



**ENGL 1301-314IN –
English Composition I
FALL 2021
100% ONLINE (No Class Meetings)**

Instructor Information: Lisa Frase, lfrase@com.edu

Email: lfrase@com.edu

Office Hours: Email me to set up a virtual appointment.

Student Hours & Location: Course content opens in Blackboard each Monday at 5:00 a.m. Students are responsible for reading and viewing the course content early in the week and completing the assignments. Students should log in and check Blackboard announcements and COM Outlook email *daily*.

Required Textbook: A textbook is not required for this course. All content will be available in Blackboard.

Required Online Accounts

www.prowritingaid.com

www.citefast.com

Recommended Materials & Supplies

Notebook, pen, and highlighters for taking notes

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 online discussions and peer review. You will take weekly quizzes over course content (reading and viewing) and writing project instructions.

You will complete 4 Writing Projects this semester:

1. Informational Report

2. Visual Rhetorical Analysis
3. Argumentative Essay
4. Personal Reflection Essay

Determination of Course Grade/Detailed Grading Formula:

Grading will be divided into 5 categories:

- 25% Learning Activities
- 20% Informational Report
- 20% Visual Rhetorical Analysis
- 30% Argumentative Essay
- 05% Personal Reflection Essay

Learning Activities include: quizzes, discussions, peer review, participation, attendance, and professionalism. Attendance is determined by work submission and Blackboard log in. An end of term Learning Activity grade will be added to the grade center based on attendance, participation, and professionalism. This grade will average with the quiz grades.

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. Students should reach out to the instructor regarding extenuating circumstances. "Busy" is not an excuse for turning in late work.

Attendance & Participation (Learning Activities)

Attendance is determined by work submission and Blackboard log in. Students should turn all work in by the designated due date/time, log in daily to check announcements, participate in discussion forums and peer review to receive full credit for the end of term Learning Activities grade.

***Students who feel sick or display symptoms of COVID19 should stay home, contact the instructor by email, and complete the COVID19 report form provided by COM.

<https://www.com.edu/coronavirus/>

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.

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.

SAVE EARLY·SAVE OFTEN·SAVE IN MORE THAN ONE PLACE

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Peer Review
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	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)	Readings and Discussion Posts
Use edited American English in academic essays.	Unmapped	Writing Projects
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Peer Review

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 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](http://en.writecheck.com/ways-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 11:59 p.m. on Sunday of the week assigned except for Thanksgiving week and the final week of class.

Week	Tasks	Assignments Due
1 8/23-8/29	<ol style="list-style-type: none">1. Go to the Read Me First link and complete the Course Orientation.2. Go to the Got Questions? link, read the instructions, and subscribe to the forum.3. Click on the Week 1: Academic Reading and Writing link above. Read and view the content and complete the assignments in the order presented.	Due Sun., 8/29, 11:59 p.m. <ol style="list-style-type: none">1. Welcome and Introductions Discussion Forum2. Submit the MS Word Document to the dropbox.3. Academic Reading and Writing Quiz
2 8/30-9/5	<ol style="list-style-type: none">1. Make an online appointment with the COM Writing Center for Week 4 (make it early in the week so you have time to revise, edit, and proofread). Ask to work with a tutor for English composition.2. Read and view the content for Week 2: Academic Writing.3. Read and view the Information Report assignment instructions.	Due Sun., 9/5, 11:59 p.m. Academic Writing Quiz (inside Week 2 folder)

	<ol style="list-style-type: none"> 4. Plan, organize, and draft your Information Report. 5. Take the Academic Writing Quiz. 6. If you did not receive a 100 on your MS Word document, read the feedback, make corrections to your document, and resubmit it. 	
<p>3 9/7-9/12 9/6 Monday No Class-Labor Day</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 3: Peer Review. 2. Take the Peer Review Quiz. 3. Complete your Information Report draft and submit it for peer review by midnight on Thursday. 4. Review 2 classmates' drafts by midnight on Sunday. 5. If you did not receive a 100 on your MS Word document, read the feedback, make corrections to your document, and resubmit it. 	<p>Due Sun., 9/12, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Peer Review Quiz 2. Information Report Peer Review
<p>4 9/13-9/19</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 4: Revising, Editing, and Proofreading. 2. Take the Revision and Editing Quiz. 3. Read your feedback from your peers. 4. Meet with your COM Writing Center tutor for additional feedback. 5. Revise, edit, and proofread your Information Report. 6. Submit your polished Information Report to the dropbox by Sunday, 11:59 p.m. 7. If you did not receive a 100 on your MS Word document, read the feedback, make corrections to your document, and resubmit it. 	<p>Due Sun., 9/19, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Revision and Editing Quiz 2. Submit the Information Report to the dropbox.
<p>5 9/20-9/26</p>	<ol style="list-style-type: none"> 1. Make an online appointment with the COM Writing Center for Week 7 (set your appointment early in the week so you have time to make revisions based on feedback). 2. Read and view the content within Week 5: Understanding Visual Rhetorical Analysis 3. Take the VRA Quiz 4. Carefully read the Visual Rhetorical Analysis assignment instructions. 5. Select a painting from the approved source. 	<p>Due Sun., 9/26, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. VRA Quiz

