



**ENGL-1301.104/154**  
**English Composition 130I**  
**Spring 2022 (1/18-5/7)**  
**Tuesday/Thursday 9:30-10:50 a.m.**  
**LRC Bldg #8 Rm. 248**

**Professor Information:**

**Name** Beth Hammett

**Email** bhammett@com.edu

**Office Location:** LRC Suite B #242

**Office Phone** (409) 933-8389 (office)

**Office Hours** Monday-Thursday Afternoons and As Needed by Appointment

**Communicating with Your Instructor**

I will try to respond to all email correspondence within a 24-hour time frame during the work week. Emails sent during the weekend may not be returned until the following Monday. 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.

**Required Textbook & Supplies:**

- *Writing for College* (Free PDF) <http://www.tc.umn.edu/~jewel001/CollegeWriting/home.htm>

**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.

**Additional Supplies:**

- Cloud Storage Access (Free), such as Dropbox, Google Docs, Office 365
- Paper/Pens/Pencils
- Highlighter Markers (4-5 colors)
- Earphones/Headphones
- Access to reliable Internet

**Course Description**

English 1301 is designed as an introduction to college-level, academic writing. This course teaches the principles and techniques of written composition, textual analysis of non-fiction prose, and critical thinking. Activities and assignments include paragraphs, essays, research, and analysis and discussion of assigned readings. This individual course is themed around conspiracy theories.

**Course Requirements:**

**Determination of Course Grades**

- |                                   |     |
|-----------------------------------|-----|
| 1. Activities/Homework/Attendance | 25% |
| 2. Quizzes                        | 10% |

3. Essay Projects* (4)	40%
4. Final Exam: Final Essay Research Packet & Blogspot	25%

### **\*Activities/Homework**

Participation points are accumulated through involvement and completion of activities and homework, such as blogs, discussions, interactive activities, matching/multiple choice questions, peer activities, polls/surveys, quizzes, readings, and videos. Many class activities and participations are accessed by logging into Blackboard a minimum of three times per week. The approximate time of completion will vary per learner, but you should allow plenty of time for mastery of online materials, which are counted as participation points for the course. Allow time to review new information, participate in discussions, take quizzes, finish writing assignments, and complete other activities listed in the syllabus course outline and calendar as scheduled by the instructor. Full participation in all course activities is required to earn credit for graded assignments.

### **Submitting Assignments**

Submit assignments, essays, and work through Blackboard only by using the "Write Submission" tab to copy and paste to turn in assignments, essays, and quizzes. Failure to follow correct submission rules could result in a no/lower grade. Do NOT email your completed assignments, essays, or work to your professor.

### **Final Essay Research Project**

Students must complete the final essay research project during designated class times only. *Final Essay Research Project must have proper MLA formatted works cited page(s) attached to receive credit.*

### **\*Teamwork Projects/**

#### **Essay Projects with Peer Review Workshoppings (Teamwork Approach)**

Essays use the writing process and workshopping teamwork approach. Two formal checkpoints are required and graded by your instructor. For in-class courses, Project Two requires COM Writing Center tutor check off and Project Three uses either COM Writing Center tutor or three peer reviews with two peer signatures before it is graded by your professor. If you do not show up or participate in your peer review workshopping with your teammates during class sessions, you must visit the COM Speaking, Reading, and Writing Center for revision and get emailed/signed documentation of your visit. Writing is a process, so no exceptions will be made. You may use ½ of one class period during peer workshopping time only to visit the Writing Center. *All assignments must have proper MLA formatted works cited page attached, as well as workshopping proof from peers or writing tutor, to receive a grade higher than 50.*

Online courses follow the above guidelines with the exception of meeting face-to-face. Be sure to submit documentation of workshopping to Blackboard; otherwise, your essay will not be scored.

### **COVID Exceptions for Workshopping:**

During COVID, flexibility is needed, so there are other options for workshopping. Only one option is required:

1. One or more peers/qualified family & friends/former teachers, etc... Be sure to use the Peer Workshopping Handout. You must upload peer/tutor workshopping documentation to Blackboard before your essay will be scored.

