For every discussion you participate in, you can receive 1 extra credit point. These extra credit points will be tallied up at the end of the semester and go toward your lowest assignment grade. This extra credit only applies to assignment grades that you completed and does not apply to exams or quizzes.
- Complete and submit ALL assignments correctly and on time the entire semester and you will receive a higher overall average at the end of the semester. This has oftentimes helped B+ (~85-87) students reach an A. You will also notice that oftentimes if you are submitting all your assignments on time, you end up not even needing the extra credit!
- Attend the GCIC academic symposium – Friday March 22, 2024 from 9am-2:30pm (as active audience member or presenter) – ask me more questions about this if you are interested

**The Tutoring Center:** Located in the ICB, Room 104 (Building #23), the Tutoring Center provides free face-to-face and online tutoring sessions to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and nonacademic assignments/projects. If you ever have any questions about the tutoring center, please let me know. I was a writing tutor at COM before becoming an instructor, so I can help answer any questions you might have. 😊

**The GCIC Academic Symposium:** COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic and creative projects. To learn more, visit: <https://com.edu/symposium/>. Participation in the symposium helps develop your professional skills, widens your professional networks, and should be noted on your resume/CV. **This academic year, the symposium is on Friday, March 22, 2024, from 9 a.m. to 2:30 p.m. in the STEAM building.** The abstract submission deadline is Thursday, Feb. 15, 2024, at 11:59 p.m. Please speak with me if you are interested or have questions.

**Academic Dishonesty:** Any incident of academic policy will be dealt with per 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, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. 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 disciplinary action.

There are many types of plagiarism, and you may not be aware of all. A good rule of thumb to live by: Your work should be generated only by you and only for ENGL 1301. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

**AI Statement:** We will – at some point during the semester - discuss AI and the positives/negatives that can arise from its use. This can help you learn how to decipher when, how, and in what cases it may be appropriate. Generally though, content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment or failure of the course and a notation on your transcript.*

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: [banderson@com.edu](mailto:banderson@com.edu)

**College of the Mainland Technology Outage Policy:** If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

**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://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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](mailto: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 28. **The last date to withdraw from the 16-week session is April 22.** The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**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).



## Course Outline/Calendar

1/15//2024-5/10/2024

This calendar is tentative and subject to change upon my discretion\*

**Note:** HW is not listed below but will be listed on Brightspace each week.

WEEK	AGENDA	MAJOR DUE DATES
<b>1</b> <b>1/15-1/21</b>	<b><u>M 1/15:</u></b> <ul style="list-style-type: none"> <li>• <b>No Class: MLK Day</b></li> </ul> <b><u>W 1/17:</u></b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Course Overview</li> </ul>	
<b>2</b> <b>1/22-1/28</b>	<b><u>M 1/22:</u></b> <ul style="list-style-type: none"> <li>• Syllabus quiz</li> <li>• <i>Freedom Writers</i></li> </ul> <b><u>W 1/24:</u></b> <ul style="list-style-type: none"> <li>• <i>Freedom Writers</i> Discussion</li> </ul>	<b>Journal - Entry One</b> <b>Monday 1/29 11:59pm</b>
<b>3</b> <b>1/29-2/4</b>	<b><u>M 1/29:</u></b> <ul style="list-style-type: none"> <li>• In-class Writing: Diagnostic Essay</li> </ul> <b><u>W 1/31:</u></b> <ul style="list-style-type: none"> <li>• Organization/Planning for Unit 1</li> <li>• Intro to Academic Writing and Research</li> <li>• Library Databases (Research Tutorial)</li> </ul>	<b>Research Proposal</b> <b>Monday 2/5 11:59pm</b>
<b>4</b> <b>2/5-2/11</b>	<b><u>M 2/5:</u></b> <ul style="list-style-type: none"> <li>• Research Proposal Workday</li> <li>• MLA heading/header tutorial</li> </ul> <b><u>W 2/7:</u></b> <ul style="list-style-type: none"> <li>• Finding Sources</li> <li>• Works Cited intensive</li> </ul>	<b>Works Cited</b> <b>Monday 2/12 11:59pm</b>
<b>5</b> <b>2/12-2/18</b>	<b><u>M 2/12:</u></b> <ul style="list-style-type: none"> <li>• Works Cited Checkpoint/Workday</li> <li>• Discuss A.B.</li> </ul>	<b>"Annotated Bibliography"</b> <b>Monday 2/19 11:59pm</b>

