



**English Composition I: Process Over Product**  
**Spring Mini 2025 | May 12–May 30, 2025**  
**ENGL 1301.00117 | Online**  
**3–Week Course**

**Delivery Method:** Online

**Class Location:** Brightspace

**Office Location:** Main Campus, Building #8 (LRC), Suite B, RM 239\*

**Office Phone:** 409–933–8937\*

\*Please note that I will not be available in my office for the duration of this class. Instead, my “office” will be through email and on Teams, where we can schedule a video conference if need be.

**Instructor Information:**

Monique Suarez, MA (she/her)

[msuarez@com.edu](mailto:msuarez@com.edu)

**Student Hours/Office Hours:**

<u>Day</u>	<u>Time</u>	<u>Location</u>
<b>Monday–Thursday</b>	11–12pm	Online/Teams
<b>Friday</b>	By appt.	Online/Teams

**ENGL 1301 Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

**Professor Suarez’s Personal Course Description:** This course is designed to do two things: (1) help you discover + cultivate your voice within your education and coursework, and (2) introduce you to the writing process necessary for working toward an academic writing paper rooted in secondary research with a sprinkle of your own primary research.

**Communication Policy:** You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send". **I respond within 8-12hr (often less than this depending on the time of day).**

**Course Modality (Asynchronous Online):** This is an asynchronous, online course, meaning that we will not meet at a scheduled time. Instead, you will be required to view/read course material and complete your work on your own time. This allows for more flexibility; however, this course **does** have required due dates that you must abide by. Because this is a 3-week course (I actually say it is 2.5 weeks since grades are due Friday of Week 3), you will have multiple, required due dates throughout the week to ensure you are working on the course every single day. This will also benefit you because you will not be able to wait until the last minute to complete the work for the week.

**Textbook/Materials – OER Course:** Anything that we read in this course will be accessible through D2L Brightspace and free. If you would like to print something out and do not have a printer, COM's Tutoring Center offers free printing (found in ICB, Building #23, 1<sup>st</sup> floor) as well as the COM Library.

**Recommended Materials:**

- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

**Important Dates – Spring Mini:**

**M 5/12:** 1st day of classes

**T 5/13:** Census Day – You must submit your required HW before this day or you will be dropped from the course (per COM policy). Logging into the course is not enough.

**M 5/26:** Memorial Day

**W 5/28:** W day

**F 5/30:** Closing of Session/Grades due @5pm

**Student Learner Outcome Chart:**

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Weekly Discussions + Assignments/Peer Review
2. Develop ideas with appropriate support and attribution	Unmapped	Weekly Discussions/Assignments
3. Write in a style appropriate to the audience and purpose	Communication Skills	Everything
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Weekly Discussions/Papers
5. Use edited American English in academic essays	Unmapped	All writing assignments

**Course Requirements:**

**Attendance/Timeliness/Participation:** Because this is an online class, your attendance will be recorded based on logging into our Brightspace course shell AND viewing/completing weekly requirements. Please be mindful of the importance of every assignment/discussion post in this class. Failure to complete required work for 1 full week may result in being dropped from the course. If not dropped, it more than likely will result in you failing the course.

**Major Assignments (MA):**

- MA#1: Multimodal Identity Slide (due F 5/16 11:59pm)
- MA#2: Research Project (full draft due F 5/23; final draft due W 5/28)

**Weekly HW | Due dates vary**

Your completion of weekly HW is crucial not only to your success, but it is also a way for me to assess whether or not you are engaging with the learning material. Outside of the major assignments, HW may include watching weekly videos, listening to podcasts, reading/viewing assigned materials, and posting multiple DB comments per week and/or responding to peers.

### **Writing Process Assignments | Due dates vary**

You will be working toward your final paper every day during this Spring Mini. Rest assured, I am not asking you to write an essay every week! Instead, this class emphasizes the writing process, so each writing assignment will be related to working toward whatever the major assignment for the unit is.

