



ENGL-1301-125H2
Composition I
Fall 2025
M/W 12:30-1:50 LRC 247

Instructor Information:

Name: Thomas Parker

Email: tparker12@com.edu

Office Phone: (281) 756-3713

Office hours and location:

Before or after class and by appointment

Required Textbook/Materials: *The Rough Writer's Guide: A Handbook for Writing Well*, by Dr. Karen Palmer and Dr. Sandi Van Lieu (free textbook, Open Educational Resources). All reading materials, including supplemental readings, will be provided without additional cost to students. (<https://pressbooks.pub/roughwritersguide/>). Text and readings made available through Brightspace.

Handbook: Purdue Online Writing Lab (<https://owl.purdue.edu/>, Open Resource). Links for both resources can be found in the online course.

Access to MS Word, (provided free with your Microsoft Suite) the internet, cloud storage (or another storage device), paper, pens/pencils, highlighters (for face-to-face instruction on Monday Wednesday) are also required for this hybrid course.

Course Description: This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Course requirements:

Assignments	Length	Percentage of Course Grade
Informative Research Essay	950-1,300 words for final draft but this category includes drafts and source evaluations as well	50%
Short Academic Responses	400-600 words	20%

Professionalism	N/A	20%
Infographic	See assignment sheet	10%

Determination of Course Grade/Detailed Grading Formula: Letter grades are based on the following scale:

A 90-100% B 80-89% C 70-79% D 60-69% F <60%

I = Incomplete – No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.

Drafts are an integral part of this course and are required for the major essay assignment. Drafts will elicit instructor comment and function as the basis for peer review.

Short Academic Responses are brief (400-600 word) responses. Although they are not formal essays, they must be typed and edited. The instructor will provide specific directions during the semester.

The Infographic is an assignment that asks students to summarize information and present it in a visual format. Instructions will be provided.

Professionalism: Our class will reproduce in many ways a “real-world” work environment and students will be expected to participate professionally in the class. You should arrive on time, meet deadlines, and contribute meaningfully to class discussions. Professionalism also includes collaboration, willing participation in all class activities, and sincere effort to improve your own writing and that of your peers through peer review, revision, and conferencing. In the real world, employees are assigned various tasks outside their core job duties as needed. To reflect this sort of real-world circumstance, all quiz grades, homework, and daily work will be included in this category. Some assignments such as peer reviews or quizzes over key concepts may be weighted more heavily than other assignments. Professional behavior is a cooperative endeavor that affects the entire class, but it will be tied to an individual grade.

Late Work, Make-Up, and Extra-Credit Policy: **Minor assignments** must be submitted on time and cannot be made up for any reason. If a student misses a draft submission, it may be emailed in late for feedback, but the assignment will not receive a grade. **Major assignments** will be charged 10 points per day that they are submitted late. Major assignments that are late should be submitted via email.

Following Directions: Students are expected to follow assignment directions in order to earn credit for the assignment. Like many other course policies, this mirrors real-world expectations. While employers often value innovation and creativity, they also assume that an employee will follow directions carefully whenever specific directions are given. In this course, following

directions includes adhering to specified essay length, document format, topic restrictions, submission instructions, and so on. In short, students should do what the instructor directs them to do. Submitted assignments that fail to follow directions may receive a grade of zero.

Attendance Policy: Students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Students unable to attend should contact their faculty as soon as possible concerning the absence.

Student Conduct: It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. I ask that you always treat everyone in class with respect. Failure to do so will result in your being asked to leave and repeated disruptive behavior will warrant removal from the course.

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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork	Peer Review
2. Develop ideas with appropriate support and attribution	Personal Responsibility	Academic Essay
3. Write in a style appropriate to audience and purpose.	Communication Skills	Infographic
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking	Academic Essay
5. Use Edited American English in academic essays.	Communication Skills	Academic Essay

Academic Dishonesty:

HUMANITIES DEPARTMENT POLICY STATEMENT: PLAGIARISM

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work done by someone else. (The student who allows his/her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

“Source” may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source

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

Course outline: ENGL 1301 Schedule M2 FA 25

RG refers to *The Roughwriter's Guide*. All minor assignments are in **RED** and must be submitted by the deadline to receive credit. All major assignments are in **BLUE** and may be submitted late with a 10-point penalty per day. **I cannot accept *any* assignments after Wednesday, December 3**

Week 1: October 13–19

Topics	Readings	Deadlines
Introductions	Introduction to Course Presentation	Friday, October 17: Email Quiz 1
Review syllabus	About Your Instructor	
Email	A Word About Topics	
Blackboard Tour	Rules for Academic Writing	
MLA Set Up	Sentence Felonies “How to Email Your Professor” “Politics and the English Language” by George Orwell. <i>RG</i> : Ch. 11 <i>The Writing Process</i> https://pressbooks.pub/roughwritersguide/chapter/writing-process-overview/	
		Sunday, October 19: Discussion Board due

