



**English 1301.305H12**  
**Composition I**  
**Fall 2024**  
**Tuesday and Thursday, 7:10AM-8:30AM**  
**COM League City, Room 220**

**Instructor:** Dr. Elaine Childs (she, they)

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

**Phone:** 409-933-8318

**Student Hours:** Additional appointments may be made for meetings in person or via video call. My League City office hours are in room 220 unless another professor needs that room, in which case I will either be near the front entrance or you can ask for me at the front desk.

	League City Campus		Online, Brightspace chat and email
Monday	6:30-7:00 and 8:30-9 AM		
Tuesday	6:30-7:00 and 8:30-9 AM		2:30-3:30
Wednesday	6:30-7:00 and 8:30-9 AM		
Thursday	6:30-7:00 and 8:30-9 AM  2:30 PM-5 PM		

**No required textbook**

**Course Description:** Composition I is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. The class emphasizes effective rhetorical choices, including audience, purpose, arrangement, and style. The focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**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 (usually 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 Calculation:** These are the assignments in the class and how they are weighted:

ApplyTexas Essay	10%
Evaluation essay	20%
Abstract	20%
Research paper	30%
Class Participation	10 %
Reading response and homework average	10%

\*\*If you aren't familiar with weighted grades, an online grading calculator can be helpful in figuring out what grade you need on each assignment to get a certain final grade. I recommend this one: <https://www.calculator.net/grade-calculator.html>

**Extra Credit:** I do not assign or accept extra-credit work except for a few small activities worth no more than .3% of your final grade. I encourage each of you to do your best on the major assignments.

**Grading Profile Overview:** For most major essays, I use a grading profile to provide you with feedback (the ApplyTexas essay is the one exception). The grading profile is not used to determine your grade but to highlight areas where improvement is needed. This feedback, as well as your number grade, will be returned to you on Brightspace. Please be aware that I reserve the right to forgo the use of the grading profile and assign non-passing grades ("D" or "F") to assignments that 1) do not adhere to minimum criteria (like the length requirement), 2) have severe problems adhering to the conventions of written English (numerous incoherent sentences, comma splices, fused sentences, or lack of basic essay structure), or 3) fail to use or cite sources in MLA format.

**Late work policy / makeup policy:** Each major assignment is due on Brightspace 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 Brightspace, you must email it to me by the deadline. Otherwise, the usual lateness penalties will apply. **Homework assignments like journals and reading responses may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest reading response / homework 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 plan and 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 long project is not necessarily enough to make a difference if you waited too long to **start** the assignment.

**Saving your work:** 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.

**Help with drafts:** 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 extensive help with a draft, please attend my student hours or request a virtual appointment with me. Email should be used for brief and simple informational questions, like "Is this a good thesis?" or "How do I cite a YouTube video?"

**Submitting essays:** All essays will be submitted using Brightspace, 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 Brightspace, 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 Brightspace.

**TurnItIn:** All essays will be checked electronically by the TurnItIn function on Brightspace 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.) or has been composed using AI. You can submit a draft of any paper to TurnItIn to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly. However, TurnItIn will not reveal to you whether or not parts of your paper have been generated by AI. It only shows that to instructors.

**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 one.

**Attendance policy:** Classroom attendance is required. You are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays, not school activities or events such as clinicals or sports. Each additional absence after the second will result in 5% being deducted from your final grade.

You are expected to **save your unexcused absences for emergencies and illness because those are not grounds for excused absences.** This class has fewer than 16 required meetings all semester, so each time you are absent for any reason, you miss around 7% of classroom instruction. Moreover, students are never excused from knowing course content because they missed class.

However, because I teach two sections of the same class, you may be able to attend class a different day if you have to miss your scheduled class time. If you're enrolled in the Monday/Wednesday class and you know you have to miss a Monday, email me at [echilds1@com.edu](mailto:echilds1@com.edu) to request permission to attend class on Tuesday instead. This is first-come, first-served, and I can't have 40 people in class on Tuesday, so I can't promise you'll be granted permission. If you know in advance you have to miss a day, request permission early to guarantee your spot.

**Lateness:** Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will greatly lower your participation grade, and if you are more than 10 minutes late you may be marked absent. It is usually much better to show up late than to skip class entirely; however, starting this year the front door of the building may lock at 7:25AM and not reopen until 8:30. There may not be anyone at the front desk to open the door for you. So do your best to be on time.

**Conference Attendance / Rescheduling policy:** I will return your first essay at a one-on-one conference in Week 3. You will sign up for your conference by enrolling yourself in a time slot on Brightspace. The deadline for signing up for a conference is 11:59 PM on Sunday of Week 2.

**Conferences usually cannot be rescheduled**, so be sure to check your schedule carefully before selecting a time. If none of the available times work for you, you must email me no later than Friday of Week 2.

Failing to sign up for a conference by the deadline or missing your scheduled conference may result in an absence.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email or within Brightspace. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Email policy:** 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.

Always email me ASAP if you find something wrong in the Brightspace shell: a broken link, a missing assignment, a graded assignment that says the due date has passed or that won't allow you to open it.

