



ENGL 1301-326CL
Composition and Rhetoric I
Fall 2023
Monday – Friday

Instructor Information:

Name: Cheri Kirkland, M.A.

Email: cnull@com.edu

Student hours (Office hours): By appointment (in person or virtual)

Required textbooks/materials:

- Our textbook is online and free, which can be accessed here: <https://pressbooks.pub/roughwritersguide/>
- There will be reading materials which will be provided during class or in Brightspace.
- Our “handbook” this year is the OWL Purdue Writing Lab website which can be accessed via this link: <https://owl.purdue.edu/writinglab/index.html>

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:

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 3-8 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.

Reader Response Assignments

Students will be asked to generate 1-2-page entries, consisting of reflections and thoughts generated by the readings, class discussions, and other assigned prompts. Reader response assignments will be assigned per the syllabus readings and turned in as electronic Word attachments in Brightspace.

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. You must use Microsoft Office Word for all of your essays in this course.

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

Major Assignments	80% of total grade
Essay #1 (Rhetorical analysis)	20%
Essay #2 (Text based analysis)	20%
Essay #3 (Comparison/Contrast Readings)	20%
Final Exam	20%
Portfolio	20% of total grade
Professionalism	
Minor Assignments	
Oral Presentation	
Reader Responses	
TOTAL	100%

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 BrightSpace 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 BrightSpace 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 of 10 points per day will occur after the due date. 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.

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 Brightspace 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.

Other Information

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)	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)	1. Research-based Essay 2. Essay assignments
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	1. Research-based Essay 2. Essay and reader response writing assignments
5. Use Edited American English in academic essays.		1. Research-based essay 2. Other essay and reader response writing assignments

6. (PR) Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	1. Research-based Essay (appropriate and ethical use of research) 2. Course interaction and participation.
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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 the Humanities Department Chair Brian Anderson at 409-933-8186 or banderson@com.edu

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. BrightSpace/D2L (Desire 2 Learn). 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 BrightSpace system. Some assignments and learning materials will be released on BrightSpace. 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.

Date	Material Covered	Activities and Assignments
Week of 08/21	Discuss the syllabus, assessments, expectations, and outcomes. Rhetorical elements of the writing situation: audience, purpose, length	Write diagnostic essay in class. Due Friday 08/25: “What’s Your Pronoun?”; Answer questions 1-4. Due in class on 08/25; Study syllabus for quiz
Week of 08/28	The Art of Rhetoric: Ethos, logos, pathos; Becoming a critical reader – active reading; Literary and rhetorical terms	Plagiarism Policy & Syllabus Quiz Due Friday 09/01 beginning of class: EA: “The Sanctuary of School” Answer questions 1-5
Week of 09/05 *School closed 09/04 for Labor Day	The pre-writing process; Writing an outline; Diagram of an essay; MLA format	Essay #1 research a subculture & draft due 09/15 for peer review Due Friday 09/08: “A Letter to My Nephew”; Answer prompt

<p>Week of 09/11 *Census Day is 09/12 – Students who have not attended at all up to this date will be dropped from the class.</p>	<p>Paper 1: writing to define a concept (subculture); Assessing the writing situation Peer review workshop; conferences</p>	<p>Peer Review Essay #1 draft due in class on 09/15</p>
<p>Week of 09/18</p>	<p>Grammar Basics I</p>	<p>Due Friday 09/22: Paper 1 Final draft uploaded via Turnitin in BrightSpace in class. Essay #2 Rhetorical Analysis assigned & discussed Due Friday 09/22 in class: “I Have a Dream”; Answer prompt</p>
<p>Week of 09/25</p>	<p>Peer Review workshop; conferences</p>	<p>Due Monday 09/27 Essay #2 draft due in class Due by Friday 09/29 in class: “Sixty-Nine Cents”; Answer prompt</p>
<p>Week of 10/02</p>	<p>Grammar Basics II; Conducting research; Documenting sources</p>	<p>Essay #2 final draft due in class – upload via Turnitin in BrightSpace on Friday 10/06 Due by Friday 10/06 in class: “I’ve Taught Monsters”; Answer prompt</p>
<p>Week of 10/09</p>	<p>Review of thesis statement; Introduction to MLA text-based citation; Intro to literary themes; Topic conferences</p>	<p>Essay #3 Text based analysis assigned and discussed Due by Friday 10/13 in class: “Looks Aren’t Everything”; Answer prompt</p>
<p>Week of 10/16</p>	<p>Peer review workshop; conferences</p>	<p>Essay #3 draft due 10/16 in class Due by Friday 10/20: “A Bird Made of Birds”</p>
<p>Week of 10/23</p>	<p>Logical fallacies; Narrowing of topic; Research tutorial; Research methods and assistance; Preliminary Works Cited List</p>	<p>Essay #3 final draft due Friday 10/27 – upload via Turnitin in BrightSpace Due by Friday 10/21: “Why You Lied to Your Parents”; Answer prompt</p>

Week of 10/30	Preliminary Works Cited list; Introduction methods; Topic conferences	Essay #4 Compare/Contrast assigned Due by Friday 11/03: EA “Strike Against War”; Answer prompt
Week of 11/06	Topic conferences; Preliminary Works Cited list; Readings discussion	Essay #4 draft due Friday 11/17 Due by Friday 11/10: “Feminist Figures or Damsels in Distress?”; Answer prompt
Week of 11/13	Oral presentations assignment; strategies and techniques discussed; writing conferences	Due by Friday 11/17: “One World to Rule Them All”; Answer prompt
<i>Week of 11/20</i>	<i>Thanksgiving holiday</i>	
Week of 11/27	Common grammar mistakes; writing a conclusion paragraph	Essay #4 final draft due Friday 12/01 – upload via Turnitin in Brightspace
Week of 12/04	Oral presentations	Oral presentations
Week of 12/11	Final Exam on 12/12	Final Exam on 12/12

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](#). *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. 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.

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.

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.

*DISCLAIMER: Information is subject to change dependent on the instructor, who will make reasonable attempts to give advance notification to students.