



**ENGL 1301.006IN
Written Composition I
Spring 2024
Online**

Instructor Information: Courtney Pugh

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Phone Number: 409-933-8640

Student hours and location:

Monday/Wednesday: 12:30 p.m. – 2:00 p.m.

Tuesday/Thursday: 8:00 a.m. – 9:30 a.m.; 1:30 p.m. – 2:30 p.m.

By appointment as needed

Required Textbook/Materials:

All required texts will be available in D2L/Brightspace.

Other Materials/Supplies:

- Access to MS Word and the internet
- Flash drive or OneDrive to organize all the material for this course.

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 academic essays 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: (including description of any special projects or assignments)

1. Discussion Posts/Journal Assignments: Reading reflections/journal assignments will be based on reading and essay assignments. Students are expected to engage in positive discussion in D2L/Brightspace. *Initial discussion posts are due on Wednesdays by 11:59 p.m. Students must respond to two other classmates before 11:59 p.m. the following Saturday.*
2. Essays – Three essays will be assigned during the semester. An assignment sheet detailing the requirements and deadlines for each essay will be available in the corresponding content folder on Brightspace.

3. Research Project – One research essay will be assigned utilizing MLA paper and source citation format. A formal outline assignment will precede the paper to encourage paper planning and proper MLA documentation.
4. Revision and Editing – Revision and Editing assignments will be completed for each paper. This aspect of the writing process will utilize different techniques as presented in course material. We will use the discussion board for this feature and a full copy of a rough draft is needed to be able to fully participate. Students without a rough draft may still participate on peer review with a deduction of 20 points from the total peer review grade. Stay tuned for additional directions regarding this class assignment.

Determination of Course Grade/Detailed Grading Formula:

- *Class Activities, Participation, and Discussion Posts (15%)*: All course activities, discussion posts, participation, and quizzes will be included in this category.
- *Revision and Editing Activities (15%)*: All revision and editing activities for all essay drafts.
- *Oral Presentation (15%)*: Students will complete one oral presentation this semester. Details will be provided online in the D2L/Brightspace course content folders and discussed in class.
- *Essay Assignments (25%)*: Three essays will be included in this category. More details to come as needed.
- *Argumentative Research Assignment (30%)*: This category will include a formal outline and an informative researched paper on a selected topic.

Grading:

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 & Below = F

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

All assignments are due by 11:59 p.m. on the posted due date. Students are expected to be aware of the due dates and manage their projects accordingly. Assignment sheets for each major project will be provided containing the relevant due dates, assignment criteria, and the grading rubric for transparency of expectations. A grace period of three days after the due date will be provided to account for last-minute issues. A deduction of 15 percentage points will apply to each assignment submitted during this grace period. After the grace period expires, students who have not submitted the assignment will receive a grade of “0”. Deadlines will only be extended for cases involving military service, religious holidays, or **documented** emergencies.

*** If you are having trouble meeting a deadline for a major assignment, it is important you talk with me immediately, do not wait until the due date. Technology issues will not be considered an acceptable reason for the submission of late work. ***

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 NetTutor. A receipt of the Writing Center visit, or a copy of the NetTutor feedback must be uploaded along with the final draft of the essay on or before the due date. 2) Three additional percentage points will be awarded to students who complete the online course evaluation at the end of the semester.

Attendance Policy:

This course is structured to have assignments due each week to validate your attendance. Your presence and participation are vital to your success and that of your classmates. You should login and participate a minimum of 2-3 times each week. If an issue arises that prevents you from participating in class for a period of time, please let me know ASAP and keep me informed.

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 with the exception of weekends, holidays, and illness.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TM)	Presentation and writing process
2. Develop ideas with appropriate support and attribution.	Personal Responsibility	Research-based Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay and in-class assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking (CT)	Class discussions, essays and journal assignments and discussion posts
5. Use Edited American English in academic essays.	Personal Responsibility	Essay and journal assignments and discussion posts

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams or plagiarizing a written assignment is an extremely serious offense and will result in a **grade of zero** on that exam, or assignment, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is a very serious offense and is not acceptable in this course.

- Copying someone else’s words and claiming them as your own is plagiarism.

- Paraphrasing, summarizing, or quoting someone else’s words without proper citations is plagiarism.
- Using someone else’s images (still or moving), data, audio, interviews, etc. without proper citations is plagiarism.
- All essays will be submitted to Turnitin through D2L/Brightspace –a software that checks papers for plagiarism.

Claiming someone else’s words as your own (copy / pasting or turning in a borrowed or bought paper) is completely unacceptable. Students who blatantly plagiarize will receive a grade of 0 and will be referred to the Office of Student Conduct for appropriate disciplinary action.

*****Usage of Artificial Intelligence (AI) ***** In this course, you may not use AI for any assignment in any way, shape, or form without the consent and guidance of the professor. The use of AI will be treated as plagiarism/academic dishonesty.

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
Week 1	Course Introduction The Writing Process	Syllabus Quiz <i>E-Mail Journal Due Thursday</i>
Week 2	Modes of Writing/ Activities	Diagnostic Essay Due Thursday
Week 3	Formal vs. Informal Writing Writing a Review	<i>Reading Response Due Thursday</i>
Week 4	Writing, Revision, Editing Process –	<i>Rough Draft Due Wednesday.</i>

	Writing a Review	<i>Critiques due by 11:59 Saturday.</i>
Week 5	Research Process – Informative Essay Library/Database Introduction	Review Due Sunday by 11:59 p.m. Class activities Library Research Tutorial
Week 6	Research Process – Informative Essay MLA Format/Source Citation	Class activities <i>Journal due Thursday</i>
Week 7	Research Process – Informative Essay MLA Format/Source Citation	Formal Outline Due Thursday by 11:59 p.m.
Week 8	Drafting Informative Essay	Class Activities
Spring Break		
Week 9	Research Process – Informative Essay Revision and Editing	<i>Rough Draft Due Wednesday.</i> <i>Critiques due by 11:59 Saturday.</i>
Week 10	Persuasion and the Research Process Thesis Statements	Informative Essay due Sunday by 11:59 p.m. Class Activities
Week 11	Persuasion and the Research Process	Class Activities
Week 12	Persuasion and the Research Process Revision and Editing Practices	<i>Rough Draft Due Wednesday.</i> <i>Critiques due by 11:59 Saturday.</i>
Week 13	Visual Rhetoric – Reflection Presentations	Pro/Con Essay Due Sunday by 11:59 p.m.
Week 14	Visual Rhetoric – Reflection Presentations Revision and Editing	
Week 15	Visual Rhetoric – Reflection Presentations Revision and Editing	
Week 16	Finish presentations	Final Presentations are due Wednesday by 11:59 p.m.

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://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. 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 or communityresources@com.edu.