



**ENGL 1301-050IN**  
**English Composition I**  
**SUMMER II**

**Monday, July 10, 2023 – Friday, August 11, 2023**  
**100% ONLINE**

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

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

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

**Phone:** 409-933-8389

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

**Office Hours:** I am off campus for the Summer II session. Please email me to set an appointment for an online or in-person conference.

**Student Hours & Location:** 100% Online

- ✓ 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.

**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.*

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

### **Required Online Accounts**

www.prowritingaid.com

www.citefast.com

### **Materials & Supplies**

Pocket folder, notebook, pen, and highlighters for taking notes

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 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 a Milestones Project with five assignments this semester:**

Milestone 1: Short Paper

Milestone 2: Works Cited

Milestone 3: PowerPoint

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.

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

#### **Grading Scale**

80% Milestones Project

10% Milestone 1: Short Paper

20% Milestone 2: Annotated Bibliography

10% Milestone 3: PowerPoint

05% Milestone 4: Reflection Video  
35% Milestone 5: Argument

20% Learning Activities

Discussions  
NetTutor Proof  
Peer Review  
Course Orientation Quiz  
Personal Responsibility: Attendance, Participation, Professionalism

Attendance and participation are mandatory. Exceptions include illness with a doctor's note (do not come to class sick), funeral, personal/family emergency. Excused absences *require proof* and are *subject to my discretion*. The following reasons will not be excused: work, busy, stressed, travel, slept late, transportation, etc.

\*You will be marked absent for the week if you do not submit *all* required assignments by the due date and time.

To **pass** this course, you must turn in all *authentically written by you* Milestone assignments.

### **GRADE RANGE:**

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F Below 60
- FX 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' written work will be assessed with grading rubrics in D2L/Brightspace.


### **Late Work & Attendance Policies**

*Show up on time. Complete and submit work by the deadline.*

*Working daily and paying close attention to the details are crucial to your success in this course.*

*No excuses. Either you do it or you don't.*

### **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**.

---

**Weekly Core Learning & Quizzes:** Each week, you will read and view Core Learning content and take a quiz. You will receive one opportunity to take the untimed quiz. The quiz will no longer be available after Sunday, 11:59 p.m., of the week assigned. You will **not receive access** to the quiz until you read and view the Core Learning content. You will **not receive access** to the discussion forum (initial post due by Thursday, midnight, of the week assigned) or assignments' dropbox for the week until you complete the quiz.

---

**Milestone Project & Other 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.

⚠ All work for this course must be completed and submitted by **Friday, noon, Week 5**. There is **no grace period** for Week 5. No assignments will be accepted after the final deadline for *any reason*.

⚠ You **must** complete all Milestones Project assignments to **pass 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 and by **Friday, noon, for Week 5**.

⚠ Please carefully read and follow the discussion post instructions *each* week.

---

**Online Attendance, Participation, & Professionalism:** Students must log in daily, fully and respectfully participate in class discussion, and turn work in on time.

*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, participation, and professionalism. 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.

⚠ Attendance is taken 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 a family emergency, please email me immediately with proof.

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 to D2L/Brightspace

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

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Peer Review, Quizzes
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Writing Projects, Quizzes
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, Research
Use edited American English in academic essays.	Unmapped	Writing Projects, Quizzes
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Peer Review

**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.

Using any form of artificial intelligence (AI such as ChatGPT) to write any or all of your paper is considered plagiarism and falls under academic dishonesty.

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.

All essays will be submitted to Safe Assign in Blackboard—a software that checks papers for plagiarism.

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).

**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> 7/10 – Sunday, midnight, 7/16	<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> 7/17 – Sunday, midnight, 7/23	<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> 7/24 – Sunday, midnight, 7/30	<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> 7/31 – Sunday, midnight, 8/6	<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> 8/7 – 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

### **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 at <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.* [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 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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact the student success center at 409-933-8520. Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 this course is August 4, 2023.**

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face



coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](https://com.edu/coronavirus) for future updates.