Or

2. One or more Professional Tutor, such as COM tutor, NetTutor, etc.. Be sure to keep either an email, comment sheet, etc... as documentation to upload to Blackboard so your essay can be scored.

*All assignments must have proper MLA formatted works cited page attached, as well as workshopping proof from peers or writing tutor, to receive a grade higher than 50.*

Online courses follow the above guidelines with the exception of meeting face-to-face. Be sure to submit documentation of workshopping to Blackboard; otherwise, your essay will not be scored.

### Revisions

. Students who score "C" or below on essay projects are allowed to revise each project one time only for a grade no higher than 80.

### About Grading

Essays are graded holistically based on: clarity, coherence, quality, length, mechanics, originality, and writing style. Please revise, edit, and proofread your essays carefully before submitting the final copy to Blackboard. If essays do not meet guidelines and scoring rubric requirements, points will be deducted.

### Grading Formula

1. Activities/Checkpoints	25%
2. Quizzes	10%
3. Essay Projects* (4)	40%
4. Final Exam: Final Essay Research Packet	25%

Students will be graded on "points-earned" criteria. A grade of C or above is considered acceptable.

### Grading Scale

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

Below 60% = F

**Grade I:** Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor. Students must be current with coursework and must have an emergency situation to qualify.

**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.

### 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)

### **Make-Up Policy and Late Work Policy**

At instructor's discretion and to follow college guidelines. Fifteen points off each class period missed for all late assignments.

### **About Blackboard My Grades, Overall Score, and Weighted Column**

The Overall Score is your final grade for the course. The Weighted Column is for the top assignments in the highest weighted category only and is not an overall score for the class. Do NOT use the Weighted Column to determine your average or grade within the class. In addition, Blackboard does not factor in any assignment column with a null or – score. Once a null or – score changes to a numerical score, your grade may increase or decrease drastically. To avoid this and to see your actual grade, you must turn all work in on time.

### **COM Tutoring Center**

The COM Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at [com.mywconline.com](http://com.mywconline.com), or by clicking the WC icon on the COM website.

## 1301 Weekly Calendar

Course Week	Online Activities & Homework Note: If in doubt about assignments, work ALL activities in the weekly Homework folder. Use the WEEKLY CALENDAR for ALL due dates.	Due Dates
<b>Week 1</b> (1/18)	<b>Week 1 Blackboard (BB) Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Syllabi Overview</li> <li><input type="checkbox"/> Syllabi Quiz</li> <li><input type="checkbox"/> Set up your cloud based service: One Drive through COM Email (Preferred), Dropbox, Google...               <ul style="list-style-type: none"> <li><input type="checkbox"/> Set up your English Composition folder and sub-folders in Your Cloud Service: Essay Projects, Research, Pictures...</li> </ul> </li> <li><input type="checkbox"/> Quiz #1 Diagnostic Writing</li> <li><input type="checkbox"/> Review Grammar Skills folder</li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part II College Writing #21-22</a></li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part 1 Revising/Editing #14-20</a></li> <li><input type="checkbox"/> Extra Credit: Author Email (2 points offered) Due Week 15</li> </ul> <b>Homework for Week 1 is due next week's first class session by 8:00 a.m.</b>	Note: This course is themed around conspiracy theories
<b>Week 2</b> (1/25)	<b>Week 2 BB Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overview: What is a conspiracy? COM Conspiracy Theory Lib Guides, Library Overview</li> <li><input type="checkbox"/> Conspiracy Beliefs Poll</li> <li><input type="checkbox"/> Conspiracy Films 1-3 with Questions</li> <li><input type="checkbox"/> Research Projects Guidelines Handout</li> <li><input type="checkbox"/> Overview of Research Topics</li> <li><input type="checkbox"/> Research Topic Sign Up</li> <li><input type="checkbox"/> Annotating Documents &amp; Note Taking Skills (Review Only)</li> <li><input type="checkbox"/> Read &amp; Annotate: "Academic Writing"</li> <li><input type="checkbox"/> Technology Survey #1</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 1 Getting Started</i> with Chapter Questions</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 2 Learning About Academic Reading and Writing</i> &amp; Activity Questions</li> <li><input type="checkbox"/> Editing and Peer Workshopping Skills Review Activity</li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part II Researching #36-42</a></li> </ul> <b>Homework for Week 2 is due next Monday by 8:00 a.m.</b>	<b>Due at 8:00 a.m.:</b> Week 1 Homework
<b>Week 3</b> <b>Holiday 9/6 No Class</b> (2/1)  <b>2/2 Census Day</b>	<b>Week 3 BB Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SafeAssign Practice/Plagiarism Overview</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 3 Introducing Your Conspiracy Theory</i></li> <li><input type="checkbox"/> Grammar, Editing, and Workshopping Activity: <i>Grammarly</i> and <i>ProWriting Aid</i></li> <li><input type="checkbox"/> Finding Great Research</li> <li><input type="checkbox"/> Introduction to Citations, Dropped Quotes, &amp; Plagiarism Activities               <ul style="list-style-type: none"> <li><input type="checkbox"/> Building a Works Cited page</li> <li><input type="checkbox"/> Plagiarism Guidelines Practice</li> <li><input type="checkbox"/> Dropped Quotes Practice</li> <li><input type="checkbox"/> Citations Practice</li> <li><input type="checkbox"/> Works Cited Practice</li> </ul> </li> <li><input type="checkbox"/> Quiz #2 Library Research Tutorial</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 4 Writing About Your Conspiracy Theory</i></li> </ul>	<b>Due at 8:00 a.m.:</b> Week 2 Homework

