



**ENGL 1301-003IN**  
**English Composition I**  
**SPRING 2023, Aug. 28, 2022 – Dec. 13, 2023**  
**100% Asynchronous Online**

**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:**

Monday/Wednesday	Tuesday/Thursday
7:15 a.m. – 8:00 a.m.	7:15 a.m. – 8:00 a.m.
12:20 p.m. – 2:15 p.m.	

\*It is best to **set an appointment** for a private conference (in-person or online) since I might have other scheduled meetings.

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

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

**Required Online Accounts**

[www.prowritingaid.com](http://www.prowritingaid.com)

[www.citefast.com](http://www.citefast.com)

**Materials & Supplies**

Pocket folder, notebook, pen, and 3+ different colored highlighters

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 forums throughout the course. You will take scheduled quizzes over the syllabus, reading and viewing content, writing project instructions, course announcements, and posts to the course activity feed.

## **Milestones Projects & Scholarly Discussion**

This course is divided into four units of study:

### **Unit 1: Our Writing Lives**

This unit focuses on writing within your future professional career. During this unit, you will complete four Milestone Writing Projects:

Milestone 1.1: Email

Milestone 1.2: Career Writing Research Presentation

Milestone 1.3: Procedures

Milestone 1.4: Resume

### **Unit 2: Through the Looking Glass**

This unit focuses on critical thinking skills with special attention to analysis. During this unit, you will examine and analyze consumer, work, and literary documents.

Milestone 2.1: Analysis Portfolio

### **Unit 3: Making an Argument**

During this unit, you will work as a scholar by researching the debate surrounding artificial intelligence (AI), engaging in discussion, and writing an argumentative essay.

Milestone 1.3: Works Cited & Thesis

Milestone 2.3: PowerPoint

Milestone 3.3: Argumentative Essay Signature Assignment

### **Unit 4: Continue the Writing Journey**

During the final week of the course, you will create a video reflecting on your experiences this semester and setting future goals.

Milestone 1.4: Self-Reflection Video Essay

☞ You will also complete additional reading and viewing, special activity assignments, and participate in discussion forums.

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

### **Grading Scale**

30% **Unit 1: Our Writing Lives**

15% Milestone 1.1: Email  
30% Milestone 1.2: Career Writing Research Presentation  
40% Milestone 1.3: Procedures  
15% Milestone 1.4: Resume

10% **Unit 2: Through the Looking Glass**  
100% Milestone 2.1: Analysis Portfolio

40% **Unit 3: Making an Argument**  
10% Milestone 1.3: Works Cited & Thesis  
20% Milestone 2.3: PowerPoint  
70% Milestone 3.3: Argumentative Essay Signature Assignment

05% **Unit 4: The Writing Journey Continues**  
100% Milestone 1.4: Self-Reflection Video Essay

15% **Learning Activities**  
Discussions  
NetTutor Proof  
Peer Review  
Quizzes  
Personal Responsibility: Attendance, Participation, Professionalism


## **Personal Responsibility**

### Attendance & Timeliness

**Attendance** in a face-to-face class (F2F) means **showing up on time** for every class and **staying until class is dismissed**. Attendance is mandatory and roll is taken at the start of class. If you come into class after attendance is taken, you will be counted as late. **Timeliness** has a major impact on your Personal Responsibility grade.

Excused absences **require proof** and are **subject to my discretion**. Exceptions include illness with a doctor's note, funeral, personal/family emergency.

The following reasons will **not be excused**: work, busy, stressed, travel, slept late, transportation, etc.

 **Communication is crucial**. Please email me ASAP if you must miss class and provide proof of your absence. If you are experiencing a life event that prevents you from attending or showing up on time, you need to come talk to me.

### Participation

Participation in an F2F class means carefully reading and viewing all content and assignment instructions, completing all assigned tasks to the best of your ability and in a timely manner, listening and taking notes, and participating in all class activities and discussions.

## Professionalism

Professionalism in an F2F class means **respectfully communicating** with your instructor and classmates, listening to lectures and taking notes, turning off your cell phone, and properly using the computers and printer in the room. Additionally, professionalism means **contacting your instructor in a timely manner** to discuss absences, late arrivals, assignments due, concerns, and questions.

### **GRADE RANGE:**


A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
FN	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 & Attendance Policies**

### **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**.

### **Release Conditions**

 Assignments for this course are **subject to release conditions** which are listed in the Module Overview, Core Learning content, and Milestone Writing Project assignment instructions. You **must complete the release conditions** to **unlock** quizzes and assignment dropboxes.

 If you believe you completed all the release conditions but do not see the quiz, discussion forum, or assignment dropbox, then **double-check** the following:

- Did you complete each release condition for the assignment?
- Are you using Google Chrome? Other browsers do not play well with D2L/Brightspace.

- Are you using a phone? You might not see all the content or assignments on a phone. Use a computer.
- Did you check off each box on the required checklist(s)? A missed check box is the primary reason most students do not see the quiz, discussion forum, or assignment dropbox.

