



**ENGL 1302-113CL**  
**English Composition II**  
**Spring 2024, Jan. 16, 2024 – May 09, 2024**  
**LRC 248 Monday/Wednesday, 12:30 p.m. – 1:50 p.m.**

**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:**

Monday/Tuesday/Wednesday	Thursday
7:30 a.m. – 8:00 a.m.	10:50 a.m. – 12:30 p.m.
10:50 p.m. – 12:30 p.m. *I am also available between classes on your class day.	*You are welcome to stop by, but please be aware that I might have another meeting scheduled. Please email me to schedule a private conference.

**Student Hours & Location:** Monday/Wednesday, 12:30 p.m. – 1:50 p.m., LRC 248

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

**Required Supplies:**

- composition notebook
- highlighters
- folder
- flash drive

**Required (FREE) Online Accounts:**

[www.prowritingaid.com](http://www.prowritingaid.com)

[www.citefast.com](http://www.citefast.com)

**Course Description:** English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based argumentative, expository, and multi-genre texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Activities and assignments include blogs, discussions, essays, research, and a group project. Note that this course is themed around absurdity and social epidemics. *All assignments must have proper MLA formatted works cited pages attached to receive credit.*

**Course Prerequisite:** English 1301 (Note: You will not receive credit for this course unless you have already completed English 1301 with a grade of “C” or higher. Students are not allowed to take English 1301 and English 1302 at the same time. If you have not passed 1301, you must inform your professor immediately to avoid further problems.

### **Course Requirements & Grading Formula:**

This course is collaborative in nature. You will participate in discussions, class activities, and peer review. You will be expected to read and view content in preparation for class discussions and writing projects. You will be expected to conduct research, analyze results, and make logical arguments.

**30% You will complete 4 journal assignments this semester which will require reading and view content and research:**

Journal Entry 1: The Power of Story  
Journal Entry 2: Why Fairy Tales Matter  
Journal Entry 3: The Human Condition  
Journal Entry 4: The Creative Mind

**The journal entries will prepare you to write an in-depth argumentative essay. These assignments include:**

05% Project Proposal  
15% Annotated Bibliography  
35% Argumentative Essay

### **05% Self-Reflection Video Essay**

Your final assignment is a Self-Reflection Video Essay where you will discuss your research, critical thinking, writing process, and argument.

### **10% Learning Activities**

You will receive a Learning Activities based on the following:

- Personal Responsibility (attendance, timeliness, participation, professionalism)
- Preparedness & Participation in Discussions
- Peer Review
- NetTutor Proof
- COM Tutoring Center Appointment
- Course Orientation Quiz
- In-Class Activities

### **Grading Scale:**

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
FN	F earned by excessive absences

**Determination of Course Grades:** To pass this course, all work must be completed and turned in by the established due dates.

\*Students' work will be assessed with grading rubrics.


## Personal Responsibility & Attendance Policies

### Attendance & Timeliness

**Attendance** in a face-to-face class (F2F) means **showing up on time** for every class and **staying until class is dismissed**. Attendance is mandatory and roll is taken at the start of class. If you come into class after attendance is taken, you will be counted as late. **Timeliness** has a major impact on your Personal Responsibility grade. If you leave early without approval, you will be marked as Left Early on the attendance which will effect your Timeliness score on your Personal Responsibility grade. You may not leave early during Writing Workshop because “you can work on it at home”.

Excused absences **require proof** and are **subject to my discretion**. Exceptions include illness with a doctor's note, funeral, or a personal/family emergency.

The following reasons will **not be excused**: work, busy, stressed, travel, slept late, transportation, etc.

 **Communication is crucial.** Please email me ASAP if you must miss class and provide proof of your absence. If you are experiencing a life event that prevents you from attending or showing up on time, you need to come talk to me.

### Participation

Participation in a F2F class means carefully reading and viewing all content and assignment instructions, completing all assigned tasks to the best of your ability and in a timely manner, listening and taking notes, and participating in all class activities and discussions.


### Professionalism

Professionalism in a F2F class means **respectfully communicating** with your instructor and classmates, listening to lectures and taking notes, turning off your cell phone, and properly using the computers and printer in the room. Additionally, professionalism means **contacting your**


**instructor in a timely manner** to discuss absences, late arrivals, assignments due, concerns, and questions.


## Late Work

### Course Orientation & Quiz

 You **must** complete the Course Orientation and quiz to **unlock** the coursework. You will receive two additional opportunities to retake missed questions. The quiz is untimed but 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**.

### Release Conditions


 Assignments for this course are **subject to release conditions** which are listed in the Module Overview, Core Learning content, and Milestone Writing Project assignment instructions. You **must complete the release conditions** to **unlock** quizzes and assignment dropboxes.

