



**1301 341**

**Composition I**

**Fall 2020**

**Tuesday/Thursday 7-8:20am**

**Instructor Information:** Donny Wankan, [dwankan@com.edu](mailto:dwankan@com.edu), 281-229-6476

**Communicating with your instructor:** You can contact me either through my COM email or through Blackboard. Make a habit of checking your own COM email regularly.

**Office Hours:** 2:40-3:15pm, Monday, Tuesday, and Thursday, 7:00-7:30am, Friday in N255

**Required Textbook:** *The Little Seagull Handbook*

### **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**

#### **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.

#### **Essays:**

Students will write four essays, which will be graded for organization, style, correct usage, adherence to a specific style format (usually MLA), proper documentation of sources, and overall clarity and effectiveness. All essays must be typed and will be turned in electronically.

#### **Journals:**

Students are required to write two journal entries per week of at least 200 words each. Topics may range from personal reflection to planning for essays to philosophical or political opinions, etc.

#### **Reading Responses:**

Students are required to read two published pieces per week. Some will be assigned by the instructor: all others will be the students' choice. A series of analytical questions will be answered for each piece and turned in.

**Classwork:**

I expect all students to participate in class. The classwork grade will account for demonstrated knowledge of the assigned readings, completed drafts, online discussions and assignments, peer critiques, and overall contribution to the workings of the class.

**Detailed Grading Formula:**

Essays 40%                      Journals 20%                      Classwork 20%

Reading Responses 15%                      Research Tutorial 5%

**Grading Scale:** A=90-100, B=80-89, C=70-79, D=60-69. F=0-59.

\*Late, or plagiarized student work will not be accepted for a grade.

**Late Work, Make-Up, and Extra-Credit Policy:**

Late work may be accepted for classwork and essays within limits and according to instructor discretion. Students will lose points on assignments accepted late. Essays will not be accepted more than one day late, no more than 3 late turn ins will be accepted for credit, and **no journals or reading responses will be accepted late** (with no exceptions).

**Attendance Policy:** Attendance and punctuality are both requirements of the course. Students will be allowed four absences. On the fifth absence, the student's score will be lowered by ten percentage points. On the sixth absence, the student will be dropped from the class, or given a failing grade if the final drop date has passed. Tardies will be treated similarly. On the fourth tardy, the student's grade will be lowered by two percentage points. For each subsequent tardy, another two percentage points will be removed, until the tenth tardy, at which point the student will be dropped from the course, or given a failing grade if the final drop date has passed. A student more than fifteen minutes late will be considered absent.

**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. Students are expected to regularly keep track of course communications and are expected to read all communications thoroughly and completely.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed By</b>
Demonstrate knowledge of individual and collaborative writing processes.	Personal Responsibility	Research Project
Develop ideas with appropriate support and attribution	Critical Thinking Skills	Essay
Write in a style appropriate to audience and purpose.	Communication Skills	Essay
Read, reflect, and respond critically to a variety of texts.	Social Responsibility	Research Essay
Use Edited American English in academic essays.	Communication Skills	Essay

**Academic Dishonesty:** Any breach of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty –such as cheating on exams or plagiarizing

assignments is an extremely serious offense and will result in a grade of zero on the exam or assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**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 D. Brian Anderson at 409-933-8186, [banderson@com.edu](mailto:banderson@com.edu)

## **Course Outline**

The following is a tentative schedule of the concepts and activities of this course. It will almost certainly change as the semester progresses. I recommend keeping this schedule on hand in order to mark off assignments, readings, and activities as we complete them and update any changed due dates or plans.

### **Week 1**

Introduction to course  
Course Routines  
Blackboard Intro  
Words and Phrases

### **Week 2**

Writing Strengths/Weaknesses  
Diagnostic Writing  
Words and Phrases

### **Week 3**

Reflective Writing, Genre Concepts  
Reflective Writing, Examples Discussion/Analysis  
Sentence Structure

### **Week 4**

Reflective Writing, Planning/Drafting  
Reflective Writing, Examples Discussion/Analysis  
Sentence Structure

### **Week 5**

Reflective Writing, Drafting/Revision  
Reflective Writing, Peer Critiques  
Sentence Structure

### **Week 6**

Reflective Writing, **Final Drafts**  
Informative Writing, Genre Concepts  
Informative Writing, Examples Discussion/Analysis  
Sentence Modeling

### **Week 7**

Informative Writing, Planning/Drafting  
Informative Writing, Drafting/Revision  
Informative Writing, Examples Discussion/Analysis  
Sentence Modeling

### **Week 8**

Informative Writing, Drafting/Revision  
Informative Writing, Peer Critiques  
Parallel Structure

### **Week 9**

Informative Writing, Final Drafts  
Research Concepts, Research Tutorial  
Informative Writing Research and Documentation  
Sentence Agreement

### **Week 10**

Informative Writing Research, Planning, and Drafting  
Informative Writing, Examples Discussion/Analysis  
Informative Writing, Self-critique with focus on documentation of sources  
Sentence Flow

### **Week 11**

Informative Writing, Drafting and Revision  
Informative Writing, Peer Critiques  
Informative Writing, Peer Critiques  
Sentence Flow

### **Week 12**

Informative Writing, Final Drafts  
Collaborative Writing, Concepts, Planning, and Drafting  
Paragraphing

### **Week 13**

Collaborative Writing, Planning, and Drafting  
Collaborative Writing, Self-critiquing  
Paragraphing

### **Week 14**

Collaborative Writing, Peer Critiques  
Collaborative Writing, Peer Revisions  
Style Review

### **Week 15**

Collaborative Writing Final Drafts, Portfolios  
Peer Editing/Revision

## Week 16

Portfolios Due

Student/Instructor Conferences

### 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://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). *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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@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 Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). 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 the 1<sup>st</sup> 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**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](http://com.edu/coronavirus) for future updates.