



ENGL-1301-00111-SP2025
Composition I
Spring 2025
Online Course

Instructor Information:

Professor R. Shuman-Dispensa
Email: rshuman@com.edu

Student hours and location:

Virtual conferencing as needed by appointment. (Email to schedule with instructor)

Required Textbook/Materials: *Patterns for College Writing*, by Laurie G. Kirszner and Stephen R. Mandell (free textbook). All reading materials, including supplemental readings, will be provided without additional cost to students.

Handbook: Purdue Online Writing Lab (<https://owl.purdue.edu/>, Open Resource)

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 Prerequisites: See college catalog or consult with advisor for current prerequisite requirements for English 1301.

Course Requirements/Major Assignments

Besides the major assignments listed below, class activities and teaching tools may include discussions, group work, presentations, videos, and supplemental readings. Students are expected to read and review all material assigned.

Research Paper

The research paper is a key component of the course, carrying the most points (300/1000). The research paper in a college Composition 1 course serves as a foundational exercise that equips students with essential skills for academic success and beyond. By developing critical thinking, research abilities, argumentation techniques, and writing proficiency, students prepare themselves for future coursework and professional endeavors. Engaging in this process not only contributes to their academic growth but also fosters a lifelong appreciation for inquiry and learning.

Major Essays

Students will receive separate instructions for major essay assignments. Major essay assignments will **range from 3-10 pages in length**, and each essay will build on your ideas as you focus on certain interests or topics over the course of the semester. For certain essay assignments, students should be aware that the final draft may not be submitted for credit if the early steps are not completed. We will be emphasizing the writing *process* in this class.

Short Essay

For this first essay of around two (2) pages, students will write a short essay with minimal instruction and guidance from the instructor. This assignment will be used to assess each student's current skills as a writer and to identify areas for improvement.

General Assignment

Minor assignment grades may include turning in a preliminary Works Cited list or working thesis for major paper assignments. Other assignments may include prewriting exercises, research checks, the Research Tutorial, grammar and style exercises, and shorter writing assignments.

Chapter Quizzes

You will be required to read a total of 10 chapters from the textbook (links will be provided). After reading each chapter, a reading comprehension quiz will need to be completed. Each chapter will consist of only five questions.

Quiz grades can only be completed one time; they cannot be redone if a failing grade is made.

Grading Plan

This course is graded on a point value system, with a total of 1000 points possible.

- Major Assignments = 700 points or 70% of total grade
- Writing Portfolio = 200 points or 20% of total grade
- Chapter Quizzes = 50 points or .05% of total grade
- General Assignments = 50 points or .05% of total grade

*****Note:** You must complete ALL of the major essay assignments to pass the course. Failure to complete any of these assignments will result in an automatic "F" for the course. ***

Grading scale: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%

Notes: There may be some adjustment of point distributions, totals, or weights as needed to correct for errors or changes in assignments/schedules. Any extra-credit points will be added as raw points.

Online Gradebook: The online gradebook in Brightspace allows you to review and keep track of completed grades and get an overview of your grade. Please note that the final grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). The final grade display may be artificially inflated or deflated at any time if assignments have not been graded. Certain assignment points, like extra credit, may not be posted until the end of the semester, and the final gradebook may require some adjusting if the class schedule has been changed or just to correct for technical problems or input errors. You are responsible for keeping track of your progress in the class and keeping up with all assignments. Your final grades will be made available through WebAdvisor at the end of the semester. The final grade total (at the end of the semester) on Brightspace will also be considered official.

You should also not use the gradebook area as a way to locate assignments, as this can lead to confusion and missing deadlines. You will need to read all learning module instructions and all instructions for individual assignments. Please email me if you have questions.

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

1. *Late work/deadlines:* Please keep in mind that this class is not self-paced. Students are expected to know deadlines and to turn work in on time. This is in the interest of fairness as well as keeping the class manageable. Students should check deadlines carefully and understand that assignments may be locked down after the deadline, preventing further access. Points may be deducted for late or incomplete discussion postings (posting after the initial deadline); once an assignment has been taken down or a discussion has been "locked," it will not be reopened. Please contact me if you're having difficulty with deadlines. Because of the asynchronous nature of the class, quizzes and exams cannot normally be made up or taken late, so plan accordingly.

Due Dates:

To encourage timely submissions and to maintain fairness in the assessment process, the following late work policy will be implemented for all assignments in this course.

Deduction of Points:

Assignments submitted after the due date will incur a deduction of 15% of the total possible points for each day they are late. For example, if an assignment is worth 100 points and is submitted one day late, the maximum score achievable would be 85 points.

Submission Window:

Assignments will be accepted for a maximum of three days past the original due date. After this three-day grace period, submissions will no longer be accepted, and a score of zero will be recorded for the assignment.

Example of Late Submission:

- Due Date: Monday
- Submitted Late (1 Day): Tuesday – 15% deduction (maximum score: 85 points)
- Submitted Late (2 Days): Wednesday – 30% deduction (maximum score: 70 points)
- Submitted Late (3 Days): Thursday – 45% deduction (maximum score: 55 points)
- Not Accepted: After Thursday, the assignment will not be accepted, and a score of zero will be recorded.

Communication:

If you anticipate difficulties meeting a deadline, please communicate with me as soon as possible. While this policy is in place to encourage timely submissions, individual circumstances may be taken into consideration if communicated in advance.

Final Note:

It is crucial to manage your time effectively and submit assignments on or before the due date to avoid penalties. This policy aims to promote responsibility and accountability in your academic work.

2. *Make-up work:* Students may only turn in a major essay late or complete a make-up exam with the instructor's express permission. Documentation may be required for students who request a makeup or deadline extension due to an emergency.
3. *Extra Credit:* While I understand that extra credit can be a helpful tool in some courses, the structure of this 8-week course necessitates a focus on the assigned work. I encourage all students to engage fully with the course material and reach out if you have any questions or need assistance with your assignments.

