



ENGL 1301-221 HY
English Composition I
FALL 2022, Oct. 17, 2022 – Dec. 7, 2022

LRC, Room 278, Monday/Wednesday, 6:00 p.m. – 7:20 p.m.

Instructor Information: Aketra Bowens

Email: abowens@com.edu

Office: LRC #8 Rm. 278

Office Hours: Monday/Wednesday by appointment only

Course Communication: 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 college email and D2L/Brightspace announcements daily.

Required Textbook: No Required Textbook. All course content is in D2L/Brightspace.

Required Materials & Supplies: You will need pocket folder, notebook, pen, and highlighters for taking notes Flash drive to back up files.

Required Online Accounts:

www.prowritingaid.com

www.citefast.com

Course Description:

ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0) CREDITS: 3

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.

Required Technology:

- Internet access to Blackboard 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.

Course Description: 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 6 Writing Projects this semester:

- 1. Anchor Paper**
- 2. Information Report**
- 3. Annotated Bibliography**
- 4. Article Analysis**
- 5. Argumentative Essay**
- 6. Personal Reflection Essay (Growth Paper)**

Determination of Course Grade/Detailed Grading Formula:

Grading will be divided into 5 categories:

- 5% Anchor Paper**
- 15% Informational Report**
- 5% Annotated Bibliography**
- 20% Article Analysis**
- 30% Argumentative Essay**
- 5% Personal Reflection Essay (Growth Paper)**
- 20% Learning Activities**

****Learning Activities include: Attendance, Quizzes, Learning Activities Check & General Participation/Professionalism (applied at the end of the course).****

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' work will be assessed with grading rubrics.**

Late Work Policy: Students are expected to complete assignments by the due date/time. Zeros will be entered once a writing assignment is due. Students may submit work late for a deduction of up to twenty points per day at the discretion of the instructor. *In-Class Learning Activities Checks are due by the due date/time assigned -no exceptions. ***Students should reach out to the instructor immediately regarding extenuating circumstances. Busy, work (job), and other courses is not an acceptable excuse for turning in late work.

Attendance & Participation (Learning Activities):

Attendance is taken during each class session. An average attendance grade is counted towards the Learning Activities grade. ***Successful students attend class

***Students who feel sick or display symptoms of COVID19 should stay home, contact the instructor by email at abowens@com.edu, and complete the COVID19 report form provided by COM. <https://www.com.edu/coronavirus/>

Students are expected to participate in class. This includes arriving on time, staying for the duration of the class, attending each class day, paying attention, and taking notes during lectures, writing during writing time, participating fully in activities and peer review, and completing assignments by the due/date time. A Learning Activities grade will be assigned at the end of the semester for participation and in-class assignment checks.

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 college email and Blackboard announcements daily.*

Grading Formula/Scale:

- A 90+
- B 80-89
- C 70-79
- D 60-69
- F Below 69

I In the case of unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor.

Late Work, Make-Up, and Extra-Credit Policy: Late work will receive a 10-point reduction per day. Please be sure to look at the due dates and plan accordingly. The best practice is to communicate with the Professor if there is an issue with submitting work.

Attendance and Participation: Attendance is taken daily and averaged into your total grade. You are required to attend ENGL 1301.

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. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

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.

- **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 appropriate disciplinary 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 the Department Chair, Brian Anderson, at 409-933-8186 or banderson@com.edu.

Course outline: All assignments are due by Sunday, midnight, of the week assigned, unless otherwise noted on the assignments' calendar or by Professor.

WEEK ASSIGNMENTS:

Due Sunday, 10/30:

1. Anchor Paper .

Complete Annotate Quiz

Due Sunday, 11/6:

1. Anchor Paper Revisions

Complete Revising, Editing, Proofreading Quiz

Due Sunday, 11/13:

Annotated Bibliography

Complete Revising, an Argumentative Essay Quiz

Due Sunday, 11/20:
Argumentative Essay Thesis and conclusion due
Comprehensive Quiz

Due Sunday, 11/27
Argumentative Essay Due

Due Sunday, 12/4
Personal Reflection Essays Due

FINALS WEEK

****Due dates may be subject to change. Please check COM email and/or D2L for announcements and updates from Professor.****

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. *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

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. 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.

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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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.

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. 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 for future updates.

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.