Week 2: October 20–26

Topics	Readings	Deadlines
Academic writing	Week 2 Assignments Overview	Friday, October 24: Quiz 2
Sentence felonies	Short Academic Responses Guidelines and Rubric	
Summary	<i>RG</i> : Ch. 4: <i>Academic Writing</i> https://pressbooks.pub/roughwritersguide/chapter/chapter-1/	

Infographics SAR 1	<i>RG: Ch. 17 Proper Formatting: Introduction to MLA and AP</i> https://pressbooks.pub/roughwritersguide/chapter/proper-formatting/ <i>RG: Ch. 18 Formatting MLA Style</i> https://pressbooks.pub/roughwritersguide/chapter/proper-formatting/	
		Sunday, October 26: SAR 1: “My Writing Space” due

Week 3: October 27-November 2

Topics	Readings	Deadlines
Introduction to reports Topics View Sample Essay View Essay Template Choosing/Evaluating Sources	Week 3 Assignments Overview <i>RG: Ch. 6 Summary Vs. Analysis</i> https://pressbooks.pub/roughwritersguide/chapter/summary-vs-analysis/#chapter-33-section-1 <i>RG: Ch. 7 Doing Research</i> https://pressbooks.pub/roughwritersguide/front-matter/introduction/ <i>RG: Ch. 10 Evaluating Sources</i> https://pressbooks.pub/roughwritersguide/chapter/evaluating-a-source/	Friday, October 31: Quiz 3 Infographic Due
		Sunday, November 2: Evaluating Sources Due

Week 4: November 3–9

Topics	Readings	Deadlines
Writing Workshops: Introduction paragraphs Research	Week 4 Assignments Overview Informative Research Essay: Introduction and Thesis Statement <i>RG: Ch. 9 Annotated Bibliography</i> https://pressbooks.pub/roughwritersguide/chapter/annotate-bibliography/ <i>RG: Ch.25 MLA Works Cited</i> https://pressbooks.pub/roughwritersguide/chapter/list-of-sources-mla-style-works-cited/ <i>RG: Ch. 20 Introductions</i> https://pressbooks.pub/roughwritersguide/chapter/introductions-and-conclusions/ <i>RG: Ch. 14: Thesis Writing</i> https://pressbooks.pub/roughwritersguide/chapter/proper-formatting/	Friday, November 7: Quiz 4 Annotated Works Cited
		Sunday, November 9: Upload introduction paragraph

Week 5: November 10–16

Topics	Readings	Deadlines
Writing Workshops: Body paragraphs Annotated Works	Week 5 Assignments Overview Informative Research Essay: Body Paragraphs and the MEAL Plan <i>RG: Ch. 21 Body Paragraph Basics</i> https://pressbooks.pub/roughwritersguide/chapter/paragraph-basics/	Friday, November 14: Peer Review Quiz 5

Cited	RG: Ch. 22 <i>Using Quotes, Paraphrases, and Summaries</i> https://pressbooks.pub/roughwritersguide/chapter/quotes-paraphrases-and-summaries/	
		Sunday, November 16: Drafts due: upload edited thesis and first two body paragraphs only

Week 6: November 17–

Topics	Readings	Deadlines
Writing Workshops: SAR 2 Conclusion Paragraphs Similarity Reports	Week 6 Assignments Overview <i>RG: Ch. 23: Avoiding Plagiarism</i> https://pressbooks.pub/roughwritersguide/chapter/paragraph-basics/ <i>RG: Ch. 35 Peer Reviews</i> https://pressbooks.pub/roughwritersguide/chapter/peer-review/	Friday, November 28: SAR 2 Due Peer Review
		Sunday, November 23: Drafts due: upload edited thesis and Body Paragraphs 3 and 4

Week 7: November 24–30

Topics	Readings	Deadlines
Writing Workshops: Revising & Editing Peer review	Week 7 Assignments Overview Informative Research Essay: Conclusion and Works Cited <i>RG: Ch. 29 Revision Strategies</i> https://pressbooks.pub/roughwritersguide/chapter/introductions-and-conclusions/	Friday, November 28: SAR 3 Due Peer Review
		Sunday, November 30: Drafts due: upload edited thesis, conclusion paragraphs, and works cited

Week 8: December 01–7

Topics	Readings	Deadlines
Revising & Editing Reflections Course Evaluations	Week 8 Assignments Overview	Wednesday, December 3: Course Evaluations Final Drafts of Essay Due Reflection Discussion
		I cannot accept <i>any</i> assignments after Wednesday, December 3

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 [student-handbook-2025-2026.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

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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 or 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.