Attendance Policy: For the purposes of this online class, "attendance" means logging on to the class and completing tasks and/or communicating with the instructor. Regular class participation is expected; a student cannot expect to pass this online class without contributing to discussions and other assignments on a regular basis. Students are expected to check course email at least every other day and to sign on to the class at least 4-5 times a week to check assignments and participate in D2L discussions and other learning activities. Students should expect to devote a minimum of three hours to class each week in terms of Brightspace participation only (for a 16-week class), just as they would be attending a normal class for three hours each week. This time commitment does not include the time required for reading, completing writing

assignments, and other preparation, but it does include reading discussions, viewing learning materials, taking notes from learning materials, and crafting discussion posts. Please be aware that I am able to check a student's progress (including last sign-on date, items accessed, etc.) through Brightspace. Reading all instructions is essential for your success.

Please note that I do not normally drop students based on lack of attendance, although this is done automatically for those who do not attend class or participate in some way before Census Day. (As explained in the Student Handbook, simply logging in is not enough to count for online attendance.) After that time, students are responsible for withdrawing themselves and for managing their own schedule and how they might be affected by the six-drop rule. See withdrawal policy below.

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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS) (Bolded item in chart used for data-collection purposes.)

When contacting the instructor, be sure to be professional. This means addressing the Professor by title and last name, including a subject line and asking specific questions. Do not incorporate text slang or emojis. Writing an email that states: *“yo miss, why'd I get that grade”* will **not** receive a response. *“Professor Shuman-Dispensa, can you explain the reasons why points were deducted on the presentation portion of the research paper?”* Will receive an explanatory response.

Disclaimers

Faculty Ally: I am an ally. I identify as an ally to members of all groups often marginalized and excluded by the college and the United States at large, and I am available to listen and support you in an affirming manner. I can assist in connecting you with resources on campus to address issues you may face pertaining to religion, race, class, sexual orientation and/or gender identity that could interfere with your success at College of the Mainland.

Statement on Academic Freedom and Freedom of Expression

You will discover that one of the defining characteristics of being a student in my class is the commitment to freedom of inquiry and expression. Members of my classes are encouraged to speak, write, listen, challenge, and learn without fear of censorship. Civility and mutual respect are vital to all of us, and freedom of expression does not mean the freedom to harass or threaten others. You will find that I expect members of this class to be engaged in rigorous debate,

discussion, and even disagreement. At times, this may challenge you and even cause discomfort. I do not condone the creation of spaces in which individuals can retreat from ideas and perspectives at odds with their own.

(adapted by Rachel Shuman-Dispensa from a letter from The University of Chicago Dean of Students, August 25, 2016)

The Civility Statement Policy should be followed in class, on any submission to Brightspace, and/or when using email correspondence. Bullying and disrespect will not be tolerated. I will give ONE warning for any behavior that does not follow the policy. A second offense will result in disciplinary action.

Student Learner Outcomes

Upon successful completion of this course, students will:

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

Please note that these learning outcomes are state mandated.

Secondary objectives include:

1. Demonstrate knowledge of MLA bibliographic and citation systems.
2. Use technology in the writing process.

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

- 1. Critical Thinking Skills (CT):** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
- 2. Communication Skills (CS):** Develop, interpret, and express ideas through written, oral, and visual communication.
- 3. Teamwork (TW):** Consider different points of view and work effectively with others to support a shared purpose or goal.
- 4. Personal Responsibility (PR):** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

Assessment Information Box:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Peer Review Activities 3. Essay assignments
2. Develop ideas with appropriate support and attribution.		Research-based Essay
3. Write in a style appropriate to the audience and purpose.	Communication Skills (CS)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Essay assignments
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Essay
5. Use Edited American English in academic essays.		<ol style="list-style-type: none"> 1. Research-based essay 2. Other essay assignments
Personal Responsibility: Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Course interaction and participation.

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 disciplinary action.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, 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 and remediation.

The plagiarism and academic-dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, online forums, and essays. If you use anything from another source, you must document properly using MLA standards. Making up quotes or falsifying information will also be construed as academic dishonesty. Reusing your own assignments from an earlier class or this class (except for your own discussion posts or prewriting as instructed) is also not allowed; please ask me if you need guidance on this. Please note that not all papers will necessarily be checked for plagiarism; the decision to check a particular paper for possible plagiarism is made based on my professional judgment and expertise, in part garnered from years of grading student papers.

The use of any form of Artificial Intelligence (including but not limited to ChatGPT) to complete discussions, journals, or papers may be considered a form of academic dishonesty. Please note that our current plagiarism-checking tool provides information on possible use of AI, though the instructor is responsible for making a final determination. Use of "smart" grammar checkers and "writing advice" aids may be permissible, but students should be aware that suggestions are not always valid or helpful to improving writing style. Use your own judgment and make sure you're doing your own work.

In English 1301, we will also be receiving additional instruction, resources, and guidance on avoiding plagiarism.

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 Humanities Chair Dr. Brian Anderson at 409-933-8186 or banderson@com.edu.

Other Policies:

- 1. Withdrawals:** Please note that I do not normally drop students based on lack of attendance, although this is done automatically for those who do not attend class or participate before Census Day. After that time, students are responsible for withdrawing themselves and for managing their own schedule and how they might be affected by the six-drop rule. See institutional withdrawal policy below.
- 2. Caveat on Grading.** The instructor reserves the right to make subjective decisions on student grades and assessment based on his own expertise and judgment in the subject matter.

- 3. Syllabus Changes.** The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be duly notified of any such changes.

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_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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

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.