



English 1301.323H3

Composition I

Fall 2025

Santa Fe High School, Room TBA

Wednesdays 7:30am-8:50am and Online

**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— MW 7:00am-7:30am
- College of the Mainland Main Campus —T 7:30am-11:00am; Th 8:00am-11:00am

**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

**The Nature of a Hybrid Course:**

Hybrid courses are created to combine traditional face-to-face classroom instruction with online computer coursework. This class meets face-to-face once a week (Wednesdays at 7:30am-8:50am). Class meetings will be used for lecture, discussion and activities, and peer review. The online (D2L) portion of this class will consist of notes and videos, discussions, and activities. You must keep up with both aspects of the class to be successful and get the most benefit from the materials.

**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. The final essay will be a reflection on your semester's work. Students will also be required to give a short oral presentation on an assigned grammatical error.

**Determination of Course Grade:**

Your semester grade will be calculated according to the following percentages:

Diagnostic Essay —5%

Critique Essay—5%

Informative Essay—15%

Analysis Essay—20%

Persuasive Essay—25%

Reflective Essay—5%

Grammar 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 essays will be due on a Sunday. If you cannot make the deadline, then you can submit the essay by the following Tuesday. However, once this grace period ends, the submission area in D2L will be locked, and I will no longer accept the assignment, so do not wait until the last minute to submit your work.

Any attempt to email me the essay after the grace period will be rejected. Any claims of D2L not allowing you to upload and submit will need to be substantiated with evidence from our IT department.

The only assignment exempted from the grace period is the reflective assignment, which must be submitted by Tuesday, December 2.

I will only extend beyond this grace period 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 the critique assignment if it is thoroughly reviewed at COM's tutoring center (see the link in the Content area of our D2L shell) or through *Tutor.com* (see the Student Resources button).

After your session, the tutoring center will send you a confirmation e-mail thanking you for the visit and describing what was discussed. To get the extra credit, upload a copy of this receipt along with your assignment in D2L.

For *Tutor.com*, take a screen short of the feedback provided by the online tutor. Upload the image along with your assignment in D2L.

After the critique, I will give you five extra points if you thoroughly participate in peer review. That means 1) showing up with a rough draft of an acceptable length and 2) participating in the reading of drafts and providing feedback on peer review days.

**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”).

Along with attending the face-to-face portion, students are expected to log in to D2L at least once a week to complete all necessary online activities. Failure to complete all required online activities for the second-half of the week will be considered one absence.

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:**

Since I will not be on the SFHS campus much this semester, it is best to email me with any questions or concerns.

I will try to respond to your e-mails within a 24-hour timeframe during the work week. Messages sent during the weekend may not receive a response until the following Monday.

Do not email through your SFISD email. 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 and Collusion: “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.”

AI/LLM: Unless a professor gives you permission to use AI in an assignment, doing so is scholastic dishonesty according to COM’s Student Conduct policy, which forbids students from “Falsifying documentation submitted for purposes of obtaining a grade or course credit” (link). Your assignments in this class are intended to show me what your skills are in writing, researching, and critical thinking, and your grades reflect the skill level you are at. Using AI in an attempt to make it look like your skills or ideas are better than they actually are is academic dishonesty.

Editing Software: Use of editing software such as Grammarly is also forbidden as it is commonly flagged as AI. Microsoft Word has an embedded editing software that can be used. Otherwise, you can get assistance at COM’s tutoring center or through Tutor.com, which is embedded in our D2L shell.

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, collude, or use AI 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.

All major assignments will be scanned with a software called Turnitin, which detects plagiarism and AI use.

## 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.)

## 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.

**Concerns/Questions Statement:**

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).

**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. 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:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

**Course Outline**  
English 1301, Fall 2025  
(subject to change)

**Week 1: August 18-24**

Face-to-face

Overview of course, introductions, and questionnaire

Online

Log in to D2L, take course policies quiz, and compose writing diagnostic (due by Sunday, August 24)

**Week 2: August 24-31**

Face-to-face

Introduce COM library resources  
Research tutorial quiz

Online

Formal and informal writing  
Introduce critique assignment

*Seagull Handbook*

Writing Contexts," pp. 17-20

"Academic Contexts," pp. 21-23

"Writing Processes," pp. 24-30

Complete any required online assignments (due by Sunday, August 31)

### **Week 3: September 1-7**

#### Face-to-face

#### **College of the Mainland Closed Monday, September 1: Labor Day Holiday**

Discuss the writing process

Discuss writing diagnostic and essays

How to write a critique

#### Online

Introduce informative essay

Conspiracy theories and research topics

Introduce academic research sources

#### *Seagull Handbook*

"Doing Research," pp. 105-117

"Evaluate Sources," pp. 117-120

"Synthesizing Ideas," pp. 120-122

#### **Critique assignment due Sunday, September 7**

Complete any required online assignments (due by Sunday, September 7)

### **Week 4: September 8-14**

#### Face-to-face

Introduce MLA documentation

#### Online

Continue MLA documentation

#### *Seagull Handbook*

"MLA Style," pp. 134-184

Complete any required online assignments (due by Sunday, September 14)

**Week 5: September 15-21**Face-to-face

Paragraphing and integrating sources

Online

Paragraphing and integrating research sources

*Seagull Handbook*

“Developing Paragraphs,” pp. 32-44

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

Complete any required online assignments (due by Sunday, September 21)

**Week 6: September 22-28**Face-to-face

Plagiarism tutorial

Oral presentations for research topics

Online

**Completed informative outlines due in D2L Sunday, September 28.**

Complete any other required homework assignments (due by Sunday, September 28).

**Week 7: September 29-October 5**Face-to-face

Conferences over outlines. Work on rough draft of informative essay.

Online

No homework. Work on rough draft of pro/con essay.

**Week 8: October 6-12**Face-to-face

Peer review (Bring two copies of a rough draft to class)

Introduce grammar oral presentation.

Online

**Informative essay due Sunday, October 12**

Introduce analysis assignment

Complete any required homework assignments (due by Sunday, October 12)

**Week 9: October 13-19**Face-to-face

Work on presentations and outlines.

Online

**Completed outlines and grammar oral presentations due October 19**

Citing Internet sources

Complete any required homework assignments (due by Sunday, October 19)

**Week 10: October 20-26**Face-to-face

Conferences over outlines

Online

Work on rough draft of analysis essay.

**Week 11: October 27-November 2**Face-to-face

Peer review. Bring two copies of a rough draft.

Online

**Analysis essay due November 2**

Complete any required homework assignments (due by Sunday, November 2)

**Week 12: November 3-9**Face-to-face

Introduce persuasive essay

Persuasive thesis statements

*Seagull Handbook*

"Arguments," pp. 58-48

Online

The art of refutation

Complete any required homework assignments (due by Sunday, November 9)

**Week 13: November 10-16**

Face-to-face

Discuss thesis statement drafts as a class.

Online

**Complete persuasive outline (due by Sunday, November 16)**

**Week 14: November 17-23**

Face-to-face

Conferences over outlines

Online

**Persuasive essay due Sunday, November 23**

**Week 15: November 24-30**

Face-to-face

**Santa Fe High School Closed: Thanksgiving Holiday**

Online

Reflective essay assigned.

**Week 16: December 1-2**

Face-to-face

The wrap up.

Online

Reflective essay due December 2.

**Semester Grades**

Semester Grades will be posted in WebAdvisor Friday, December 5.