	<p><b><u>W 2/14:</u></b></p> <ul style="list-style-type: none"> <li>• Debunking Myths</li> <li>• Research Paper Formula</li> <li>• Preparation worksheet workday</li> </ul>	
<p><b>6</b> <b>2/19-2/25</b></p>	<p><b><u>M 2/19:</u></b></p> <ul style="list-style-type: none"> <li>• Incorporating Sources Workshop</li> </ul> <p><b><u>W 2/21: NO CLASS</u></b> Attend your conference at designated time</p>	<p><b>Preparation Packet</b> <b>Monday 2/26 11:59pm</b></p>
<p><b>7</b> <b>2/26-3/3</b></p>	<p><b><u>M 2/26:</u></b></p> <ul style="list-style-type: none"> <li>• Midterm Review Packet</li> <li>• Research Paper workday</li> </ul> <p><b><u>W 2/28:</u></b></p> <ul style="list-style-type: none"> <li>• Jeopardy: Midterm Review</li> </ul>	<p><b>Research Paper: Full Rough Draft</b> <b>Wednesday 3/6 11:59pm</b></p>
<p><b>8</b> <b>3/4-3/10</b></p>	<p><b><u>M 3/4:</u></b></p> <ul style="list-style-type: none"> <li>• Midterm</li> </ul> <p><b><u>W 3/6:</u></b></p> <ul style="list-style-type: none"> <li>• Workday</li> </ul>	
<p><b>3/11-3/17</b></p>	<p><b>SPRING BREAK 😊</b></p>	<p><b>SPRING BREAK 😊</b></p>
<p><b>9</b> <b>3/18-3/24</b></p>	<p><b><u>M 3/18</u></b></p> <ul style="list-style-type: none"> <li>• Peer Review/Self-Review</li> </ul> <p><b><u>W 3/20</u></b></p> <ul style="list-style-type: none"> <li>• Writing in Professional Settings: Emails + Resumes</li> <li>• Practice</li> </ul>	<p><b>Research Paper: Final Draft</b> <b>Monday 3/25 11:59pm</b></p>
<p><b>10</b> <b>3/25-3/31</b></p>	<p><b><u>M 3/25:</u></b></p> <ul style="list-style-type: none"> <li>• Writing in Professional Settings: Resumes + Preparing Presentations/Collaboration</li> <li>• Practice</li> </ul>	<p><b>Professional Project</b> <b>M 4/1 11:59pm</b></p> <p><b>Presentations</b> <b>M 4/1 or W 4/3 at start of class</b></p>

	<p><b>W 3/27:</b></p> <ul style="list-style-type: none"> <li>• Presentation Workday</li> </ul>	
<p><b>11</b></p> <p><b>4/1-4/7</b></p>	<p><b>M 4/1:</b></p> <ul style="list-style-type: none"> <li>• Group Presentations: Day 1</li> </ul> <p><b>W 4/3:</b></p> <ul style="list-style-type: none"> <li>• Group Presentations: Day 2</li> </ul>	
<p><b>12</b></p> <p><b>4/8-4/14</b></p>	<p><b>M 4/8:</b></p> <ul style="list-style-type: none"> <li>• Intro to Creative Writing</li> <li>• Understanding + writing poetry</li> </ul> <p><b>W 4/10</b></p> <ul style="list-style-type: none"> <li>• Understanding + writing short stories</li> </ul>	<p><b>Creative Writing Packet: Part 1</b></p> <p><b>Monday 4/15 11:59pm</b></p>
<p><b>13</b></p> <p><b>4/15-4/21</b></p>	<p><b>M 4/15:</b></p> <ul style="list-style-type: none"> <li>• Writer's Workshop</li> </ul> <p><b>W 4/17:</b></p> <ul style="list-style-type: none"> <li>• Writer's Workshop</li> </ul>	<p><b>Creative Writing Packet: Part 2</b></p> <p><b>Monday 4/22 11:59pm</b></p>
<p><b>14</b></p> <p><b>4/22-4/28</b></p>	<p><b>M 4/22:</b></p> <ul style="list-style-type: none"> <li>• Poetry Workshop/Mini Conferences</li> </ul> <p><b>W 4/24:</b></p> <ul style="list-style-type: none"> <li>• Short Story Workshop/Mini Conferences</li> </ul>	<p><b>Short Story: 1200 words</b></p> <p><b>Monday 4/29 11:59pm</b></p>
<p><b>15</b></p> <p><b>4/29-5/5</b></p>	<p><b>M 4/29:</b></p> <ul style="list-style-type: none"> <li>• Short Story/Poetry Circles</li> <li>• Final Review Q&amp;A</li> </ul> <p><b>W 5/1:</b></p> <ul style="list-style-type: none"> <li>• Final</li> </ul>	<p><b>Creative Writing Portfolio</b></p> <p><b>Monday 5/6 11:59pm</b></p>
<p><b>16</b></p> <p><b>5/6-5/10</b></p>	<p><b>M 5/6:</b></p> <ul style="list-style-type: none"> <li>• Creative Writing Celebration</li> </ul> <p><b>W 5/8: NO CLASS</b></p> <p>I will be in my office if you need me</p>	<p><b>Journal (32 entries)</b></p> <p><b>Wednesday 5/8 11:59pm</b></p>

**Important Dates:**

**W 1/31:** Census Day

**M 4/22:** Last day to withdraw from course (W DAY)

**F 5/10:** Grades will be posted by noon (those graduating)

**ST 5/11:** Commencement

**M 5/13:** Grades will be posted by noon (everyone else)

**Holidays/No Class:**

**M 1/15:** MLK Day

**M-SN 3/11-3/17:** Spring Break