 If you believe you completed all the release conditions but do not see the quiz, discussion forum, or assignment dropbox, then **double-check** the following:

- Did you complete each release condition for the assignment?
- Are you using Google Chrome? Other browsers do not play well with D2L/Brightspace.
- Are you using a phone? You might not see all the content or assignments on a phone. Use a computer.
- Did you check off each box on the required checklist(s)? A missed check box is the primary reason most students do not see the quiz, discussion forum, or assignment dropbox.

### Weekly Content & Assignments

Each week, you will access the content module, and read and view the Module Overview and Core Learning content. Weekly assignments may include quizzes, milestone writing project assignments, in-class activities, and special activity assignments. The assignments are listed on the assignments' calendar and at the front of each module folder.

 Quizzes and special assignment activities will no longer be available after **Sunday, 11:59 p.m., of the week assigned**, unless otherwise noted on the assignments' calendar. There is **no grace period** for these assignments.

### Milestones Writing Projects

Students are expected to turn in module assignments by **Sunday, 11:59 p.m., of the week assigned**, unless otherwise noted on the assignments' calendar.

⚠ All work for this course must be completed and submitted by the final due date listed on the assignments' calendar. There is **no grace period** for **Weeks 15 & 16**. No assignments will be accepted after the final deadline for *any reason*.

⚠ You **must** complete **all** Milestones Project assignments to **pass the course**.

#### Grace Period for Late Milestone Writing Project Assignments

There is a **two-day grace period** for **milestone writing projects** (only) with a **10 point grade deduction per day**. Milestone writing project assignments **will not be accepted** after **Tuesday, 11:59 p.m., of the week assigned** and will receive a zero.

⚠ There is **no grace period** for quizzes, special activities, or required in-class activities (*you must be present to win*).

⚠ All work for this course must be completed and submitted by the final due date listed on the assignments' calendar. There is **no grace period** for **Weeks 15 & 16**. No assignments will be accepted after the final deadline for *any reason*.

⚠ The grace period is in place for those moments when life happens. **Do not abuse the grace period** by using it excessively; I reserve the right to refuse frequent flyers the opportunity to turn in late work. *\*Do not ask to turn in work after the grace period.*

⚠ Extensions are only provided under **extreme circumstances with proof**. First, you must contact me before an assignment is due. Second, you **must** provide proof. Third, you must meet with me in an in-person private conference. All extensions are *confidential*. You are expected to keep an extension private (do not share with other students). Sharing a confidential extension with other students may result in a retraction. Extensions are provided at my discretion. A **hard extension** due date will be set and a contract will be signed. No additional extensions will be granted for any reason beyond the original agreed upon due date.

**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 questions, concerns and personal circumstances that may interfere with attendance or turning work in by the deadline. I generally check my email at least 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. Do not expect an immediate response after 5:00 p.m.

⚠ *Check your COM Outlook email account, course announcements, and course activity feed daily.*

## 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 1302 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**

**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.

Week	Assignments
Week 1 Due Sunday, 1/21/24	Course Orientation & Quiz
Week 2 Due Sunday, 1/28/24	
Week 3 Due Sunday, 2/4/24	Journal Entry 1: The Power of Story
Week 4 Due Sunday, 2/11/24	
Week 5 Due Sunday, 2/18/24	Journal Entry 2: Why Fairy Tales Matter
Week 6 Due Sunday, 2/25/24	
Week 7 Due Sunday, 3/3/24	Journal Entry 3: The Human Condition
Week 8 Due in Class, Wednesday	*Set an appointment (online or in person) with a writing tutor at the COM Tutoring Center for Week 14 (mandatory).
Week 9	Journal Entry 4: The Creative Mind

Due Sunday, 3/24/24	
Week 10 Due in Class, Day 1	Project Proposal
Week 11 Due Sunday, 4/7/24	Annotated Bibliography
Week 12 Due Sunday, 4/14/24	
Week 13 Due Sunday, 4/21/24	
Week 14 Due Sunday, 4/28/24	*Peer Review (Due in Class, Monday) *Submit your draft to NetTutor before the end of class, Wednesday. *Meet with a writing tutor at the COM Tutoring Center. Email your proof to Professor Frase.
Week 15 Due Sunday, 5/5/24	1. Submit Argumentative Essay. 2. Submit NetTutor Proof.
Week 16 End of Class, Wednesday	Submit Self-Reflection Video Essay.

**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](#) 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).

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Discussions Journal Entries
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.		Argumentative Essay Journal Entries
Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (COM)	Reading, viewing, and research selections Journal Entries
Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Journal Entries Argumentative Essay
Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Journal Entries (MLA) Annotated Bibliography (MLA) Argument Essay (MLA)



## 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 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 1<sup>st</sup> 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 2<sup>nd</sup> 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).