### **Quizzes | Due dates vary**

There will be quizzes that gauge your understanding and interaction with that week's materials. That being said, make sure that you are aware that I expect you to learn and remember the skills I am teaching you. It is imperative that you are reading announcements and watching/listening to the weekly podcast/video in order to prepare for the quiz. These quizzes can range from multiple choice to short written responses. These questions will come up on the Final, so be sure that when you receive your results that you are actively checking to see what you are not understanding so that you know what to study for.

### **Final Exam | Week 3, due by Thursday 11:59pm (no extensions)**

This final exam will test your understanding of the course material learned during this mini session. This will consist of multiple-choice questions and short responses.

### **"Oral Presentation" | DB#4**

In ENGL 1301, you are required to complete some form of oral presentation. Because of the nature of an online course, your "oral presentation" will take the form of your DB#4 post. In addition to writing your post, you will be required to submit an audio recording of you reading your post out loud.

<b>Course Requirements</b>	<b># of Items</b>	<b>Point Value</b>	<b>Semester Point Total</b>
Quizzes	4	10	30 (I drop your lowest)
Final	1	50	50
DB#1, #2, #4	3	10	30
DB#3 (MA#2 Full Draft/Peer Review)	1	20	20
MA#1: Multimodal Identity Slide	1	20	20
Research Proposal + Works Cited	1	50	50
MA#2 Final Draft	1	100	100
<b>Total Semester Points</b>			<b>300</b>

### **Grading Scale:**

**A:** 269–300 | **B:** 239–268 | **C:** 209–238 | **D:** 179–208 | **F:** 178 or less

**FN:** failure due to giving up / not submitting work for more than 1 consecutive week

### **Course Grade Determination:**

Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, ask questions, and read assignment sheets thoroughly. In other words, your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but it is ultimately up to you if you are. Please see the late-work policy and contract agreement in regard to late, missed, and incomplete assignments.

### **Late Work/Make-Up Policy:**

Timely completion of all assignments is crucial, especially in a 3-week course. Please know that not completing an assignment sets you back because most assignments build on one another. It is really in your best interest to complete every assignment on time with full effort. **Late assignments will not receive extensive feedback.**

**You may not submit DB#3 (Peer Review) late!** If you do not submit part 1 of DB#3 on time, you will forfeit the opportunity to receive feedback on your paper + will still be required to complete a peer review response.

- **Late Items** You may submit an item late within 1 day of the original due date, but you will receive a letter grade deduction: 1-12 hr late = -letter grade, 12-24hr = -2 letter grades
- **Missed Items:** Assignments that are not submitted within 1 day of the original due date are assignments that will receive a permanent zero. This includes discussion posts and quizzes.
  - **You will fail the course if your research paper final draft is not submitted by the due date.**

### **24-Hr Late Submission Opportunity (The “Life Happens” Clause):**

- You will have **one 24-hr late submission opportunity** that you can utilize on any assignment except for the items listed below:
  - DB#3 (both parts), all week 3 items (DB#4, Final, MA#2 final draft)

**Grading/Instructor Feedback Turnaround Time:** You will receive feedback from me on all writing process assignments. Since these tasks often build on one another, my turnaround time for grading is pretty quick, depending on the complexity of the assignment. My general goal for this May Mini is to have grades inputted within 48 hr of the submission deadline (unless you submit something late). If I ever give you feedback that you do not understand, please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you.

**Extra Credit Opportunities:** None.

**The Tutoring Center:** Located in the ICB, Room 104 (Building #23), the Tutoring Center provides free face-to-face and online tutoring sessions to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and nonacademic assignments/projects. If you ever have any questions about the tutoring center, please let me know. I was a writing tutor at COM before becoming an instructor, so I can help answer any questions you might have. 😊

**The GCIC Academic Symposium:** COM's GCIC Academic Symposium is an opportunity for students to showcase their best academic and creative projects. Participation in the symposium helps develop your professional skills and widen your professional networks; it should be noted on your resume/CV. **Next academic year, the Symposium is on Friday, April 10, 2026. The abstract submission deadline is Thursday, Feb. 12, 2025, at 11:59 p.m.** Please speak with me if you are interested or have questions and visit this site for more information:

