



English 1302.302H2

Composition II

Spring 2025

Tuesday and Thursday, 7:10AM-8:30AM

COM League City, Room 220

**Instructor:** Dr. Elaine Childs (she, they)

**E-mail:** [echilds1@com.edu](mailto:echilds1@com.edu)

**Student Hours:** Additional appointments may be made (Monday-Thursday only). Meeting with me for one-on-one guidance will be especially helpful for you this semester as you work on a longer research project.

	League City Campus		Online, Brightspace chat and email
Monday	6:40-7:10 and 8:30-9 AM		
Tuesday	6:40-7:10 and 8:30-9 AM		2:30-3:30
Wednesday	6:40-7:10 and 8:30-9 AM		
Thursday	6:40-7:10 and 8:30-9 AM  2:30 PM-5 PM		

**No required textbook**

**Course Description:** English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**Course Requirements:** This course has two research projects, one individual and one done in a group. Each one will take about half the semester, and each will have multiple graded components. There will also be grades for homework and online activities.

All major essays must be written in Microsoft 365 using your COM login and shared with your instructor with the “can edit” permission.

**Grade Scale:**

A = 90%-100%  
 B = 80%-89.9%  
 C = 70% - 79.9%  
 D = 60% - 69.9%  
 F = 0% - 59.9%

Your grade may be rounded up slightly if I judge that your work warrants it. Your grade will never be rounded down. Keep in mind that you are not guaranteed a passing grade in this or any college course, and I will never round your grade up just so you can graduate on time. You must earn the grade you want.

**Grade Calculation:** These are the assignments in the class and how they are weighted:

Class participation	10%
Homework average	10%
<b>First Project</b>	
Project Proposal	10%
Persuasive Presentation	10%
Research Paper	30%
<b>Second Project</b>	
Group Research proposal	5%
Group Paper	25%

\*\*If you aren't familiar with weighted grades, an online grading calculator can be helpful in figuring out what grade you need on each assignment to get a certain final grade. In the "Syllabus" area in Brightspace, I've provided a link to one.

**Extra Credit Policy:** I do not assign or accept extra-credit opportunities. I encourage each of you to do your best on the major assignments listed above.

**Late work / makeup policies:**

- **Major written assignments ( Project proposal, individual research paper, group annotated bibliography, and group paper):** Each major paper is due on Brightspace by 11:59 PM on the due date. If you do not submit your paper by that time, I will drop 10 points from the paper grade, and you will have until 11:59 PM the following day to submit your paper. Papers will not be accepted more than 24 hours late: after that final deadline, I will grade whatever content is available (if any) via your Office 356 link to that paper. If you have trouble submitting your paper on Brightspace, you must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply.
- **Assignments included in the homework average:** Smaller assignments may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest homework grades at the end of the semester.

- **Presentations:** If you miss the presentation day you signed up for, you can make up the presentation on the Friday make-up day for **half the grade**, which means that if your presentation would have earned an 82, it will become a 41. If you arrive to class after 7:20 AM on your presentation day, your presentation grade will also be halved. I allow the Q&A portion of presentations to continue as long as we have time for, so if you arrive to class so late on your scheduled day that there is no longer time for you to present, you will have to present on the Friday make-up day.

If you turn in your Powerpoint after 7:00 AM on the day you present, your grade will receive another 10-point deduction.

**Extension policy:** My late work policy is strict because I want you to ask for help in advance. I am usually willing to be pretty flexible on extensions for major assignments **if** a student **asks** me for extra time well in advance (a week is best, and I rarely consider extensions less than 48 hours before the deadline). Good reasons for extensions might be surgery, a major exam in another class, a long illness that made you miss a week of research or drafting time, or sometimes even if you're just struggling with the assignment itself. Just remember that sometimes I will not be able to grant an extension (as in the case of group projects), so you shouldn't depend on getting one, and also that even a whole extra week on a long project is not necessarily enough to make a difference if you waited too long to **start** the assignment.