	<ol style="list-style-type: none"> 6. Create a free account at www.citefast.com. 7. Sign into your Cite Fast account and click on the MLA tab. Click on webpage, then copy/paste the URL for the painting into the box. Manually add in any other required information, then save the citation. 8. Carefully analyze the painting and take copious notes. 	
<p style="text-align: center;">6 9/27-10/3</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 6: Understanding Theme and Writing Analyses 2. Take the Theme & Analysis Quiz 3. Plan, organize, and draft your Visual Rhetorical Analysis. 	<p>Due Sun., 10/3, 11:59 p.m. 1. Theme & Analysis Quiz</p>
<p style="text-align: center;">7 10/4-10/10</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 7: Documenting Sources. 2. Take the MLA Quiz. 3. Meet with your COM Writing Center tutor for feedback. 4. Revise your essay based on feedback. 5. Submit your draft for peer review by midnight on Thursday. 6. Review 2 classmates' drafts by midnight on Sunday. 	<p>Due Sun., 10/10, 11:59 p.m. 1. MLA Quiz 2. Visual Rhetorical Analysis Peer Review</p>
<p style="text-align: center;">8 10/11-10/17</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 8: Write Better Sentences 2. Take the Write Better Sentences Quiz 3. Revise your essay based on feedback. 4. Use the style, sticky, and grammar buttons in www.prowritingaid.com to edit your paper. 5. Proofread your paper by reading it out loud or using www.naturalreaders.com to read it out loud while you read along. 6. Follow the instructions for embedding an image into an MS Word document. Embed your image and create an image credit beneath the painting. 7. Go to www.citefast.com and log into your account. Copy your Works Cited page. Open your completed essay and place your cursor at the top of the page following the end of your essay (it should be page 5). Paste in your Works Cited 	<p>Due Sun., 10/17, 11:59 p.m. 1. Write Better Sentences Quiz 2. Submit the Visual Rhetorical Analysis to the dropbox.</p>

	<p>using ctrl + v on the keyboard (do not use your mouse).</p> <p>8. Submit your Visual Rhetorical Analysis to the dropbox by Sunday, 11:59 p.m.</p>	
<p>9 10/18-10/24</p>	<ol style="list-style-type: none"> 1. Set an online appointment with the COM Writing Center for Week 13 (early in the week). 2. Read and view the content for Week 9: Making an Argument. 3. Carefully read the Argumentative Essay Assignment Instructions. 4. Take the Argument Quiz. 5. Conduct preliminary research to select a debatable topic on social media. 	<p>Due Sun., 10/24, 11:59 p.m.</p> <p>1. Argument Quiz</p>
<p>10 10/25-10/31</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 10: Selecting and Researching a Topic 2. Take the COM Library Research Tutorial. 3. Research to find 2 peer-reviewed journal articles on your topic. Research to find 2 additional articles (see the assignment instructions to know what is acceptable). 4. Go to www.citefast.com and sign into your account. Click on the MLA tab, select the source type, manually enter all the required information, and save your citations. 	<p>Due Sun., 10/31, 11:59 p.m.</p> <p>1. COM Library Research Tutorial Quiz</p>
<p>11 11/1-11/7</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 11: PECAT Paragraph Framework 2. Take the PECAT Quiz. 3. Meet with your SJC tutor early in the week for feedback. 4. Read and annotate your research articles. 5. Plan, organize, and draft your Argumentative Essay. 	<p>Due Sun., 11/7, 11:59 p.m.</p> <p>1. PECAT Quiz</p>
<p>12 11/8-11/14</p>	<ol style="list-style-type: none"> 1. Read the content for Week 12: Writing Introductions and Conclusions. 2. Take the Introductions & Conclusions Quiz. 3. Continue drafting your Argumentative Essay carefully following the PECAT Paragraph Framework for your body paragraphs. 4. Draft an introduction with a thesis statement that takes a position on one side of an argument. 5. Draft a conclusion. 	<p>Due Sun., 11/14, 11:59 p.m.</p> <p>1. Introductions & Conclusions Quiz</p>

<p>13 11/15-11/21</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 13: Crafting a Thesis Statement. 2. Take part in the Thesis Statement Discussion Forum. 3. Meet with your COM Writing Center tutor for feedback. 4. Submit your draft for peer review by Thursday at midnight. 5. Review 2 classmates' drafts by Sunday at midnight. 	<p>Due Sun., 11/21, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Thesis Statement Discussion Forum 2. Argumentative Essay Peer Review
<p>14 11/21-11/28 <small>11/24-11/28 Thanksgiving Break</small></p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 13: Crafting a Thesis Statement. 2. Take part in the Thesis Statement Discussion Forum. 3. Meet with your COM Writing Center tutor for feedback. 4. Revise your essay based on feedback. 5. Submit your draft for peer review by midnight on Thursday. 6. Review 2 classmates' drafts by midnight on Sunday. 	<p>Due Sun., 11/28, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Academic Writing Review Quiz 2. Submit the Argumentative Essay to the dropbox.
<p>15 11/29-12/5</p>	<ol style="list-style-type: none"> 1. Read and view the content for Week 16: Writing Forward. 2. Take the Writing Forward Quiz. 3. Read and view the content for Week 15: Writing a Personal Reflection Essay. 4. Carefully read and follow the Personal Reflection Essay Assignment Instructions. 5. Draft, revise, edit, and proofread your Personal Reflection Essay. 	<p>Due Sun., 11/28, 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Writing Forward Quiz
<p>16 Week of 12/6</p>	<ol style="list-style-type: none"> 1. Complete and submit your Personal Reflection Essay by TUESDAY, Dec. 4, 11:59 p.m. 	<p>ALL WORK Due TUESDAY, DEC. 4 11:59 p.m.</p> <ol style="list-style-type: none"> 1. Submit the Personal Reflection Essay to the dropbox.

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 Holly Bankston at 409-933-8520 or 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. Counseling services are available on campus in the student center for free and students can also email 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 1st 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 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.