<https://www.com.edu/symposium/>

**Badelynge Review:** Here at College of the Mainland we have The Badelynge Review, a literary and visual arts journal of student work that is curated, edited, and designed entirely by COM students! Joining the journal is a great opportunity for you to gain experience in editing and publishing. If you are interested in joining the journal staff as a Reader (read submissions to help with the selection process), an Editor (work with a few of the selected authors to edit their work for publication), or a Reviewer (evaluate the credibility and accuracy of research used in accepted papers), please reach out to Professor Gwendolynn Barbee-Yow at [gbarbee@com.edu](mailto:gbarbee@com.edu).

**Academic Dishonesty:** Any incident of academic policy will be dealt with per 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, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** There are many types of plagiarism, and you may not be aware of them all. Some include paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. A good rule of thumb to live by: Your work should be generated only by you and only for this ENGL 1301 course. If you are not sure if you are violating these rules, please talk to me about it before turning in your work. 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.

**AI Statement:** Content generated by an Artificial Intelligence third-party service or site (AI-generated content) is **prohibited** in this class. While there are opportunities to use AI for certain creative low-stakes activities in my ENGL 1302 course, this is not the case for this ENGL 1301 course. Likewise, using AI without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. *Violations could result in failure of the assignment or failure of the course and a notation on your transcript.*

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: [banderson@com.edu](mailto:banderson@com.edu)

**College of the Mainland Technology Outage Policy:** If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

## Course Outline/Calendar

5/12/2025-5/30/2025

This calendar is tentative and subject to change upon my discretion\*

**NOTE:** There will be weekly videos and readings each week that you will need to complete. The schedule below lists only what you will need to submit.

WEEK	SCHEDULE
1  5/12-5/18	<p><b>Complete/Submit:</b>  <b>By Monday 5/12 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 1 – Syllabus/Navigating D2L <ul style="list-style-type: none"> <li>This must be submitted before Tuesday or you will be dropped from the course per Census Day requirements. No exceptions. Logging into our course is not enough.</li> </ul> </li> </ul> <p><b>By Tuesday 5/13 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#1: FYC &amp; “Good Writing”</li> <li>Quiz 2 – MLA General Requirements/Heading/Header</li> </ul> <p><b>By Friday 5/16 11:59pm</b></p> <ul style="list-style-type: none"> <li>MA#1: Multimodal, Identity Slide</li> </ul> <p><b>By Sunday 5/18 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 3 – Research + Works Cited formatting</li> </ul>
2  5/19-5/25	<p><b>Complete:</b>  <b>By Monday 5/19 11:59pm</b></p> <ul style="list-style-type: none"> <li>WP: Contextualized Proposal + Works Cited</li> </ul> <p><b>By Tuesday 5/20 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#2 – <i>Freedom Writers</i> + MA#1 Exhibit/Responses</li> <li>Quiz 4 – Incorporating Sources + Paper Structure</li> </ul> <p><b>By Friday 5/23 11:59pm</b></p> <ul style="list-style-type: none"> <li>MA#2 – Full Draft</li> <li>DB#3 – Part 1 – Peer Review Questions/Post Full Draft</li> </ul> <p><b>By Sunday 5/25 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#3 – Part 2 – Peer Review Responses</li> </ul>
3  5/26-5/30	<p><b>Complete:</b>  <b>By Wednesday 5/28 11:59pm</b></p> <ul style="list-style-type: none"> <li>MA#2 – Final Draft</li> </ul> <p><b>By Thursday 5/29 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#4 – Spring Mini Audio Reflection</li> <li>ENGL 1301 Final</li> </ul> <p>*Grades will be posted by Friday 5/30 5pm; Thanks for your hard work!</p>



## **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://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

**Name:** Kimberly Lachney, Student Accessibility Services Coordinator

**Phone:** 409-933-8919

**Email:** AccessibilityServices@com.edu

**Location:** COM Doyle Family Administration Building, Student Success Center

**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.

**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.

**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 May Mini Session is May 28.**

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).