



**English 1302.304HY**  
**Composition II**  
**Spring 2022**

**Tuesday, 7:10-8:30 AM, COM League City, Room 221**

**Instructor:** Dr. Elaine Childs

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

**Student Hours**

Monday	6:40-7:05 COM League City, room 221			
Tuesday	6:40-7:05 COM League City, room 221		2:30-3:00 PM <b>via email</b>	
Wednesday	6:40-7:05 COM League City, room 221			
Thursday	6:40-7:05 COM League City, room 221		2-6 PM COM League City, room 221	

**Required Texts:**

*The Sunflower: On the Possibilities and Limits of Forgiveness* by Simon Wiesenthal. 2<sup>nd</sup> revised edition. Be SURE to get the second edition, sometimes called “Newly Expanded” or “Revised and Expanded.”

*The Transition to College Writing* by Keith Hjortshoj, 2<sup>nd</sup> edition.

You must have full access to both books no later than January 30<sup>th</sup> (that’s the end of Week 3), or you will miss graded activities that cannot be made up. They may be purchased at the COM bookstore or from many websites. It is your responsibility to order them and select the shipping method that will cause them to arrive on time.

**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, an individual research paper and a group research paper. 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.

**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 (less than a percentage point) if **I** judge that your work shows significant improvement over the course of the term. 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 Distribution:** These are the assignments in the class and how they are weighted:

Class participation	10%
Reading journal / homework average	10%
<b>First Project</b>	
Project proposal	10%
Persuasive Presentation	10%
Research Paper	30%
<b>Second Project</b>	
Group Annotated Bibliography	10 %
Group Paper	15%
Group presentation	5%

**Extra Credit Policy:** The only extra credit offered is three points added to your homework average if you complete the course evaluation. I do not assign or accept additional extra-credit opportunities. I encourage each of you to do your best on the major assignments.

**Late work policy / makeup policy:** Each major paper is due on Blackboard 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. If you have trouble submitting your paper on Blackboard, you must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply. **Daily work assignments like quizzes and journals may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest homework / quiz / journal grades at the end of the semester.**

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 English13011paper2FINAL. That way you can be certain to avoid mistaken submissions.

**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 (usually at least a week is best). 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 an 8-week project will not be enough to save you if you wasted the first two months of that project by procrastinating.

**Drafts:** Often I will require a rough draft of your paper to be turned in for peer workshopping. If you don't turn in a draft at the assigned time, your grade for that paper will be lowered one letter (10%).

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

**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/writing-resources>

**Saving your work:** CCISD computers seem to be quite unreliable, so it's your responsibility to save your essays in multiple places, not just one. I suggest saving on your computer's hard drive **and** Google Docs or a flash drive. Losing your work because you can't log on to your school laptop is rarely an acceptable excuse for missing deadlines.

**Submitting essays:** All essays will be submitted on Blackboard, and files must be saved as Word or pdf files. No other file format will be accepted! If you have trouble submitting your paper on Blackboard, you must email it to me by the deadline to avoid lateness penalties, but no paper will be graded until it is turned in on Blackboard.

**SafeAssign:** All essays will be checked electronically by the SafeAssign function on Blackboard to help identify quotations and paraphrases that need better integration and to ensure that no paper is identical to another (another student's paper, a website, etc.). You can submit a draft of any paper to SafeAssign to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly.

**Attendance policy:** Prior to spring break, you may be counted present in this course either by 1) attending the face-to-face class meeting you are registered for **OR**, if you do not attend class, by 2) completing **all** activities in the "F2F Replacement" folder in the Blackboard module for the week. That means that face-to-face attendance in this class is optional for the **first half** of the semester—if you were exposed to someone with Covid, or if you feel sick, or even if you decide you don't feel safe sitting in a classroom and would rather complete work from home, you will not be penalized as long as you do the F2F replacement activities every week.

However, you are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays. Three unexcused absences will result either in being

dropped from the class or receiving a grade of F<sub>N</sub>.

For the **second half** of the semester, after spring break, you will be required to come to class face-to-face. You will be working on the group project then, and I've found that the best way for me to ensure that all group members are doing their fair share is for me to check in with each group in person every week and assess their progress.

**COVID-related exceptions:** It's very easy nowadays to use COVID exposure as an excuse for anything (no shame; we all know it's true). I will not even **consider** bending a course policy for you because of COVID **unless** you self-report using COM's official form at <https://www.com.edu/coronavirus/selfreport.html> and follow the guidance you receive afterwards.

If you want others to consider your wellbeing, then I expect you to show consideration for ours.

**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 keep my email open during student hours, so that is the best time to get in touch with me quickly.

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. Over email, I can't judge if you're "getting it" or try to rephrase an explanation if the first way I explained wasn't clear; it takes longer for you to ask follow-up questions, etc. If you would like help with a draft, please attend my student hours or request a virtual appointment with me.

**Course Reading:** Attendance is not just about your presence. It's also about your **preparedness**. You will have a reading assignment to complete before almost every class. You are responsible for checking the syllabus to be sure you're prepared. When a reading assignment is online, the course schedule will direct you to Blackboard, where you will find either the link or the uploaded document. You are required to have the reading assignment open in front of you for the duration of every class meeting or you may be counted absent or receive a lower participation grade. This means that you must bring your book[s] to class on days when we are discussing a reading assignment from them.

