



English 1301-305-308C3
Composition I
Fall 2025
Dual Credit Course

Instructor Information:

Dr. Charlotte Pitts

Office hours and location:

N211 Tuesday/Thursday 2:35-3:15

Email me with questions or concerns. I will respond within 24 hours, Monday to Friday.

➡ Also available by **appointment**.

Required Textbook/Materials:

Students will have access to the internet and a laptop or computer during class.

- You will need a binder with notebook paper and a couple of plastic sleeves, or a large spiral with pockets. Please bring your binder or spiral and pencils/highlighters daily.
- You will need to plan time for the computer lab in the library or have access to your own device to complete assignments outside of class. Most work is submitted electronically.

➡ Course Overview

In English 1301, students develop rhetorical knowledge, including negotiating purpose, audience, context, and conventions. Students practice their writing processes, including drafting and revising for a variety of purposes.

Student Learning Outcomes: Upon completion of this course, students will:

1. Develop Rhetorical Knowledge
 1. read and evaluate writing across genres and forms, including digital texts, with attention to purpose and audience
 2. identify and analyze various audiences, purposes, and contexts for writing
 3. navigate multiple language contexts and audience expectations, including genre conventions
 4. negotiate conventions and expectations as social constructs
2. Develop Their Writing Processes
 1. draft writing in multiple genres, with different primary audiences and purposes
 2. make intentional, rhetorical choices in their writing based on purpose, audience, and context
 3. develop skills in collaborative composing
 4. revise their writing based on feedback from their instructor and peers
 5. compose writing using a variety of technologies to address a range of audiences

Course Introduction

Welcome to English 1301. My name is Dr. Charlotte Pitts. I'm excited to share this course with you as we work to "develop rhetorical knowledge" and refine our own writing processes. Forget all you think you know about this course because I think you'll be pleasantly surprised at how much we will do in this class to help you be a better student, writer, and thinker. Essentially, we will be learning about and practicing with a variety of tools to help you communicate in college and beyond. You are being initiated to rhetorical analysis as the main tool to help you navigate writing and communication situations—in our department, across the university, and into your professional life.

This class is not just about writing 5-paragraph essays, as you might expect. Our digital world provides us with many opportunities to use technology to get our messages across. We will be creating useful texts (a generic word that refers to all sorts of deliverables) through a process of analysis that focuses on the purpose and audience beyond what you are used to thinking about from high school English.

Above all, I see my purpose in this course to help you be successful. To that end, I welcome your questions, suggestions, rants, reviews, etc. This is our community space. I want you to feel welcome and comfortable taking chances, learning, and creating. I call this space **our community** because I am not here to be authoritarian. I'm here to learn about you and tailor the course to your needs. I want to facilitate your learning in this course.

➡➡ Required Texts

- You don't need to buy any books for this course. We'll be using OER texts for this course. All materials will be provided on D2L.

➡➡ Major Assignments

Our section of English 1301 has four major writing projects. Full instructions for each of these assignments are located on D2L. I will post weekly videos explaining the assignments and meet with you individually as needed to clarify assignment details.

Project One: Product Review Essay (400 Points)

Project Two: Writing Process Project (400 Points)

Project Three: An Annotated Bibliography (400 points)

Project Four: College Student Infographic (400 Points)

Project Five: Movie/Streaming Series Review (400 Points)

Final: Rhetorical Knowledge Reflection (200 Points) **This assignment is due by Dec.2nd at 11:59 PM. No late submissions will be permitted.**

NOTICE: The last day for submitting any **late work for partial credit** is November 28th at 11:59 PM.

College Writing Center

I encourage you to use the Academic Success Center's writing center, which offers online tutoring.

➡ Additional Assignments

Article Summaries and Personal Reflections

You will read articles about our writing assignments. Write a one-page, double-spaced, 12 font, Times Roman, MLA summary and a ½ to one-page personal reflection of the article. Your personal reflection can make text-to-self, text-to-text, or text-to-world connections. Additionally, it can be about experiences or misconceptions that may have been clarified by reading the article. Please use the first person in your reflection. It can be whatever you want because it is your reflection.

Required online COM Library Research Tutorial:

Students must complete a research tutorial provided by the COM Library. This will help students develop the skills of choosing and documenting sources for research writing. We will discuss how to access and complete this assignment in class.

Professionalism:

As this is a college course, students are expected to approach class time and the coursework with maturity and professionalism. This includes participating actively in class discussions and activities, coming to class prepared, attending regularly and punctually, and responding to other students and the instructor respectfully and professionally. Do not play on your phone or wear headphones /earbuds while the teacher is presenting.

Class Activities:

I expect all students to participate in class. The classwork grade will account for consistent completion of style and grammar practice exercises, assigned responses to readings, drafts and revisions, online discussions and assignments, peer critiques, and overall contribution to the workings of the class.

GRADE SCALE

A=90-100, B=80-89, C=70-79, D=60-69.

F=0-59.

*Plagiarized student work will not be accepted for a grade. **This includes unauthorized use of AI.**

Late Work, Make-Up, and Extra-Credit Policy: Late work may be accepted for classwork and essays within limits and at the instructor's discretion. Students will lose points on assignments accepted late. Students will have access to class slideshows, online assignments, and course documents through the course software online, so that due dates will apply even with absences. Exceptions will be made only in exceptional circumstances. All D2L assignments are dated and time-stamped electronically.

- All late work will be penalized.
- 1 day 10 points
- 2 days 20 points
- 3 days 30 points
- 4 or more days 50 points, Zero points more than 7 days late
- Absences do not dismiss you from due dates.
- Late work is not eligible for revisions/resubmission for higher points.

