



ENGL 1301-104CL
Composition I
Fall 2021
MW 8-9:20 a.m., LRC 248

Instructor Information:

Dr. Brian Anderson

Email: through Blackboard message tool or banderson@com.edu

Telephone: 409-933-8186 (office)

Student Hours (Office Hours):

M-TH, 9:30-11:30 a.m., LRC Suite B

Other times and virtual meetings by appointment.

Required Textbook:

Jewell, Richard. *Writing For College*, <http://www.richard.jewell.net/WforC/home.htm>
(online resource, link provided in Blackboard).

Optional: Hacker, Diana. *A Pocket Style Manual*, 8th or 9th edition.

Other required readings distributed in class.

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 Prerequisites: See college catalog or advisor for current prerequisite requirements for English 1301.

Course Requirements/Major Assignments

Besides the major assignments listed below, class activities and teaching tools may include discussions, group work, presentations, videos, and supplemental readings. Students are expected to read and review all material assigned.

Major Assignments:

Essays

Students will receive separate handouts and instructions for major essay assignments. Major essay assignments will range from 3-10 pages in length, and each essay will build on your ideas as you focus on certain interests or topics over the course of the semester. For certain essay assignments, students should be aware that the final draft may not be submitted for credit if the early steps are not completed. We will be emphasizing process in this class.

Journal Assignments

Students will be asked to generate 1-2-page journal entries, consisting of reflections and thoughts generated by the readings, class discussions, and other assigned journal topics. Journal assignments will be assigned in class or in Blackboard and turned in as electronic Word attachments. Although students have a lot of liberty in completing the journal assignments, they should not use journal assignments as a way to vent about the class, other students, or instructors at the college; this may result in a failing grade on the journal. Please remain professional and use common sense. Inform the instructor directly if you have a concern. While journals will not be graded for grammar or punctuation, it also makes sense to be mindful of these concerns, and you should proofread if you have time. MLA format should be used on all journals.

Short Essay

For this first essay of around two (2) pages, students will write a short essay with minimal instruction and guidance from the instructor. This assignment will be used to assess each student's current skills as a writer and to identify areas for improvement.

Oral Presentation

As part of the college's continuing oral communication across-the-curriculum initiative, this class includes an oral presentation assignment. More information on this assignment will be distributed later.

Professionalism Grade

A student's professionalism grade is based on attendance and participation, including contribution to class discussions, group work, completion of minor assignments, and related activities. Participation points will be given for substantive classroom contributions and completion of in-class assignments (which may also count as separate quiz grades). Participation points may be deducted for missing class, engaging in disruptive or unethical behavior, or not completing reading or in-class assignments. A

student will be awarded a final professionalism grade reflecting his or her overall attendance and participation as evaluated by the instructor (see separate rubric). Students engaged in disruptive or unprofessional behavior may also be asked to leave the class or referred to the appropriate student supervisors, as stated in college policy.

A caveat regarding professionalism: I do not penalize students for being shy or introverted. Quality of participation is valued more highly than quantity.

Final Exam

The objective portion of the final exam will potentially cover assigned readings, important class concepts (like plagiarism), the writing process, MLA citation, and grammar concepts that have been reviewed in course materials. Exam questions may also be drawn from class handouts, lessons, presentations, and readings.

Other Assignments

Minor assignment grades may include turning in a preliminary Works Cited list or a working thesis for major paper assignments. Other assignments may include prewriting exercises, peer review, research checks, the Research Tutorial, grammar and style exercises, and shorter writing assignments.

Determination of Grade

Course Assignments and Grading/Methods of Evaluation

Grading Plan

First Short Essay	50 points
Journal Assignments	100 points total
Essay #1 (Identity)	100 points
Essay #2 (Critical Response)	150 points
Essay #3 (Research-based argument)	200 points
Essay #4 (The Rant)	100 points
Professionalism/Minor Assignments	150 points
Oral Presentation	50 points
Final Exam	50 points
	950 points total

Grading scale:	A: 855-950 points
	B: 760-854 points
	C: 665-759 points

D: 570-664 points
F: 569 and below

Notes: There may be some adjustment of point distributions, totals, or weights as needed to correct for errors or changes in assignments/schedules. Any extra-credit points will be added as raw points.