**Rescheduling presentations:** You may reschedule your presentation yourself using the Brightspace schedule **if** there are any available timeslots. But there usually are NOT any available timeslots, and if that is the case, you will have to present on your originally scheduled day or on the makeup day. If you present on the makeup day, your grade will be halved **unless** you can provide documentation of an emergency (like a car wreck or hospitalization) **or** the reason you can't present is obvious to me.

**Attendance policy:** Classroom attendance is required. You are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays, not school activities or events such as clinicals or sports. Each additional absence after the second will result in 5% being deducted from your final grade.

You are expected to **save your unexcused absences for emergencies and illness because those are not grounds for excused absences.** This class has only 14 required meetings all semester, so each time you are absent for any reason, you miss around 7% of classroom instruction. Moreover, students are never excused from knowing course content because they missed class.

However, I teach two sections of the same class (both in room 220), and the Monday and Tuesday classes are identical and the Wednesday and Thursday classes are identical. So you may attend class on the alternate day if you have to miss your scheduled class time.

For now, you do not need to email me to ask permission, although if you attend an unusual class day, you should stop by my desk after class to remind me to mark you present. **If** it happens that attendance becomes so uneven as to impair the quality of the class (say, 2 people attend on Monday and 45 on Tuesday), then I will have to amend this policy and require you to email to ask permission.

Once we begin working on the group project, you must attend the same class meeting as your group members.

**Lateness:** Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will greatly lower your participation grade, and if you are more than 10 minutes late you may be marked absent. It is usually much better to show up late than to skip class entirely; however, the front door of the building may lock at 7:25AM and not reopen until 8:30. There may not be anyone at the front desk to open the door for you. So do your best to be on time.

**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.

I rarely check email after 5PM, but I do my best to respond to email within 24 hours Monday-Friday and usually much more quickly than 24 hours. I often check email on weekends, but not always, so don't hesitate to email me over the weekend, but don't necessarily expect me to get it until Monday morning.

I do not offer extensive assistance or revision suggestions on drafts via email because it is more effective and helpful **for you** when we talk in real time, even in a virtual environment. If you would like help with a draft, please attend my student hours or request an appointment with me.

**Revisions:** Revision must take place **before** an essay is turned in to be graded. After an essay receives a grade, it cannot be revised for an improved grade.

After a grade has been assigned to your paper, you will not be allowed to submit another file, so be sure to give your files unique names, such as English1302paper2FINAL. That way you can be certain to avoid mistaken submissions.

**Saving your work:** It's your responsibility to save your essays in multiple places, not just one. Download your essays to your computer or a flash drive after every major writing session in addition to saving them on Office 365. Losing your work because you can't log on to your school laptop or because it "didn't save" is rarely an acceptable excuse for missing deadlines.

**Speaking, Reading, and Writing Center:** COM's online tutors are available to help students who would like feedback at any stage of the writing process, and I strongly encourage you to take advantage of this service! However, a tutor will not "fix" your paper for you. You are expected to actively contribute to the learning involved in tutoring sessions. Here is the website:  
<https://www.com.edu/tutoring/index.html>

**Google Docs:** All essays must be composed in a Google document that is shared with me and that gives me the "Editor" role, and the document may not be deleted or the permissions revoked until final semester grades have been posted. This is intended to aid in deterring and detecting AI-based scholastic dishonesty and also to help me diagnose any aspects of your writing process that may be causing you difficulty. That means you must write your papers in a Google document, not paste them there from elsewhere. If you do not share your document with me with the correct permissions, do not write the paper within that shared document, delete the shared document, or

revoke my “Editor” role, your grade may be significantly reduced (possibly to zero).

**TurnItIn and other plagiarism-detection software:** All essays will be checked electronically by the TurnItIn function on Brightspace to help identify quotations and paraphrases that need better integration and to ensure that no paper is identical to another or written with help from AI tools. Sometimes I use additional software to get a “second opinion.”