Attendance Policy: Attendance and punctuality are both requirements of the course. Consistently absent or tardy students (**9 or more absences**) will result in loss of course credit.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email or via Brightspace/D2L. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Academic Dishonesty: Student work must be original and produced by the student who turns it in. Any work copied from other students (even if revised), created by online text generators, resubmitted for multiple assignments, or copied from published writers (even if revised) will not be credited. Students will not be given chances to redo plagiarized assignments.

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 Dr. Brian Anderson (College of the Mainland) at 409-933-8186, banderson@com.edu.

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/student-handbook.html>. 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 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.

➡ Tentative Course Outline

*Notice that this is subject to change.

The schedule that follows gives you a general idea of what's coming, but it's **crucial** that you look for readings and updates on the weekly modules in D2L.

Week One (Week of August 18th): Introduction I--*What is “Rhetorical Knowledge?”*

Focus	Readings	Assignments
Welcome: Intro to 1301		Welcome!
An Intro to “Rhetorical Knowledge”	Syllabus	Post your introduction on the discussion board.
MLA basics	TBA	Syllabus Quiz
Computer proficiency basics revisited: snipping tool, converting docs, toolbar basics, alignment, spacing and more.		

Week Two (Week of August 25th): Introduction I

Focus	Reading	Assignments
There isn't one “right way” to write.	Article provided by Dr. Pitts. Rhetoric and Genre--You've Got This	Article Summary One Participate in discussion posts for both articles in D2L. Class activities/discussions.

Week Three (Week of September 1st): Scholarly Reading

September 1st is a holiday.

Focus	Readings	Assignments
Scholarly reading and writing	Constructing Scholarly Ethos in the Writing Classroom.	Article Summary Two Participate in discussion posts on D2L and in class.

Week Four (Week of September 8th): Revising Your Writing

Focus	Readings	Assignments
Revising your writing	"Using Feedback on Writing"	Participate in discussion posts on D2L and in class. You do not have a summary or reflection to write.

Week Five (Week of September 15th): Review Writing

Focus	Readings	Assignments
Revising Your Writing	“ Bad Idea: Strong Writers Don’t Need Revision ”	Please focus on your essay. Respond to the questions I post in D2L about this week's readings.

Week Six (Week of September 22nd): Writing Process Project

September 22 is Teacher Work-day-No students

Focus	Readings	Assignments
Understanding the writing process (for college level writing).	Article: “ I Need You to Say I ”	Writing Process Part One Details in D2L

Week Seven (Week of September 29th): Writing Process Project

Focus	Readings	Assignments
Understanding the writing process.	Content you self-select about the creator of your choice for the writing process part two.	Writing Process Part Two. Details in D2L

Week Eight (Week of October 6th): Library Quiz, Start Annotated Bibliography

Holiday Oct. 10 and Oct. 11

Focus	Readings and Resources	Assignments
Library use	<p>Use the COM library to search for articles.</p> <p>How to contact a librarian for help with finding resources.</p> <p>How to schedule Zoom meetings with a librarian.</p>	<p>Annotated Bibliography</p> <p>Library research quiz</p>

Week Nine (Week of October 13th):

Annotated Bibliography Part One

Annotated Bibliography Part Two

October 13 is a Holiday

Focus	Readings	Assignments
Scholarly Writing: MLA formatting	Your peer-reviewed articles selected from the library	Write an Annotated Bibliography in MLA format using four self-selected articles from the COM library.

Week Ten (Week of October 20th): College Infographic Project

Focus	Readings	Assignments
Researching for the infographic.	“Assessing Source Credibility”	Discussion post /class discussion for “Assessing Source Credibility.”

Week Eleven (Week of October 27th): College InfoGraphic Project Presentations

Focus	Readings	Assignments
Researching for the infographic Presentation basics How to be a Good Audience Body Language Voice projection	TBA in D2L	Present Infographic Class activities

Week Twelve (Week of November 3rd): Movie/Streaming Series Review

Focus	Readings	Assignments
Movie/series review	Movie or TV series that you select for this project	<p>For this essay, you will need to select a movie or TV/streaming series to evaluate.</p> <p>Options for Completing the Assignment:</p> <p>Students can choose to complete this assignment in any of the following compositions:</p> <ul style="list-style-type: none">• Compose a 750-word essay with images.• Create a 5-6 minute audio recording• Create a 5-6 minute video recording.

Week Thirteen (Week of November 10th): Independent Reading project

Focus	Readings	Assignments
College Novel: Independent Reading Project	Self-Selected Novel: The Great American Read Book List	<p>Independent Book project</p> <p>Class activities</p>

	Free books: https://www.gutenberg.org/	
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Week Thirteen (Week of November 10th): Independent Reading project

Focus	Readings	Assignments
College Novel: Independent Reading Project	Self-Selected Novel: The Great American Read Book List Free books: https://www.gutenberg.org/	Independent Book project Class activities

Week Fourteen (Week of November 17th):

Focus	Readings	Assignments
Review: Presentation basics How to be a Good Audience Body Language Voice projection	TBA	Presentations of: 1) Movie/series review 3) Book Project NOTICE: The last day for submitting any late work for partial credit is November 28th at 11:59 PM.

Week Fifteen (Week of April 28th):



Week Sixteen (Week of May 5th): Finals-Last assignment

Focus	Readings	Assignments
Rhetorical Knowledge	TBA	<p>"Rhetorical Knowledge" Reflection Due</p> <p>This is your last assignment. We do not have a formal final/exam.</p>