



ENGL 1301-052IN  
English Composition I

**Summer II: July 8, 2024 – August 9, 2024**

**This course is 100% asynchronous online.**

*This course is asynchronous. There are no in-person or online meetings.*

Census Date: July 11, 2024  
Last Day to Withdraw: July 30, 2024  
Grades Due: August 12, 2024

**Instructor Information:** Lisa Frase, lfrase@com.edu

**Email:** [lfrase@com.edu](mailto:lfrase@com.edu)

**Phone:** 409-933-8389

**Office:** LRC, Ste. B, #242

**Student Hours & Location: 100% online.** I will not be on campus this summer. Please email me to set up an online conference.

- Weekly assignments open each Monday at 5:00 a.m. All content is open at the start of the semester; however, students must complete required release conditions first. Refer to the Announcements and Course Orientation in D2L/Brightspace.
- Initial discussion forum posts and drafts for peer review are due by Thursday, midnight, of the week assigned. The initial post for Week 5 is due by Wednesday, midnight.
- Discussion forum replies and peer reviews are due by Sunday, midnight, of the week assigned. The discussion forum replies for Week 5 is due by Friday, noon.
- All assignments are due by Sunday, midnight, of the week assigned, unless otherwise indicated on the assignments' calendar. \*Week 5 assignments are due by Friday, noon.
- Students are responsible for reading and viewing content and assignment instructions and completing all required assignments by the due date and time.
- Students should check class announcements, activity feed, and email (COM Outlook email account) daily for critical information, updates, and private correspondence from the instructor.

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**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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends. *Check your course announcements, activity feed, and COM Outlook email account daily.*

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

**Required (FREE) Online Accounts**

www.prowritingaid.com

www.citefast.com

**Materials & Supplies**

Pocket folder, notebook, pen, and 3+ different colored highlighters

Flash drive to back up files

**Course Description: ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. AGCM.**

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 scores combinations or equivalent developmental courses (1) TSI Reading 351 and TSI Writing 350 and TSI Essay 5 (2) TSI Reading 351 with TSI Writing 363 and Essay 4 (3) TSI Reading 351 and TSI Writing less than 350 with ABE 4 and TSI Essay 5.

**Course requirements:**

This course is 100% online – asynchronous. This means that you must carefully manage your time. You are responsible for reading and view all content and assignment instructions and completing assignments by the due date and time. It is crucial that you start early each week, log into D2L/Brightspace daily, and watch for daily announcements and/or emails.

\*You must have access to a working computer and a reliable Internet connection to successfully complete this course. If you have technical issues, then I recommend using library/tutoring center computers at COM or your local library. Personal computer and Internet issues are not an acceptable excuse for late/incomplete work in this course.

This course is collaborative in nature. You will participate in online discussions and peer review. You will be expected to fully read and view all course content and assignment instructions, use sources from the Writer’s Toolbox within D2L/Brightspace to support your writing projects, take quizzes, participate in discussions and peer review, research, annotate texts, submit papers to NetTutor for feedback, write papers, create multimedia content, and properly document your sources in the MLA documentation style. Face-to-face students are expected to participate in activities and present in front of the class.

**You will complete a Milestones Project with five assignments this semester:**

Milestone 1: Short Paper

Milestone 2: Works Cited

Milestone 3: PECAT

Milestone 4: Self-Reflection Video Essay

Milestone 5: Argumentative Essay

Additionally, you will participate in discussion forums, take quizzes, submit feedback from NetTutor, and receive a personal responsibility grade based on attendance, participation, and professionalism.

This course is collaborative in nature. You will participate in discussions, class activities, and peer review. You will take weekly quizzes over class lectures, reading assignments, videos (show in class or assigned as homework), and writing project instructions.

**You will complete the following Learning Activities this semester:**

- • Course Orientation Quiz
- • Participation in Discussions (Online students will participate in discussion forums).
- • Participation in Peer Review
- • Submit writing projects to NetTutor
- • Submit NetTutor proof (PDF) to D2L/Brightspace
- • Self-Reflection Video Essay
- • Personal Responsibility: attendance, participation, professionalism, timeliness

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

**80% Milestones Project**

10% Milestone 1: Short Paper

20% Milestone 2: Annotated Bibliography

10% Milestone 3: PECAT

05% Milestone 4: Reflection Video

35% Milestone 5: Literary Argument

**20% Learning Activities**

Learning activities include discussions, quizzes, NetTutor Proof, attendance, timeliness, participation, and professionalism.

Students are expected to read and view all required course content, utilize the Writer's Toolbox within D2L/Brightspace as a resource, utilize NetTutor and the COM Tutoring Center (writing tutors) for feedback, carefully read and follow assignment instructions, and turn in all required assignments by the designated due date and time. Face-to-Face students are expected to attend class daily and arrive on time. Online students are expected to access coursework daily and manage time appropriately.

**Grading Scale:**

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F Below 60

FN F earned by excessive absences

## Late Work & Attendance Policies

### Course Orientation & Quiz

There is one quiz for this course: Course Orientation Quiz. You **must** complete the Course Orientation and quiz *before* you begin the coursework. You will receive two additional opportunities to retake missed questions. The quiz is untimed. The quiz will no longer be available after Sunday, 11:59 p.m., Week 1. You will not receive access to the course content or assignments until you take the quiz.

### Module Assignments

Students are expected to turn in module assignments by Sunday, 11:59 p.m., of the week assigned. There is a two-day grace period with a 10 point grade deduction per day. Module assignments will not be accepted after Tuesday, 11:59 p.m., of the week assigned and will receive a zero. It is imperative that students turn in work on time. A five week course moves *fast*. Students who fall behind risk failing the course.