**Checklists and preparing for class:** Attendance is not just about your presence in class; it’s also about your readiness **for** class. You will have assignments to complete before almost every class. You are responsible for checking the weekly checklist on Brightspace and completing all the required assignments by the deadlines posted on the Checklist. Do not rely on the Brightspace app or calendar to send you a notification for every deadline.

When the Weekly Checklist includes a graded assignment to be completed before class, it is due by 7 AM on the day you attend class. These posts are time-stamped, and any posts made after 7 AM on the day you attend class **will receive zeros and may not be made up. No exceptions.** I expect you to put some thought into these responses: don’t crank them out at the last minute. However, I will drop your four lowest homework grades at the end of the term, so if you miss a few it won’t hurt your grade.

**Class Participation:** 10% of your final grade will be given for class participation. If I can’t **remember** at the end of the semester whether you participated in class, your participation grade will be between 0 and 50%. You don’t necessarily have to be vocal every single day, but your goal is to contribute to the classroom community and make me remember you! Remember that there is an element of subjectivity here, as there is in real life (for example, you’ll be evaluated at work partly based on how effective your supervisor **perceives** you to be). Learn how to respond effectively to that.

Unfortunately, I’ve become hard of hearing, and the further back you sit in the class, the harder it is for me to understand you, especially if the AC is on. Try to sit more towards the front of the class, particularly if you have a quiet voice. Work on speaking more loudly and assertively.

**Classroom Conduct and Cell phones:** Before class begins, please silence your cell phone. The success of any English course relies heavily on the classroom environment, so I expect your presence, attentiveness, and participation. If you engage in any behavior which I judge to be distracting to others or disruptive of the learning environment, such as loud or frequent whispering, regularly interrupting or “talking over” others, or frequently leaving the room or falling out of your chair, you may be asked to leave. Please be aware that, as a college professor, I can require you to leave class and forbid you to return until you meet with our Dean of Students.

Inattentiveness related to smartphone use, sleeping, using the computer, doing homework for another class, or any other non-distracting activity **will** result in a lower participation grade, and it is rare that an inattentive student passes this class.

Additionally, College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook, <http://www.com.edu/student-services/student-handbook.php>. Any breaches of the Code of

Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

**Smartphone policy:** Use a personal computer to access Brightspace, not a smartphone. Brightspace’s mobile app is good for getting notifications and for some class activities, but it does sometimes collapse the menus you’ll need in order to find assignments. If you do choose to use a smartphone for your assignments, do so at your own risk: not being able to find assignments will not be an acceptable excuse for missing deadlines.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Group research paper
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Critical Thinking (CT)	Group research paper
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Personal Responsibility (PR)	Group research paper
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Communication Skills (CS)	First research paper
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)		First research paper

**Plagiarism and Academic Dishonesty:** Plagiarism is a serious breach of student conduct that occurs when a student turns in work from another source as if it were the student’s own. The essence of plagiarism is falsification for the purpose of personal gain. Students are expected to **earn** their grades by demonstrating the skills and knowledge that they actually possess, but when a student copies a paper from the internet, uses outside sources without citing them, takes someone else’s ideas and “changes the words,” or allows another person or online tool to improve, add to, or rewrite their paper, then the assignment is not an honest demonstration of the student’s own skills and knowledge. When students commit these acts or others like them, they defraud the taxpayer, College of the Mainland, and their future universities and workplaces and thus defeat the purpose of taking this class at all. Therefore, the first instance of intentional plagiarism will be reported to the Dean of Students and will automatically result in an F for the course. Whether the plagiarism was accidental or intentional will be my judgement call.