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Formatting Your Word Doc</li> <li><input type="checkbox"/> Brainstorming Your Research Topic</li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part II Writing to Literature #43-48</a></li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part 1 Organizing #7-13</a></li> </ul>	
<b>Week 4</b> (2/8)	<p><b>Week 4 BB Homework:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Project 1 Introduction</b>, Lecture and Work Week No Peer/Tutor Workshopping needed since this project will be reviewed and scored by your professor. You must receive 100 on Project 1 before moving forward with Project 2</li> <li><input type="checkbox"/> Peer Workshopping &amp; Editing Skills: Using Commas in Writing</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 5 Analyzing Your Conspiracy Character</i> with Questions</li> <li><input type="checkbox"/> Quiz #3 Workshopping &amp; Editing Character Analysis Traits</li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part II Writing on Readings #24-30</a></li> </ul>	<b>Due at 8:00 a.m.:</b> Week 3 Homework
<b>Week 5</b> (2/15)	<p><b>Week 5 BB Homework:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Lecture: Overview of Project 2 Character Analysis</b> (Due Week 8)</li> <li><input type="checkbox"/> Project 2 Pre-Writing Activities</li> <li><input type="checkbox"/> Begin Rough Draft of Project 2</li> <li><input type="checkbox"/> Grammar and Editing Skills as needed</li> </ul> <p><b>Reminder:</b> Projects 2 and 3 must have Workshopping proof by tutor/peers/etc...uploaded to BB before essays will be scored. A proper MLA Works Cited page must be included below the essay to be scored</p>	<b>Due at 8:00 a.m.:</b> <b>Project 1 Introduction</b>  Week 4 Homework
<b>Week 6</b> (2/22)	<p><b>Week 6 BB Homework:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project 2 Work Week</li> <li><input type="checkbox"/> Project 2 Formal Checkpoint</li> <li><input type="checkbox"/> Make Your Writing Center Appointment!</li> <li><input type="checkbox"/> Quiz #4</li> <li><input type="checkbox"/> Technology Survey #2</li> <li><input type="checkbox"/> Optional: Grammar/Editing Skills: Citations &amp; Plagiarism</li> </ul>	<b>Due at 8:00 a.m.:</b> Reminder: Project 2 must be checked by tutor/peers/etc...
<b>Week 7</b> (3/1)	<p><b>Week 7 BB Homework:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project 2 Work Week (Due Week 8)</li> <li><input type="checkbox"/> Editing Skills</li> <li><input type="checkbox"/> Schedule COM Tutoring Center Workshopping for Project 2</li> <li><input type="checkbox"/> Quiz #5</li> <li><input type="checkbox"/> Read &amp; Work: <i>Chapter 6: Your Conspiracy Theories</i></li> <li><input type="checkbox"/> Optional Reading: <a href="#">Writing for College Part 1: B: Organizing #7-13</a></li> </ul>	<b>Due at 8:00 a.m.:</b> Week 6 Homework
<b>Week 8</b> (3/8)	<p><b>Week 8 BB Homework:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overview of <b>Project 3 Conspiracy Theories (Argumentative)</b> (Due Week 12)</li> <li><input type="checkbox"/> Project 3 Work Week</li> <li><input type="checkbox"/> Grammar/Editing Skills if needed—these will be added to the weekly homework folder, as needed</li> <li><input type="checkbox"/> Quiz #6</li> </ul>	<b>Due at 8:00 a.m.:</b> <b>Project 2 Character Analysis</b>