## Weekly Content & Assignments

Each week, you will access the content module, and read and view the Module Overview and Core Learning content. Weekly assignments may include quizzes, milestone writing project assignments, in-class activities, and special activity assignments. The assignments are listed on the assignments' calendar and at the front of each module folder.

⚠ Quizzes and special assignment activities will no longer be available after **Sunday, 11:59 p.m., of the week assigned**, unless otherwise noted on the assignments' calendar. There is **no grace period** for these assignments.

## Milestones Writing Projects

Students are expected to turn in module assignments by **Sunday, 11:59 p.m., of the week assigned**, unless otherwise noted on the assignments' calendar.

⚠ All work for this course must be completed and submitted by the final due date listed on the assignments' calendar. There is **no grace period** for **Weeks 15 & 16**. No assignments will be accepted after the final deadline for *any reason*.

⚠ You **must** complete all Milestones Project assignments to **pass the course**.

## Grace Period for Late Milestone Writing Project Assignments

There is a **two-day grace period** for **milestone writing projects** (only) with a **10 point grade deduction per day**. Milestone writing project assignments **will not be accepted** after **Tuesday, 11:59 p.m., of the week assigned** and will receive a zero.

⚠ There is **no grace period** for quizzes, special activities, or required in-class activities (*you must be present to win*).

⚠ All work for this course must be completed and submitted by the final due date listed on the assignments' calendar. There is **no grace period** for **Weeks 15 & 16**. No assignments will be accepted after the final deadline for *any reason*.

⚠ The grace period is in place for those moments when life happens. Do **not abuse the grace period** by using it excessively; I reserve the right to refuse frequent flyers the opportunity to turn in late work. *\*Do not ask to turn in work after the grace period.*

**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 questions, concerns and personal circumstances that may interfere with attendance or turning work in by the deadline. I generally check my email at least 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. Do not expect an immediate response after 5:00 p.m.

⚠ *Check your COM Outlook email account, course announcements, and course activity feed daily.*

### Required Technology

- Internet access
- Google Chrome
- Computer access
- Office 365
- OneDrive
- Flash drive

\*Internet and computer issues are not acceptable excuses for late or missing assignments.

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**

<b>Student Learner Outcome (SLO)</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Learning Activities, Writing Projects
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects
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, Learning Activities, Writing Projects

Use edited American English in academic essays.	Unmapped	Learning Activities, Writing Projects
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Learning Activities, Writing Projects Personal Responsibility

**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 TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism and artificial intelligence (AI).

Do not use AI without instructor permission and guidance. Do not use Grammarly to edit your work (Grammarly contains a generative AI tool that is flagged as plagiarism by TurnItIn). Do not use ChatGPT, Quillbot, or other AI generators, paraphrasing tools, or rephrasing tools for academic essays without instructor permission and guidance. \*You may use the style, combo, and grammar tools in ProWritingAid to edit your work; however do not use the Rephrase tool.

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.





**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.

### Fall 2023 Assignments' Calendar

*\*This calendar is subject to change at the instructor's discretion.*  
**There is NO GRACE PERIOD for Weeks 15-16. No exceptions.**

Due Date	Assignments Due
Week 1 Due Sun., 9/3	 Discussion Forum 1.1: Welcome & Introductions
Week 2 Due Sun., 9/10	 Milestone 1.1: Email
Week 3 Due Sun., 9/17	 Discussion Forum 2.1: Writing in Your Future Career
Week 4 Due Sun., 9/24	 Milestone 2.1: Career Writing Research Presentation
Week 5 Due Sun., 10/01	 Discussion Forum 3.1: Writing at Work
Week 6 Due Sun., 10/08	 Milestone 3.1: Procedures
Week 7 Due Sun., 10/15	 Milestone 4.1: Resume  Unit 1: Our Writing Lives Quiz
Week 8 Due Sun., 10/22	 Discussion Forum I.2: Consumer Analysis
Week 9 Due Sun., 10/29	 Discussion Forum 2.2: School & Work Analysis
Week 10 Due Sun., 11/05	 Milestone 1.2: Analysis Portfolio  Unit 2: Through the Looking Glass Quiz
Week 11 Due Sun., 11/12	 Discussion Forum 1.3: Thinking About Artificial Intelligence (AI)
Week 12 Due Sun., 11/19	 Milestone 1.3: Works Cited & Thesis
Week 13 Due Sun., 11/26	 Milestone 2.3: PowerPoint
Week 14 Due Sun., 12/03	 Discussion Forum 2.3: Peer Review  Submit argumentative essay draft to NetTutor



Week 15 Due Sun., 12/10	 Milestone 3.3: Argumentative Essay  Unit 3: Making an Argument Quiz  NetTutor Proof
Week 16 *Below	 Milestone 4.1: Self-Reflection Video Essay

**Online Classes:** All work must be completed and submitted by noon on Tuesday, 12/12/23.

### **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://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.*

**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 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.

**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 16-week session is Tuesday, November 28, 2023.

**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).