



ENGL 1301-003ONL
English Composition I
FALL 2022, Aug. 22, 2022 – Dec. 7, 2022
100% ONLINE

This course is asynchronous. There are no in-person or online meetings.

Instructor Information: Lisa Frase, lfrase@com.edu

Email: lfrase@com.edu

Phone: 409-933-8389

Office: LRC, Ste. B, #242

Office Hours:

Monday/Wednesday	Tuesday/Thursday
7:30 a.m. – 8:00 a.m.	10:45 a.m. – 12:20 p.m.
9:20 a.m. – 9:30 a.m.	2:50 p.m. – 3:00 p.m.
10:50 a.m. – 11:00 a.m.	
12:20 p.m. – 2:00 p.m.	*If you would like a conference, please set an appointment.

Student Hours & Location: 100% Online

- ✓ Content opens each Monday at 5:00 a.m. Students should access content early each Monday.
- ✓ Initial discussion forum posts and drafts for peer review are due by Thursday, midnight, of the week assigned.
- ✓ Discussion forum replies and peer reviews are due by Sunday, midnight, of the week assigned.
- ✓ All assignments are due by Sunday, midnight, of the week assigned, unless otherwise indicated on the assignments' calendar.
- ✓ Students are responsible for reading and viewing content and assignment instructions, and completing all required assignments by the due date and time.
- ✓ Students *must participate in peer review*, or you will not be allowed to turn in your essay.
- ✓ Students should check class announcements, activity feed, and email (COM Outlook email account) daily for critical information, updates, and private correspondence from the instructor.

Required Textbook: A textbook is not required for this course. All content will be available in D2L/Brightspace.

Required Online Accounts

www.prowritingaid.com

Materials & Supplies

Pocket folder, notebook, pen, and highlighters for taking notes

Flash drive to back up files

Course Description: ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. AGCM.

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. Prerequisites: One of the following TSI scores combinations or equivalent developmental courses (1) TSI Reading 351 and TSI Writing 350 and TSI Essay 5 (2) TSI Reading 351 with TSI Writing 363 and Essay 4 (3) TSI Reading 351 and TSI Writing less than 350 with ABE 4 and TSI Essay 5.

Course requirements:

This course is collaborative in nature. You will participate in discussions, class activities, and peer review. You will take weekly quizzes over class lectures, reading assignments, videos (show in class or assigned as homework), and writing project instructions.

You will complete 6 Writing Projects this semester:

1. Anchor Paper
2. Information Report
3. Annotated Bibliography
4. Article Analysis
5. Argumentative Essay
6. Personal Reflection Essay (Growth Paper)

Determination of Course Grade/Detailed Grading Formula:

Grading will be divided into 5 categories:

- 5% Anchor Paper
- 15% Informational Report
- 5% Annotated Bibliography
- 20% Article Analysis
- 30% Argumentative Essay
- 05% Personal Reflection Essay (Growth Paper)
- 20% Learning Activities

Learning Activities include: attendance, quizzes, discussion forum participation, peer review participation, annotation/analysis activities (upload work)

GRADE RANGE:

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

FX F earned by excessive absences

Determination of Course Grades: To pass this course, all work must be completed and turned in by the established due dates.

*Students' work will be assessed with grading rubrics.

Late Work Policy: Students are expected to complete assignments by the due date/time. Zeros will be entered once a writing assignment is due. Students may submit work late for a deduction of *up to* twenty points per day at the discretion of the instructor. *In-Class Learning Activities Checks are due by the due date/time assigned -no exceptions. ***Students should reach out to the instructor *immediately* regarding extenuating circumstances. *Busy, work (job), and other courses* is not an acceptable excuse for turning in late work.

Attendance & Participation (Learning Activities)

Attendance is taken each week. If you do not turn in all assignments, then you are marked absent for the week. An average attendance grade is counted towards the Learning Activities grade.

***Successful students start early, make an effort, work efficiently, and turn work in by the assigned due date and time.

***Students who feel sick or display symptoms of COVID19 should stay home, contact the instructor by email at lfrase@com.edu, and complete the COVID19 report form provided by COM. <https://www.com.edu/coronavirus/>

Students are expected to participate in class. This includes arriving on time, staying for the duration of the class, attending each class day, paying attention, and taking notes during lectures, writing during writing time, participating fully in activities and peer review, and completing assignments by the due/date time. A Learning Activities grade will be assigned at the end of the semester for participation and in-class assignment checks.