	<b>Reminder:</b> Projects 2 and 3 must have Workshopping proof by tutor/peers/etc...along with proper MLA Works Cited page to be scored	Week 7 Homework
<b>Week 9</b> 3/14-20	<b>Spring Break! College Closed!</b>	
<b>Week 10</b> (3/22)	<b>Week 10 BB Homework:</b> <input type="checkbox"/> Project 3 Work Week <input type="checkbox"/> Grammar/Editing Skills if needed—these will be added to the weekly homework folder, as needed	<b>Due at 8:00 a.m.:</b> Week 8 Homework
<b>Week 11</b> (3/29)	<b>Week 11 BB Homework:</b> <input type="checkbox"/> Project 3 Work Week <input type="checkbox"/> Project 3 Formal Checkpoint <input type="checkbox"/> Schedule Peer/Tutor Workshopping <input type="checkbox"/> Optional Reading: <a href="#">Writing for College: Part II: I Writing for Majors &amp; Work #49-57</a>	<b>Due at 8:00 a.m.:</b> Week 10 Homework
<b>Week 12</b> (4/5)	<b>Week 12 BB Homework:</b> <input type="checkbox"/> Project 3 Work Week (Due Week 12) <input type="checkbox"/> Grammar and Editing Skills as needed <input type="checkbox"/> Quiz #7 <b>Spring Registration Opens</b>	<b>Due at 8:00 a.m.:</b>  Week 11 Homework
<b>Week 13</b> (4/12)  Spring/Summer Registration Opens	<b>Week 13 BB Homework:</b> <input type="checkbox"/> Read <i>Chapter 7: The Final Stages</i> <input type="checkbox"/> Overview of <b>Project 4 Conclusion</b> (Due Week 13) <input type="checkbox"/> Write Your Conclusion No workshopping needed; your professor will be your workshopper <input type="checkbox"/> Quiz #8	<b>Due at 8:00 a.m.:</b> <b>Project 3 Conspiracy Theories</b>  Week 12 Homework
<b>Week 14</b> (4/19)  "W" Day	<b>Week 14 BB Homework:</b> <input type="checkbox"/> Recording Research Sources <input type="checkbox"/> Overview of Final Essay (Due Week 16) <input type="checkbox"/> Quiz #9	<b>Due at 8:00 a.m.:</b> <b>Project 4 Conclusion</b> Week 13 Homework
<b>Week 15</b> (4/26)	<b>Week 15 BB Homework:</b> <input type="checkbox"/> Writing Conferences <input type="checkbox"/> Make-Up Week—Be sure all weekly folder work is completed! <input type="checkbox"/> Quiz #10 Reminder: All folders close Week 16 on the first class period at midnight!	<b>Due at 8:00 a.m.:</b> <b>Project 4 Conclusions</b> Week 14 Homework
<b>Week 16</b> (5/3)	<b>Week 16 BB Homework: Folders Close Week 16 Class 1 at Midnight Finals Week!</b> <input type="checkbox"/> Final Essay <input type="checkbox"/> Reminder: Author Extra Credit—Last Chance! <input type="checkbox"/> Grades and Conferences <input type="checkbox"/> Check to ensure all work is completed and turned in before Monday at Midnight!	<b>Due at 8:00 a.m.:</b> <b>Final Essay</b> Week 15 Homework All Folders close Week 16 Close 1 at Midnight

