



English 1301.01213 & .30213
Composition I
Fall 2024
Online

Instructor: James Tabor

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Student (Office) Hours:

- Santa Fe High School Campus— MT 7:00am-7:30am
- College of the Mainland Main Campus —MT 10:00am-11:00am; W 8:30am-11:00am; Th 9:00am-11:00am
- Or by appointment. We can even meet virtually if needed.

Required Textbooks:

A purchased textbook is not required for this course. All content will be available in D2L/Brightspace.

Other Supplies:

A jump drive to save all work

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.

Course Requirements:

Students will be required to write a diagnostic essay, a short critique of a restaurant or a film of their choice, and three (3) formal essays involving academic research based on an assigned topic. The final essay will be a reflection on your semester's work. Students will also be required to give a short oral presentation on an assigned grammatical error.

Determination of Course Grade:

Your semester grade will be calculated according to the following percentages:

Diagnostic Essay —5%

Critique Essay—5%

Informative Essay—15%

Analysis Essay—20%

Persuasive Essay—25%

Reflective Essay—5%

Grammar Oral Presentation—5%

Research Tutorial and Three (3) Formal Outlines (each worth 2.5%)—10%

Instructor's Choice (quizzes, activities, discussion etc.)—10%

Methods of Evaluation:

Essays, in-class and online discussion and activities, and research essays.

Grading Scale:

A 90-100% =exceptional work; superior in both style and content

B 80-89% =above average work; superior in content

C 70-79% =average work, good enough but not extraordinary

D 60-69% =below average work; unsatisfactory in mechanics, style, content

F 50-59% =failing work; deficient in mechanics, style, and content

Peer Evaluation Policy:

We will have three (3) peer review sessions and participation is required. Students who fail to meet the required deadlines or participate in peer review will receive a 10-point grade deduction on the assignment being reviewed.

Make-up Policy:Major Assignments

I will only extend deadlines in cases involving military service, religious holidays, or **documented** emergencies.

Homework, Quizzes, and In-class work

Deadlines for homework and activities will not be extended under **any** circumstance. Any missed in-class work cannot be made up and a grade of zero will be recorded.

Extra Credit:

I will give you five extra points on each major writing assignment that is thoroughly reviewed at COM's tutoring center (see link in Content area) or through *Tutor.com* (see link in Student Resources tab).

After your session, COM's tutoring center will send you a confirmation e-mail thanking you for the visit. Take a screenshot of that confirmation sheet and upload it when you submit the assignment.

For *Tutor.com*, take a screenshot of your tutoring session with comments from the tutor. Upload this image when you are submitting the assignment.

Whichever method you use, confirmation of tutoring must be submitted with the finalized assignment.

Attendance:

Students should sign on at least twice each week to complete any assignments and participate in discussions.

Communication Policy:

You are welcome to call, e-mail, or come see me during my office hours.

I will try to respond to your e-mails within a 24-hour timeframe during the work week. Messages sent during the weekend may not receive a response until the following Monday.

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 Outcomes:

Students Completing English 1301 will be able to

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork	Final Project
2. Develop ideas with appropriate support and attribution.	Personal Responsibility	Use and citation of research sources in essays
3. Write in a style appropriate to audience and purpose.	Communication Skills	Essay
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills	Essay
5. Use Edited American English in academic essays.	Communication Skills	Essay

General Education Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. **Personal Responsibility:** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

Academic Dishonesty:

“Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. “Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.”

Please note that the use of artificially intelligent software, such as ChatGPT, when composing essays is also considered unethical. All essays will be scanned using a software called Turnitin, a software that detects plagiarism and the use of AI software.

Violation of the Scholastic Honesty code will result in a “0” for the assignment and any chance of a rewrite will not be allowed. Repeat offenders may face probation or dismissal from the college system. What I’ve noticed from past experience is that many students who plagiarize do so because they are having problems with the assignment. *Please*, if you are tempted to do this, resist the urge and talk to me about the problems. We’ll work something out.

Avoiding Plagiarism:

The following resources were created to help students understand what plagiarism is and how to avoid it.

- [How to Cite and Avoid Plagiarism](#) (A very good *YouTube* lecture series that covers subtle to egregious forms of plagiarism. I recommend it for all students.)
- [You Quote It, You Note It!](#) (Sponsored by Acadia University’s library, this website also covers what plagiarism is and is not, but in an interactive way.)

Technology Outage Policy:

I do not consider technology problems to be a valid excuse for missing deadlines. Every semester students experience total or near-total computer failures. If this happens to you, you have two (2) options: use a backup computer or drop the class. Computer labs are available on campus if your personal computer becomes disabled during the semester.