**Blackboard Reading Journal:** You will keep a reading journal for the duration of the course using the Blackboard Discussion function. Full instructions are on Blackboard. At the beginning of class, I will ask some or all students to read at least one discussion question.

Blackboard posts are time-stamped, and any posts made after 6:40 AM on the day your class meets will receive no credit. I expect you to put some thought into these journals: don't crank them out at the last minute. However, I will drop your four lowest journal / quiz / daily grades at the end of the term, so if you miss a few it won't hurt your grade.

You will not be able to see your classmates' posts before you make your own. If you post a blank post to try and get around that rule, your journal post may receive a zero.

**Class Participation:** 10% of your final grade will be given for class participation. I expect you to be an active participant in discussions. You may do this two different ways: responding to classmates' reading-journal questions on Blackboard (full instructions on Blackboard) or old-fashioned talking in class [or both].

If I can't **remember** at the end of the semester whether you participated in in-person class, and there is no record of digital participation, 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, particularly if you're wearing a mask (please, do wear a mask, though!). Try to sit more towards the front of the class, particularly if you like to talk a lot. Work on speaking more loudly and assertively. Or just post extra on Blackboard to earn participation credit.

**Lateness:** Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will drastically lower your participation grade, and if you are more than 10 minutes late you may be marked absent.

**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 my classroom and forbid you to return until you meet with Dr Kris Kimbark, 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.

**Smartphone policy:** Use a personal computer to access Blackboard, not a smartphone. Blackboard's mobile site is not user-friendly and often collapses 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.

**Instructor-initiated Withdrawal:** I reserve the right to drop students who violate policies in the syllabus or for whom passing becomes mathematically impossible (For instance, if your grade is a 10 and only 30% of the course work remains).

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
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 offense that consists of passing someone else’s work off as your own or of resubmitting an old paper as if it were new and original (so-called “self-plagiarism”). This includes failure to properly cite an outside source, copying a paper off the internet, an excessive amount of outside help from an unauthorized person, like a friend or your mom, or taking someone else’s writing and “changing the words.” The first instance of plagiarism will be reported to The Dean of Students and will result in an F for the course.

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—English 1301 required students to learn how to integrate sources into their own writing honestly and how to cite them correctly, and the outcomes for English 1302 require students to synthesize sources, build credibility, and apply citations systems correctly. 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 English 1301 and will be taught 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>

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

This is the **required** procedure for student complaints at COM—do not contact dual credit or a dean or vice president because they will direct you right back to me or to Dr. Anderson.

### **Course Outline:**

This schedule lists due dates for major assignments and is subject to change with prior notice. The checklists in each weekly Blackboard folder list all the reading assignments and homework activities. Every week you will have graded assignments due before you attend class and on Sunday night at 11:59 PM, and a few weeks will have additional mid-week deadlines. You're expected to follow the Blackboard checklists to avoid missing assignments.

#### **Week 1: January 18 – January 23**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 1 folder. Students who missed class this week must complete all assignments in the F2F-alternative folder in Week 1 **in addition to** all other Week 1 assignments in Blackboard.

#### **Week 2: January 24 – January 30**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 2 folder.

#### **Week 3: January 31 – February 6**

Project Proposal due by 11:59 PM on Sunday, February 6<sup>th</sup>

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 3 folder.

#### **Week 4: February 7 -- February 13**

1200-word exploratory draft due by 11:59 PM on Sunday, February 13<sup>th</sup>

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 4 folder.

#### **Week 5: February 14 – February 20**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 5 folder.

**Week 6: February 21 – February 27**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 6 folder.

**Week 7: February 28– March 6**

6-page draft due by 11:59 PM on Sunday, March 6

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 7 folder.

**Week 8: March 7 – March 13**

Final draft of research paper due by 11: 59 PM on Sunday, March 13

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 8 folder.

**March 14 -- March 20: Spring break! Enjoy your well-deserved week off!**

**Week 9: March 21 – March 27**

Group Project begins

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 9 folder.

**Week 10: March 28 – April 3**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 10 folder.

**Week 11: April 4 – April 10**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 11 folder.

**Week 12: April 11 – April 17**

**April 15-17 is COM's spring holiday. Students and faculty are not required to log in to class or check email during this holiday. You must turn in this week's work early if you want to take those days off.**

Group Annotated Bibliography due by 11:59 PM on Sunday, April 17



Reading assignments and homework activities are listed on the checklist in Blackboard's Week 12 folder.

### **Week 13: April 18 – April 24**

Individual rough draft due by 11:59 PM on Sunday, April 24

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 13 folder.

### **Week 14: April 25 – May 1**

**\*\*\*April 25 is the last day to drop a class and receive a grade of W\*\***

Final draft of group research paper due by 11:59 PM on Sunday, May 1 (one per group)

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 14 folder.

### **Week 15: May 2 – May 8**

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 15 folder.

### **Week 16: May 9 – May 12 (Short Week!!!)**

Final Meme video due by 11:59 PM on Thursday, May 12th

Reading assignments and homework activities are listed on the checklist in Blackboard's Week 16 folder.

## **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](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](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](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto: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 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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](http://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](http://com.edu/coronavirus) for future updates.