**Disclaimer:** This syllabus may be subject to change at any time during the semester.

**Academic Calendar:**

February 2	Census Day
March 14-20	Spring Break Holiday
April 12	Summer/Fall Registration Opens
April 25	Withdrawal "W" Day
May 7	Last Day of Classes
May 14	Commencement

**Did you miss a week?**

1. Contact your study/email buddy.
2. Review syllabi, Power Points/Presentations, textbook chapters, and other class information on Blackboard.
3. See the reading/writing tutor in the Speaking, Reading, Writing Center, as needed. Free peer and professional tutor help is available online and in person.
4. After exhausting all other options, contact your professor by phone, email, or text (preferred method).

**Attendance Policies:**

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law (military service and religious holiday). When, in the judgment of the faculty, students have been absent so many times that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a "W" for the course. ***Five or more absences will result in a grade no higher than a C for face-to-face courses (CL) while with hybrid courses (HY) three or more absences will result in a grade no higher than a C.***

**Note:** Collegiate High School and Dual Credit students should be aware of the attendance policy when missing class(es) due to college visits, field trips, internships, musical contests, sports activities, etc... These equal class absences.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

**Disaster Preparedness:** In case of a disaster, check the COM webpage for college updates and your Blackboard course for class updates. Continue your work for the class since every attempt will be made to follow the weekly course outline.

**About a Hybrid/Online Class**

A hybrid class combines one class per week of face-to-face classroom instruction with one class per week of online materials as opposed to an online class that has no face-to-face classroom instruction. An online course meets solely online with no formal whole class meeting times. Be aware an online class is not self-paced. Class meetings will be used for discussions, activities,



reviews, and peer review workshopping. The online (Blackboard) portion of this class will consist of chapters, blogs, discussions, videos, and related activities. You must keep up with both aspects of the class to be successful, get the most benefit from the materials, and pass the course.

### **Hybrid Class Attendance Policy**

If in a hybrid section, you must log into this course for your second class period of each week. You must log in **no less than twice per week**. Failure to do so will result in loss of activities and participation points. The estimated amount of time to complete weekly online activities is approximately equal to in-class minutes. When, in the judgment of the faculty, students have been absent so many times that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a “W” for the course. *With hybrid courses (HY) three or more absences will result in a grade no higher than a C.*

### **Online Attendance Policy**

If included in the grading percentage, attendance is taken **weekly** on Monday at 8:00 a.m. You must log into this course for your class each week. You must log in **no less than three times per week**. Failure to do so will result in loss of activities and participation points. The estimated amount of time to complete weekly online activities is approximately equal to in-class minutes. The approximate time of completion will vary per learner, but you should allow plenty of time for mastery of online materials, which are counted as participation points for the course. The time frame could be anywhere from 1-10 hours. Allow time to review new information, participate in discussions, take quizzes, finish writing assignments, and complete other activities listed in the syllabus course outline and calendar as scheduled by the instructor. Full participation in all course activities is required to earn credit for graded assignments. When, in the judgment of the faculty students have missed so many assignments (three or more in this course) that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a “W” for the course.

### **Tardiness Policy**

Students are expected to **be on time** to class and to stay until the instructor dismisses the class. Coming in after attendance is taken, typically within the first five minutes of class, or leaving class early constitutes a partial absence. Three tardy marks equal one class absence. Reminder: If you miss attendance, you will be counted as Absent for the class period.

### **Withdrawal Policy**

Failure to participate or complete assignments during class or not logging into an online class will NOT constitute an official or automatic withdrawal. It is the student’s responsibility to acquire and complete the drop form when he/she has decided to drop the class. Any student who fails to withdraw will receive a grade of “F” for the class. The instructor is not responsible for dropping students. Please visit <http://www.com.edu/admissions/drop-notification> to obtain more information regarding the consequences of dropping a class one or more times.