MyGrades Area: The MyGrades area (grade book) is for reviewing and keeping track of completed grades and getting an overview of your grade. Please note that the Blackboard grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). Certain assignment points, like extra credit, may not be posted until the end of the semester, and the final gradebook may require some adjusting if the class schedule has been changed or just to correct for technical problems or design errors. You are responsible for keeping track of your progress in the class and keeping up with all assignments. Your final grades will be made available through WebAdvisor at the end of the semester. The final grade total (at the end of the semester) on Blackboard will also be considered official.

You should also not use the MyGrades area as a calendar or a way to locate assignments, as this can lead to confusion and missing deadlines. Please email me if you have questions.

Late Work, Make-Up, and Extra-Credit Policies:

1. **Late work/make-up policy:** Students may only submit late work or complete a make-up test or quiz with the instructor's express permission. Documentation may be required for students who request a makeup or deadline extension due to an emergency. A late penalty (20% per business day) may also apply. Please plan accordingly and contact me ahead of time if you know you have a situation.
2. **Extra Credit:** Because this class is skills-oriented and focuses on the rigors of the writing process, extra credit will not normally be made available. I *will* award extra credit to students who pursue certain writing accomplishments outside of class (e.g., having a letter published in the newspaper). Let me know if you think you might have done something that would qualify. I may also award extra credit for attending certain college events (including virtual events) if they're deemed especially valuable. Individual extra credit will not be offered as a way of remediating grade deficiencies at the end of the semester.

Students interested in developing an abstract for the college symposium in the spring based on one of their papers should contact me; I will award extra credit for this. See "Symposium" below.

Also, I usually give students 1-3 extra-credit points for identifying errors or typos in course documents, instructions, or assignments.

Attendance Policy (professionalism): Regular class participation is expected; a student cannot expect to pass the class without contributing to coursework and other assignments on a regular basis. Students who miss class also miss important announcements and learning activities. Besides attending class regularly, students are expected to check course email at least every other day and to sign on to the class in Blackboard on a regular basis.

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. (For this course, communication may also occur through Blackboard, which is connected to COM email.)

Other Information

Symposium

The GCIC Academic Symposium: COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic/course/program-related and creative projects. To learn more about this spring event, visit: <https://www.com.edu/symposium/>. Participation in the symposium helps develop your professional skills, widens your professional networks, and should be noted on your resume. This year, the symposium is Friday, April 1, 2022. The abstract submission deadline is Friday, Feb. 25, 2022, at 11:59pm. Please see me if you are interested in developing and submitting an abstract based on work completed for this class (for extra credit).

Success Tips for Students:

- Take responsibility for learning and self-organization.
- Be aware of deadlines and responsibilities.
- Complete all course readings in a timely manner. Students who do best in the course complete all the readings and minor assignments.
- Read directions carefully for details about each assignment's requirements.
- Please contact Student Services or the instructor if you need assistance locating resources for help with computer skills.

Benefits of Taking This Course: Besides preparing students for academic writing in more advanced college courses, this class will help students sharpen general skills in writing,

critical thinking, and editing, skills that have proven to be important in getting hired, being promoted, and being successful in the workplace and society.

Student Learner Outcomes

Upon successful completion of this course, students will:

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.
6. (PR) Evaluate choices and actions of others or one’s own, and relate consequences to decision-making.

Please note that these learning outcomes are state mandated.

Secondary objectives include:

1. Demonstrate knowledge of MLA bibliographic and citation systems.
2. Use technology in the writing process.

Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

- 1. Critical Thinking Skills (CT):** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesis information.
- 2. Communication Skills (CS):** Develop, interpret, and express ideas through written, oral, and visual communication.
- 3. Teamwork (TW):** Consider different points of view and work effectively with others to support a shared purpose or goal.
- 4. Personal Responsibility (PR):** Evaluate choices and actions of others or one’s own, and relate consequences to ethical decision-making.

(Bolded item in chart used for data-collection purposes.)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Peer Review Activities 3. Essay assignments

2. Develop ideas with appropriate support and attribution.		Research-based Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Essay assignments
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	<ol style="list-style-type: none"> 1. Research-based Essay 2. Essay and journal assignments
5. Use Edited American English in academic essays.		<ol style="list-style-type: none"> 1. Research-based essay 2. Other essay and journal assignments
6. (PR) Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	<ol style="list-style-type: none"> 1. Research-based Essay (appropriate and ethical use of research) 2. Course interaction and participation.

Academic Dishonesty: Any incident of academic policy 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 using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, or using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action and remediation.