**Weekly Checklists:** Each week of class has its own checklist of assignments in Brightspace. Most checklists are divided into three sections: assignments that must be completed before Monday's class, assignments that must be completed before Thursday's class, and those that must be completed by 11:59 PM on the last day of the week. Students are required to complete all assignments listed on the checklists by the posted deadlines.

**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 weekly checklists to be sure you're prepared. All required readings are available on Brightspace.

**Brightspace Reading Responses:** When the Weekly Checklist includes a graded assignment to be completed before class, it is due by 7 AM on the day you attend class. These posts are time-stamped, and any posts made after 7 AM on the day you attend class will receive zeros and may not be made up. I expect you to put some thought into these responses: don't crank them out at the last minute. However, I will drop your four lowest homework grades at the end of the term, so if you miss a few it won't hurt your grade.

**Class Participation:** 10% of your final grade will be given for class participation. You may earn this two different ways: active participation in small-group activities in class or old-fashioned talking in class. There are usually more class-wide discussions than anything else, so that's the easiest way.

If I can't **remember** at the end of the semester whether you participated in class, 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.

**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 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.

Additionally, College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook, <http://www.com.edu/student-services/student-handbook.php>. Any breaches of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

**Smartphone policy:** Use a personal computer to access Brightspace, not a smartphone. Brightspace's mobile app is good for getting notifications and for some class activities, but it does sometimes collapse the menus you'll need in order to find assignments and make it difficult to find my feedback. 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.

**Online Tutoring:** 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>

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Essay 4
2. Develop ideas with appropriate support and attribution.		Essay 4
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay 1
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay 4
5. Use Edited American English in academic essays.		Essay 4
6. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Essay 4

**Plagiarism and Academic Dishonesty:** Plagiarism is a serious breach of student conduct that occurs when a student turns in work from another source as if it were the student's own. The essence of plagiarism is falsification for the purpose of personal gain. Students are expected to **earn** their grades by demonstrating the skills and knowledge that they actually possess, but when a student copies a paper from the internet, uses outside sources without citing them, takes someone else's ideas and "changes the words," or allows another person or online tool to improve, add to, or rewrite their paper, then the assignment is not an honest demonstration of the student's own skills and knowledge. When students commit these acts or others like them, they defraud the taxpayer, College of the Mainland, and their future universities and workplaces and thus defeat the purpose of taking this class at all. Thus, the first instance of intentional plagiarism will be reported to the Dean of Students and will automatically result in an F for the course. Whether the plagiarism was accidental or intentional will be my judgement call.

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—one of the major outcomes of English 1301 is for students to learn how to integrate sources into their own writing honestly and how to cite them 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 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>

**TurnItIn's AI-detector:** TurnItIn now evaluates essays for the presence of AI-generated content. Unless a professor gives you permission to use AI in an assignment, doing so is scholastic dishonesty according to COM's Student Conduct policy, which forbids students from "Falsifying documentation submitted for purposes of obtaining a grade or course credit" ([link](#)). Your assignments in this class are intended to show me what **your** skills are in writing, researching, and critical thinking, and your grades reflect the skill level you are at. Using AI in an attempt to make it look like your skills or ideas are better than they actually are is falsification. Any assignment submitted for a grade in this class that TurnItIn identifies as containing AI-generated content may receive a zero and may not be rewritten.

**Grammarly/QuillBot, etc:** In this class, you may not use Grammarly, QuillBot, or any similar tool to help with your assignments **in any way**. Although I do not believe there's anything inherently wrong with using basic grammar-check tools, Grammarly and similar sites have many additional tools for skills like paraphrasing and drafting that you need to learn to do yourself in this class. Moreover, when you use these tools to alter your own writing, TurnItIn may identify it as AI-generated.

Therefore, for the purposes of this class, Grammarly and similar tools are completely banned. Be forewarned that any text identified by TurnItIn as being AI-generated may receive the same penalty as any other type of plagiarism or falsification, even if you "just used Grammarly."

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Humanities department chair, Brian Anderson, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu)

**Course Outline:**

This schedule lists due dates for major assignments and is subject to change with prior notice. The checklists in each weekly folder list the requirements for reading assignments and homework activities; students are required to follow the checklists.

Week 1: October 14 – 20	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 2: October 21- 27	Required reading assignments and homework activities are listed on the week's checklist in Brightspace. <b><u>ApplyTexas essay due by 11:59 PM on Thursday, October 24</u></b>
Week 3: October 28 – November 3	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 4: November 4 – 10	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.

	<b><u>Evaluation essay due by 11:59 PM on Thursday, November 7</u></b>
Week 5: November 11 - 17	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 6: November 18 - 24	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.  <b>Procrastination abstract due by 11:59 PM Thursday, November 21</b>
Week 7: November 25- December 1	Required reading assignments and homework activities are listed on the week's checklist in Brightspace.
Week 8: December 2 - 4	<b><u>Research paper due by 11:59 PM on Tuesday, December 3</u></b>

## **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.*

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

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

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

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

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any



obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**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.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food or housing, or even if you 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).

**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.