Academic dishonesty is a more general term that, according to the Worcester Polytechnic Institute, “is any act which interferes with evaluation of academic work,” including such seemingly minor acts like citing a source you don’t use in your paper, leaving out an in-text citation, or taking a source’s ideas without acknowledging the source. These acts do not need to be intentional to be dishonest—one of the major outcomes of English 1301 was for students to learn how to integrate sources into their own writing honestly and how to cite them correctly, and those skills will be reviewed in this class. That is why ignorance is not an acceptable defense against charges of plagiarism or dishonesty: all students are responsible for learning and implementing the rules of source integration and documentation that were taught in the prerequisite class and that will be reviewed in this course. Penalties for “minor” acts of dishonesty like those listed above will increase over the course of the semester and, if persistent, will result in failure of the course.

This website has more information about academic dishonesty:  
<https://www.wpi.edu/about/policies/academic-integrity/dishonesty>

**AI/LLM policy:** 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 falsification. Any assignment submitted for a grade in this class that TurnItIn and/or WinstonAI identify as containing AI-generated content may receive a zero and may not be rewritten. A second offense may result in additional penalties at my discretion, up to and including an automatic F in the course or being dropped entirely.

When an assignment permits AI use, the instructions for that assignment will state that explicitly and will establish limits for acceptable use. Exceeding those limits will be considered scholastic dishonesty.

**Grammarly/QuillBot, etc:** In this class, you may not use Grammarly, QuillBot, or any similar tool to help with your assignments **in any way**. Although I do not believe there’s anything inherently wrong with using basic grammar-check tools such as the ones in Microsoft Word or Google Docs, Grammarly and similar sites have many additional tools for other skills like paraphrasing and drafting that you need to learn to do yourself in this class. Moreover, when you use these tools to alter your own writing, TurnItIn may identify it as AI-generated.

Therefore, for the purposes of this class, Grammarly and similar tools are completely banned. Be forewarned that any text identified by TurnItIn as being AI-generated will receive the same penalty as any other type of plagiarism or falsification, even if you “just used Grammarly.”

**Scholastic dishonesty in the group project:** Any student who commits any type of scholastic dishonesty in any part of the group project—rough drafts, the proposal, etc.—may receive a zero for all remaining parts of the project and may no longer be permitted to contribute to their group’s graded assignments. In effect, that will result in failing the course.

**Reusing work from previous papers:** Many professors consider it “self-plagiarism” or academic dishonesty when students reuse papers or research that they have used in previous classes. Because

of that, you should **never** reuse previous papers without getting your instructor's permission in writing. In this class, you may not reuse **any text** from papers you've written in previous classes; however, you may revisit previous **topics** and may use sources from previous papers, as long as those sources meet the requirements of this class. If you do reuse your **writing** from previous classes, your grade will be significantly reduced and may receive a zero.

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

**Course Outline:**

This schedule lists due dates for major assignments and is subject to change with prior notice. Each week's Checklist in Brightspace lists all the required reading and graded activities (homework) for that week. You're required to read and follow those checklists **every week**.

Week 1: March 10 – March 16	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
March 17 – March 23	Spring Break
Week 2: March 24 – March 30	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.  <b><u>Project Proposal due by 11:59 PM on Friday, March 28</u></b>
Week 3: March 31 – April 6	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 4: April 7 – April 13	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 5: April 14 – April 17	<b><u>Final draft of research paper due on Brightspace by 11: 59 PM on Tuesday, April 15</u></b>  Required reading assignments and homework activities for the Sunday-night deadline are



	listed on the week's checklist in Brightspace.
April 18-20	<u>Spring Holiday</u>
Week 6: April 21 – April 27	<p><b>Group Research Proposal due by 11:59 PM on Sunday, April 27</b></p> <p>Required reading assignments and homework activities for the Sunday-night deadline are listed on the week's checklist in Brightspace.</p>
Week 7: April 28 – May 4	Required reading assignments and homework activities for the Sunday-night deadline are listed on the week's checklist in Brightspace.
Week 8: May 5 – <b>THURSDAY</b> , May 8	<p>Required reading assignments and homework activities are listed on the week's checklist in Brightspace.</p> <p><b><u>Final draft of group research paper due by 11:59 PM on Wednesday, May 7 (one per group)</u></b></p>

### 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\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_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, 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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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.