### Discussion Forum Posts/Responses

Students are expected to complete the required tasks (reading, viewing, writing) and create an initial post to the weekly discussion forum by Thursday, 11:59 p.m., of the week assigned. Students should post responses/reviews by Sunday, 11:59 p.m., of the week assigned. Please carefully read and follow the discussion post instructions *each* week.

### Attendance

*I have complete discretion over excused absences. You must provide proof of illness or family emergency.*

A **Personal Responsibility** grade will be given at the end of the semester which counts towards your **Learning Activities** grade (20%). This grade is based on attendance, preparation, professionalism, and timeliness. This grade will impact your final grade. Make sure it has a positive impact. These reasons will *not* be excused: work, busy, stressed, a lot going on, family schedule, other courses, etc.

**\*Online Attendance:** Attendance is taken for each week. To receive full credit for attendance, you must submit all required assignments by the due date and time. Students who do not submit work (all or part) by the due date and time will be counted absent. If you have a major illness or family emergency, please email me immediately with proof.

**\*Special note for online students:** As an online student, you must be able to access a working computer and the Internet throughout the course. Computer and Internet issues *will not excuse late or missing assignments* (except for an area wide Internet outage or major storm).

### Required Technology

- Internet access
- Google Chrome

- Computer access
- Office 365
- OneDrive
- Flash drive
- F2F classes may want to bring their own ear phones to listen to required videos.

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

**It is important that you can always access all your work electronically.** Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

**SAVE EARLY · SAVE OFTEN · SAVE IN MORE THAN ONE PLACE**

<b>Student Learner Outcome (SLO)</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Learning Activities, Writing Projects
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Writing Projects
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Reading Assignments, Learning Activities, Writing Projects
Use edited American English in academic essays.	Unmapped	Learning Activities, Writing Projects
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects Personal Responsibility

**Course outline:** The course calendar is subject to change at the discretion of the instructor. Assignments are due by the due date/time indicated on the assignments' calendar.

**Summer Assignments' Calendar**

- Read and view the weekly Core Learning content to unlock the quiz.
- Take the weekly Core Learning quiz to unlock the discussion forum and assignments' dropbox.
- Initial discussion forum posts are due by Thursday, midnight, of the week assigned.
- Responses/reviews are due by Sunday, midnight, of the week assigned.
- Each week's assignments and quizzes must be completed and submitted by Sunday, midnight, of the week assigned with the exception of Week 5. All work for Week 5 must be completed by Friday, noon.

- **Week 5:** The initial discussion forum post is due by Wednesday, midnight. The responses are due by Friday, noon.

<b>Weeks</b>	<b>Assignments</b>
<b>Week 1</b> 7/08 – Sunday, midnight, 7/14	<b>Module 1: Academic Writing</b>  1. Core Learning I: Academic Writing & Quiz 2. Discussion Forum I: Professional Writing (Th/Sun) 3. Milestone 1: Short Paper
<b>Week 2</b> 7/15 – Sunday, midnight, 7/21	<b>Module 2: Academic Research</b>  1. Core Learning II: Academic Research & Quiz 2. Discussion Forum II: The AI Debate (Th/Sun) 3. Milestone 2: Works Cited
<b>Week 3</b> 7/22 – Sunday, midnight, 7/28	<b>Module 3: Argument</b>  1. Core Learning III: Making an Argument & Quiz 2. Discussion Forum III: Developing & Supporting a Thesis (Th/Sun) 3. Milestone 3: PowerPoint
<b>Week 4</b> 7/29 – Sunday, midnight, 8/4	<b>Module 4: Revision</b>  1. Core Learning IV: Revision & Quiz 2. Discussion Forum IV: Peer Review (Th/Sun) 3. *Submit your argumentative essay draft to NetTutor. 4. Milestone 4: Self-Reflection Video Essay
<b>Week 5</b> 8/5 – Friday, noon, 8/11	<b>Module 5: Editing</b>  1. Core Learning V: Editing & Quiz 2. Discussion forum V: Academic to Professional (Wed/Fri) 3. Milestone 5: Argumentative Essay 4. NetTutor Proof 5. *Extra Credit Survey

**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 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 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. You may **not** use copyrighted or trademarked images even with citations.

All essays will be submitted to TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism and artificial intelligence (AI).

Do not use AI without instructor permission and guidance. Do not use Grammarly to edit your work (Grammarly contains a generative AI tool that is flagged as plagiarism by TurnItIn). Do not use ChatGPT, Quillbot, or other AI generators, paraphrasing tools, or rephrasing tools for academic essays without instructor permission and guidance. \*You may use the style, combo, and grammar tools in ProWritingAid to edit your work; however do not use the Rephrase tool.

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 the appropriate disciplinary action.

At the instructor's discretion, accidental plagiarism will be dealt with in the following manner: The instructor will counsel the student regarding improper or missing citations. The student will be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit.

(COM) Access this link to learn [How To Avoid Plagiarism](http://en.writecheck.com/ways-to-avoid-plagiarism/) or <http://en.writecheck.com/ways-to-avoid-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 Brian Anderson at 409-933-8186, [banderson@com.edu](mailto:banderson@com.edu).

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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://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, Student Accessibility Services Coordinator

Phone: 409-933-8919

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

Location: COM Doyle Family Administration Building, Student Success Center

**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.

**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 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2nd 5-week session is August 2.

**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).