Never fail to make a backup of each assignment as you create or edit it—use a jump drive. Do not depend on the “original,” whether it’s on your hard drive or elsewhere.

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 Department Chair, Brian Anderson, at 409-933-8186 or banderson@com.edu.

Course Outline:

A course outline (calendar) had been provided for you. See the document attached at the end of the policies.

Institutional Policies and Procedures

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_2024-2025_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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

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.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Course Outline
English 1301, Fall 2024
(subject to change)

Week 1August 19-25

Overview of course and introductions

Take syllabus quiz and compose writing diagnostic

Due by Sunday, August 25

- Syllabus quiz (in Week 1 folder in Content area)
- Introduction (also in Week 1 Content area)
- Writing diagnostic (submitted through Assignments area)

Week 2August 26-September 1

Formal and informal writing

Introduce critique assignment and how to write a critique

Complete required homework activities

Seagull Handbook

“Writing Contexts,” pp. 17-20

“Academic Contexts,” pp. 21-23

“Writing Processes,” pp. 24-30

Due by Sunday, September 1

- Assigned homework activities (see Week 2 folder in Content area)

Week 3

September 2-8

College of the Mainland Closed Monday, September 7: Labor Day Holiday

Introduce COM library resources.

Introduce informative essay

Research topics

Introduce academic research sources

Seagull Handbook

“Doing Research,” pp. 105-117

“Evaluate Sources,” pp. 117-120

“Synthesizing Ideas,” pp. 120-122

Due by Sunday, September 8

- Assigned homework activities (see Weekly Homework Module)
- Critique assignment (submitted through Major Assignments module)

Week 4

September 9-15

Review sample informative essay

Introduce MLA documentation

Plagiarism tutorial

Seagull Handbook

“Integrating Sources, Avoiding Plagiarism,” pp. 122-133

“MLA Style,” pp. 134-184 (Just skim)

Due by Sunday, September 15

- Assigned Homework activities (see Weekly Homework Module)

Week 5September 16-22

Discuss the writing process
Review paragraphing
Integrating research sources
Discuss writing diagnostic and essays

Seagull Handbook

“Developing Paragraph,” pp. 32-44

“Integrating Sources, Avoiding Plagiarism,” pp. 122-133

Due by Sunday, September 27

- Complete other homework activities (Due September 27)

Week 6September 23-29**Formal outlines due**

Work on rough draft

Due by Sunday, September 29

- Formal outlines

Week 7September 30-October 6

Discuss revision
Peer review for informative essay
Introduce analysis essay
Introduce grammar presentation assignment

Due by Thursday, October 3

- Rough draft of informative essay, posted to the assigned discussion area.

Due by Sunday, October 6

- Your feedback to your assigned classmate(s) posted as a reply.

Week 8October 7-13

Discuss analysis

Review selected student essays

Due by Sunday, October 13

- Informative essay (submitted through Major Assignment module)
- Grammar presentation
- Complete homework activities (see Weekly Homework Module)

Week 9October 14-20

Formal outlines due

Work on analysis essay rough draft

Due by Sunday, October 20

- Formal outlines for analysis essay (see Weekly Homework module)

Week 10October 21-27

Peer review

Introduce persuasive essay (aka the final big research paper)

Introduce persuasion

Due by Thursday, October 24

- Rough draft of analysis essay, posted to the assigned discussion area.

Due by Sunday, October 27

- Your feedback to your assigned classmate(s) posted as a reply.

Week 11

October 28-November 3

Persuasive thesis statements, introductions, and conclusion.

Seagull Handbook

“Arguments,” pp. 58-63

Due by Sunday, November 3

- Analysis ground essay (submitted through Major Assignments module)
- Complete homework activities (see Weekly Homework module)

Week 12

November 4-10

Review selected student essay

Work on outline

Due Sunday, November 10

- Outlines and updated works cited page

Week 13

November 11-17

Peer review

Due by Thursday, 14

- Rough draft of persuasive essay, posted to the assigned discussion area.

Due by Sunday, November 17

- Your feedback to your assigned classmate(s) posted as a reply.

Week 14

November 18-24

Perfect your final research paper

Due by Sunday, November 24

- Persuasive essay (submitted through Major Assignments module)

Week 15

November 25-December 1

College of the Mainland Closed November 28-December 1: Thanksgiving Holiday

Reflective essay assigned

Week 16

December 4

Reflective essay due Monday, December 4

Final Grades

Final Grades will be available in WebAdvisor by Friday, December 8

