



English 1301.112CL  
Composition I  
Fall 2023  
LRC 278

Tuesdays and Thursdays 11:00am-12:20pm

**Instructor:** James Tabor

**Office:** College of the Mainland Main Campus, LRC 235

**Telephone:** 1-888-258-8859, ext 8576; 409-933-8576; 409-933-8214

**E-mail:** jtabor@com.edu

**Student (Office) Hours:**

- Santa Fe High School Campus— Th 7:00am-7:30am
- College of the Mainland Main Campus —MW 7:00am-7:30am, 11:00am-1:30pm;  
T 8:30am-9:30am

**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. Students will also be required to give a short oral presentation on an assigned grammatical error and another short oral presentation reflecting on their research assignment.

**Detailed Grading Formula:**

Your grade will be calculated according to the following percentages:

Diagnostic Essay —5%  
 Critique Assignment—5%  
 Pro/Con Essay—15%  
 Finding Common Ground Essay—20%  
 Persuasive Essay—25%  
 Grammar Oral Presentation—5%  
 End of the Semester 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

**Make-up Policy:**Major Assignments

All major assignments must be submitted through D2L. If you fail to submit an assignment on the due date, you must turn in the assignment at the **beginning** of the next class day or I will not accept the assignment and a grade of "0" will be recorded. I will only extend this deadline 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. After your session, the tutoring center will send you a confirmation e-mail thanking you for the visit. Print this e-mail and turn it in to me on or before the assignment's due date.

**Peer Review:**

You are responsible for bringing two (2) copies of a rough draft on peer review days. Failure to arrive to class with a rough draft will result in a 10-point deduction on the final grade. I will only excuse this in emergency situations that can be documented.

**Revisions:**

You are welcome to revise the critique assignment. A revision is an essay that has undergone a substantial change—not just correcting problem areas I have marked. When revising an essay, one tries to make it deeper, more effective, and even more profound. *The revision must be accompanied by the original version of the essay along with a brief statement (100 words) of how the essay has been revised*—what has been the result of the new effort. If the revised essay is stronger, the grade will become the grade of the revised essay. The grade may not change, but it will not be lowered.

**Attendance:**The Policy

Your attendance is vital and mandatory. Without you, I am just a guy standing in a classroom, talking to myself. Attendance will be taken at the beginning of class, and you are expected to arrive on time as set forth in the [COM student handbook](#). Aside from military service and religious holidays, absences in college courses are not defined as being “excused” or “unexcused.”

To my dual credit and collegiate high school students: Yes, I’m sorry, but you will be counted as absent if you do not attend class due to high school extracurricular activities (sports, field trips, etc.). I realize this may seem unfair, but I must hold you to the same standard as all my students.

How Absenteeism Will Affect Your Semester Grade

You are allowed to miss five (5) classes for the entire semester. After you have reached this limit, I will deduct one full letter grade from your semester average for each additional absence. For example, if your semester average is a 92 (“A”) and you have missed a total of seven classes for the semester, your final semester grade will be a 72 (“C”).

As you can see, excessive absences can easily eat away at your semester average, so avoid skipping class and reserve these absences in case a personal issue arises.

**Tardiness:**

Students arriving five (5) minutes after the beginning of class will receive a “mark” in attendance. Three (3) of these marks will equal to one absence. Students arriving after the 20 minute point will remain marked absent for the class period. These same rules apply to leaving early.

Please do not abuse the above policy: It is meant to be insurance, not an excuse to arrive late to class every day. I reserve the right to revoke this policy if I feel it is being abused by any individual in the class.

**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. E-mails 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.

<b>Student Learner Outcome</b>	<b>Maps to Core Objectives</b>	<b>Assessed via this Assignment</b>
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.)

### **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 the Department Chair, Brian Anderson, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

### **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.

### **Course Outline:**

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

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## 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: [Student Handbook 2019-2020v5.pdf \(com.edu\)](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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. [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

### **Academic Success & Support Services:**

College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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.

### **Withdrawals:**

I do not drop students. Students may withdraw themselves 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 only permitted to withdraw six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**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 is 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.

**Classroom Conduct Policy:**

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the [online Student Handbook](#). Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**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).



**Course Outline**  
English 1301, Fall 2023  
(subject to change)

**Week 1**

August 29

Overview of course, introductions, and questionnaire

August 31

Introduce APA format.

Compose writing diagnostic (Bring a jump drive to class)

**Week 2**

September 5

Formal and informal writing

Discuss and return diagnostic essays.

*Seagull Handbook*

“Writing Contexts,” pp. 17-20

“Academic Contexts,” pp. 21-23

“Writing Processes,” pp. 24-30

September 7

Introduce COM library resources.

**Week 3**

September 12

**Research Tutorial Due**

Discuss the writing process.

Introduce critique assignment

How to write a critique

September 14

Introduce informative essay

Controversy and controversial topics

Introduce academic research sources

*Seagull Handbook*

“Doing Research,” pp. 105-117

“Evaluate Sources,” pp. 117-120

“Synthesizing Ideas,” pp. 120-122

**Week 4**

September 19

**Critique Assignment Due**

Research day

September 21

Integrating research sources

*Seagull Handbook*

“Developing Paragraphs,” pp. 32-44

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

**Week 5**

September 26

Introduce APA documentation

September 28

**Completed objective overview charts due**

Continue APA documentation

*Seagull Handbook*

“APA Style,” pp. 185-222

**Week 6**

October 3

Plagiarism tutorial

Oral presentations for research topics

October 5

**Formal outlines due**

Work on rough draft

**Week 7**October 10

Discuss revision

Peer review for informative essay (bring two copies of a rough draft)

October 12**Informative research essay due**

Introduce common ground assignment.

Discuss finding common ground in a controversy.

Review sample essay

**Week 8**October 17

Assign grammar oral presentation topics.

October 19

Work on presentations.

**Week 9**October 24

Grammar presentations

October 26

Grammar presentations

**Week 10**October 31

Evaluating web sources

November 2**Outlines due**

Work on common ground rough draft.

**Week 11**November 7

Peer review

Bring two copies of a rough draft.

November 9**Finding Common Ground essay due**

Introduce Solving the Controversy Essay

Introduce Persuasion

*Seagull Handbook*

"Arguments," pp. 58-48

Discuss persuasive thesis statements, introductions, and conclusion

**Week 12**November 14

The art of refutation

November 16

Review students essays

**Week 13**November 21**Outlines and updated works cited page due.**

Work on Essay

November 23**College of the Mainland Close: Thanksgiving Holiday****Week 14**November 28

Peer review (bring two copies of a rough draft)

November 30**Solving the Controversy Essay due**

Introduce criteria for end-of-the-semester presentations.

Discuss topics for final essay.

Meet in class to work on final assignment.

**Week 15**

December 5

Work on presentations.

December 7

Oral Presentations.

**Week 16**

December 12

Finish Oral Presentations.

December 14

Final grades will be available in WebAdvisor by Friday, December 15.