The plagiarism and academic-dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, online forums, and essays. If you use anything from another source, you must document properly using MLA standards. Making up quotes or falsifying information will also be construed as academic dishonesty. Reusing your own assignments from an earlier class or this class (except for your own discussion posts) is also not allowed; please ask me if you need guidance on this.

Please note that not all papers will necessarily be checked for plagiarism; the decision to check a particular paper for possible plagiarism is made based on my professional judgment and expertise, in part garnered from years of grading student papers.

In English 1301, we will also be receiving additional instruction, resources, and guidance on avoiding 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 Dean of Academic Programs Rocky Barney at rbarney@com.edu or 409-933-8727.

Additional Course Policies and Procedures:

- 1. Withdrawals:** Please note that I do not normally drop students based on lack of attendance, although this is done automatically for those who do not attend class or participate before Census Day. After that time, students are responsible for withdrawing themselves and for managing their own schedule and how they might be affected by the six-drop rule. See institutional withdrawal policy below.
- 2. Caveat on Grading.** The instructor reserves the right to make subjective decisions on student grades and assessment based on his own expertise and judgment in the subject matter. The instructor also reserves the right to assign a final grade based on a student's overall mastery of the material and improvement over the course of the semester.
- 3. Syllabus Changes.** The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be duly notified of any such changes.
- 4. Blackboard.** Even though this is not an online course, students are expected to be familiar (or become familiar) with the technology and software they must use for this course, including the Blackboard Learning System. Some assignments and learning materials will be released on Blackboard. Let me know if you need assistance.
- 5. Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line [Student Handbook](#) (and in college policy). 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 or from campus.

Please note that recording or filming in class is not allowed without express permission of instructor.

In addition to explicitly stated policies, the instructor expects that students will observe rules of common courtesy and will conduct themselves in a way that is befitting of college students and conducive to creating a serious and professional learning environment.

All policies and procedures are designed to encourage fairness, facilitate professional interaction, and improve student success. I have put these policies and procedures into place over the years because I have seen what works and what does not work.

Course Outline

General Course Outline and Due Dates

Schedule subject to change as needed; only major due dates listed here. Readings, minor assignments, and other due dates will be announced as the course progresses.

Read all learning module instructions each week to get started.

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| 8/24 | Course Introduction and Syllabus
Classmate Introductions and Overview
Quick review of Blackboard |
| 8/26 | Basic MLA Format
Importance of Document Format
First short essay (begin in class; due 8/30 by midnight) |
| 8/31 | Plagiarism Policy and Quiz
Expressivist Writing Approach
Journal #1 |
| 9/2 | Why Write?
Review of Journal 1 |
| 9/7 | Identity Essay (Essay #1) assigned
Read "Foul Shots"
Note: Sept. 8 is Census Day. Students who have not attended at all up to this date may be dropped from the class. |
| 9/9 | Read "What is a Hunter?" and "Once More to the Lake"
Value of Personal Writing
Review of Rhetorical Triangle |

9/14	Structuring the Reflective Essay Journal #2 Writing Process
9/16	Draft of Essay 1 due (Peer Review)
9/21	Final Draft of Essay #1 Due at beginning of class Essay 2 (topic TBA) assigned and discussed Proofing Quiz
9/23	Review of thesis statement Introduction to MLA text-based citation and Signal Phrases
9/28	Review of Comma Splices Topic conferences and prewriting journal Online discussion of plagiarism
9/30	Review of common writing problems
10/5	Draft of Essay #2 due at beginning of class
10/7	Final draft of Essay 2 due at beginning of class Language Awareness
10/12	Essay 3 assigned Introduction to Argument and Argument Organization
10/14	Research Tutorial Review of “Common Knowledge” and “Common Citation Problems” Source Summary Begin Topic Selection
10/19	Logical Fallacies Narrowing of topic
10/21	Classic Argument (collaborative journal) Research Methods and Assistance
10/26	Preliminary Works Cited list
10/28	Introduction Methods

11/2	Draft of Essay 3 (first four pages) due
11/4	Peer/instructor review
11/9	Review methods
11/11	Essay 3 Workshop and Assistance
11/16	Essay 3 final peer review Oral presentations assignment; strategies and techniques discussed
11/18	Essay 3 Final Draft due; Essay 4 assigned
11/23	Essay 4 topics and samples
11/25	Thanksgiving holidays, Nov. 25-28
11/30	Draft of Essay #4 due; peer review
12/2	Final draft of Essay #4 due Oral Presentations
12/7	Oral Presentations; final journal
12/9	Final Exam

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.