## **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.

### **Technology Outage Policy**

Students are responsible for completing all course work by the due dates stated in the syllabus. Occasionally, the College may experience emergency campus-wide technology outages. Should this occur during a Quiz or submission of an Assignment, you will need to notify the instructor to reset the Quiz or extend the assignment due date. This will occur once the campus-wide outage is confirmed by Informational Technology. An Announcement will be sent to all students relaying the information about the new due date for the assignment or quiz.

In case of a personal technology issue, or if you have questions about an assignment or need clarification of requirements, you are expected to contact the instructor using the preferred contact method. The College has a number of computer labs, so access to requisite technology needed to complete assignments should not become an issue.

### **Face-to-Face Class**

A traditional face-to-face classroom instruction is combined with online computer coursework. This class meets face-to-face twice a week as stated on your syllabi. Class meetings will be used for discussions, activities, reviews, and peer review workshopping. The online (Blackboard) portion of this class will consist of chapters, blogs, discussions, videos, and related activities. You must keep up with both aspects of the class to be successful and get the most benefit from the materials.

### **Cell Phone and Electronic Device Use in the Class Room**

This course uses various types of technology. However, unless it is a scheduled part of the lesson or an accommodation, electronic devices are not to be used during class times. Make sure your cell phone is turned off or set on "silent" or "vibrate". Exit the room to make calls, texts, or messages. Excessive/Unreasonable in-class cell phone disturbances will result in the student being removed from the classroom.

### **Technology and This Course:**

Technology is everywhere! COM is a Wi-Fi campus. Academic writing assignments and essays in all college courses are typed. Businesses expect employees to use technology. Therefore, this course includes lectures, PowerPoints, materials, and social media websites that can be accessed easily from any computer, smartphone, or tablet. If Internet usage is unavailable off-campus, please use time management skills to download materials while on campus. If a high grade in this course is your goal, then practice reading and writing, apply new skills learned in class, and peer workshop all essays. Make good use of campus resources, such as free tutors in COM's Writing Center. Lastly, communicate with your instructor!

### **Problems with Blackboard and other Technical Problems:**

Technology problems are not a valid excuse for missing deadlines. If you are experiencing difficulties with Blackboard, you are advised to contact the Technical Support Team for troubleshooting and solutions.

Every semester students experience total or near-total computer/USB failures. If this happens to you, you have two (2) options: use a backup process or computer or drop the class. Computer labs are available on campus if your personal computer becomes disabled during the semester. Make a backup of each assignment as you create or edit it—**always use a cloud service**/email address/USB jump drive. Do not depend on the “original”, whether it’s on your hard drive or elsewhere.

**Reminder:** There are **NO excused absences** in college courses! You are either absent or present. Regardless of attendance, work must be turned in on time and according to the syllabus. Missing class is not an excuse for late work! **A student will receive no higher than a “C” grade if five absences in face-to-face classes or three absences in hybrid classes** are accumulated during the semester. A student with excessive absences may be dropped at the instructor’s discretion. Students are also expected to be on time to class and to stay until the instructor dismisses the class. Coming in late or leaving early constitutes a partial absence or tardy. Remember, three tardy marks equal one classroom absence.

**Note:** Collegiate High School and Dual Credit students should be aware of the attendance policy when missing class(es) due to college visits, field trips, internships, musical contests, sports activities, etc... These equal class absences.

### **Classroom Conduct Policies:**

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.

<http://www.com.edu/student-services/student-handbook> . Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

### **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 or plagiarism are extremely serious offenses and will result in a **grade of zero** on that exam or assignment, 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 class. Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, and/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. Access this link to learn [How 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 the Department Chair, Brian Anderson, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

### 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. Demonstrate knowledge of MLA bibliographic and citation systems.
7. Use technology in the writing process.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Projects 1-5 Peer Workshoppings for
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Project 2 & 3
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Quizzes Project 2-4
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Project 3 & 4 Quizzes
Use edited American English in academic essays.	Unmapped	Projects 1-4 Final Research Packet
Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	QEP Oral Presentation (Overview of Projects)

### Student Success Information

#### Student Success Tips

(1) Attend every class (2) Meet your professor (3) Manage your time (4) Prepare for the unexpected (5) Ask questions (6) Complete all work on time (7) Master skills

**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 that is 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 setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**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).. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at:

[www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).