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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends.

Check your college email and Blackboard announcements daily.

Required Technology

- Internet access to Blackboard

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

It is important that you can always access all your work electronically. Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

SAVE EARLY·SAVE OFTEN·SAVE IN MORE THAN ONE PLACE

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Peer Review, Quizzes
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Writing Projects, Quizzes
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Writing Projects
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Reading Assignments
Use edited American English in academic essays.	Unmapped	Writing Projects, Quizzes
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Peer Review, Analysis Activity

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 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 a very serious offense and is not acceptable in this course.

Copying someone else's words and claiming them as your own is plagiarism.

Paraphrasing, summarizing, or quoting someone else's words without proper citations is plagiarism.

Using someone else's images (still or moving), data, audio, interviews, etc. without proper citations is plagiarism.

All essays will be submitted to Safe Assign in Blackboard –a software that checks papers for plagiarism.

Claiming someone else's words as your own (copy / pasting or turning in a borrowed or bought paper) is *completely unacceptable*. Students who blatantly plagiarize will receive a grade of 0 and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

At the instructor's discretion, accidental plagiarism will be dealt with in the following manner: The instructor will counsel the student regarding improper or missing citations. The student will be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit.

(COM) 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 Brian Anderson at 409-933-8186, banderson@com.edu.

Course outline: The course calendar is subject to change at the discretion of the instructor. Assignments are due by the due date/time indicated on the assignments' calendar.

Week	Graded Quizzes & Assignments
1 Due Sunday, 8/28	(Online Only) Welcome & Introductions discussion forum post/responses (All Classes) Academic Writing Quiz (All Classes) Academic Writing Lessons, Part I Quiz (All Classes) Anchor Paper
2 Due Sunday, 9/4	(All Classes) Plagiarism Quiz (All Classes) Formal Writing Quiz (All Classes) Academic Writing Lessons, Part II Quiz (All Classes) *Anchor Paper (resubmit to earn a 100)
3 Due Sunday, 9/11	(All Classes) Peer Review Quiz (In-person classes by class time, Day 2) (All Classes) Information Report Peer Review (In-person classes, on Day 2) (All Classes) Academic Writing Lessons, Part III Quiz (All Classes) *Anchor Paper (final chance to resubmit to earn a 100)
4 Due Sunday, 9/18	(All Classes) Revising, Editing, Proofreading Quiz (All Classes) Academic Writing Lessons, Part IV Quiz (All Classes) Information Report
5 Due Sunday, 9/25	(All Classes) Peer-Reviewed Journal Article Quiz (All Classes) Annotate Quiz (All Classes) Research, Read, & Annotating Assignment (In-person classes, Day 2)
6 Due Sunday, 10/2	(All Classes) Annotated Bibliography Quiz (All Classes) Annotated Bibliography
7 Due Sunday, 10/9	(All Classes) Analysis Quiz (All Classes) PECAT Quiz (All Classes) Quotes Quiz

	(All Classes) PECAT Paragraph Analysis Quiz (In-person classes, Day 2)
8 Due Sunday, 10/16	(All Classes) Introductions and Conclusions Quiz (All Classes) Article Analysis
9 Due Sunday, 10/23	(All Classes) Argument Quiz
10 10/30	(All Classes) Thesis Quiz (All Classes) Webquest Quiz (All Classes) MLA Quiz (Online Only) Topic Proposal & Preliminary Thesis Statement discussion forum
11 Due Sunday, 11/6	(All Classes) Research, Planning, & Drafting Quiz
12 Due Sunday, 11/13	(All Classes) Drafting an Argument Quiz
13 Due Sunday, 11/20	(All Classes) Revising an Argumentative Essay Quiz (All Classes) Argumentative Essay Peer Review (In-person classes, Day 2)
14 Due Monday, 11/28	(All Classes) Argumentative Essay
15 Due Sunday, 12/4	(All Classes) Personal Reflection Essay
16 Due Tuesday, 12/6	(All Classes) Comprehensive Quiz

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes1@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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.