



**ENGL 1302-001I4**  
**English Composition II**  
**Summer 2025, June 2, 2025 – July 2, 2025**  
**100% ONLINE – Asynchronous**  
***There are no face to face meetings.***

Holidays: June 19, 2025 & July 4, 2025  
Census Date: June 5, 2025  
Last Day to Withdraw: June 30, 2025  
Grades Due: July 7, 2024

**Instructor Information:** Lisa Frase, Assistant Professor of English

**Email:** [lfrase@com.edu](mailto:lfrase@com.edu)

**Phone:** 409-933-8389

**Office:** LRC, Ste. B, #242

**Student/Office Hours:** Please email me to schedule an online Zoom meeting. I will not be on campus this summer.

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

**Required Textbook:**

All reading/viewing content for this course will be available in D2L/Brightspace, through the COM Library, or online, except for a novella, which is available through Amazon Kindle/app (the novella is an optional selection).

**Recommended Supplies:**

- composition notebook to keep course notes
- highlighters for annotating
- folder to keep printouts
- flash drive or external hard drive to back up work

**Required (FREE) Online Accounts:**

[www.prowritingaid.com](http://www.prowritingaid.com)

[www.citefast.com](http://www.citefast.com)

**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.

**Course Description:** English 1302 requires intensive study of and practice in the strategies and techniques for developing research-based argumentative, expository, and multi-genre texts. The emphasis of this course is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of visual, verbal, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Activities and assignments include blogs, discussions, essays, research, and a group project. Note that this course is themed around absurdity and social epidemics. *All assignments must have proper MLA formatted Works Cited pages attached to receive credit.*

**Course Prerequisite:** English 1301 (Note: You will not receive credit for this course unless you have already completed English 1301 with a grade of “C” or higher. Students are not allowed to take English 1301 and English 1302 at the same time. If you have not passed 1301, you must inform your professor immediately to avoid further problems.

**Course requirements:**

This course is 100% online – asynchronous. This means that you must carefully manage your time. You are responsible for reading and view all content and assignment instructions and completing assignments by the due date and time. It is crucial that you start early each week, log into D2L/Brightspace daily, and watch for daily announcements and/or emails.

\*You **must** have access to a working computer and a reliable Internet connection to successfully complete this course. If you have technical issues, then I recommend using library/tutoring center computers at COM or your local library. Personal computer and Internet issues are not an acceptable excuse for late/incomplete work in this course.

This course is collaborative in nature. You will participate in online discussions and peer review. You will be expected to fully read and view all course content and assignment instructions, use sources from the Writer’s Toolbox within D2L/Brightspace to support your writing projects, take quizzes, participate in discussions and peer review, research, annotate texts, submit papers to NetTutor for feedback, write papers, create multimedia content, and properly document your sources in the MLA documentation style. Face-to-face students are expected to participate in activities and present in front of the class.

**You will complete a Milestone Project with 5 milestone assignments this semester:**

1. Short Paper
2. Annotated Bibliography
3. PowerPoint
4. Reflection Video
5. Argumentative Essay

**You will complete the following Learning Activities this semester:**

- Course Orientation Quiz
- Participation in Discussions (Online students will participate in discussion forums).
- Participation in Peer Review
- Submit writing projects to NetTutor
- Submit NetTutor proof (PDF) to D2L/Brightspace
- Self-Reflection Video Essay
- Personal Responsibility: attendance, participation, professionalism, timeliness

**Determination of Course Grade/Detailed Grading Formula:**

80% Milestones Project

10% Milestone 1: Short Paper

20% Milestone 2: Annotated Bibliography

10% Milestone 3: PowerPoint

05% Milestone 4: Reflection Video

35% Milestone 5: Argument

20% Learning Activities

Students are expected to read and view all required course content, utilize the Writer's Toolbox within D2L/Brightspace as a resource, utilize NetTutor and the COM Tutoring Center (writing tutors) for feedback, carefully read and follow assignment instructions, and turn in all required assignments by the designated due date and time. Face-to-Face students are expected to attend class daily and arrive on time. Online students are expected to access coursework daily and manage time appropriately.

**Grading Scale:**

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F Below 60

FN F earned by excessive absences

**Late Work & Attendance Policies**

**Course Orientation & Quiz**

There is one quiz for this course: Course Orientation Quiz. You **must** complete the Course Orientation and quiz *before* you begin the coursework. You will receive two additional opportunities to retake missed questions. The quiz is untimed. The quiz will no longer be available after Sunday, 11:59 p.m., Week 2. You will not receive access to the course content or assignments until you take the quiz.

## Module Assignments

Students are expected to turn in module assignments by Sunday, 11:59 p.m., of the week assigned. It is imperative that students turn in work on time. A five-week course moves *fast*. Students who fall behind risk failing the course.

! Due to how fast this course moves, **no late work** will be accepted.

! Assignments for Week 5 are due by Tuesday, NOON. No exceptions.

## Discussion Forum Topic Posts/Responses & Peer Review

Students are expected to complete the required tasks (reading, viewing, writing) and create an initial post to the weekly discussion forum by Thursday, 11:59 p.m., of the week assigned. Students should post responses/reviews by Sunday, 11:59 p.m., of the week assigned. Please carefully read and follow the discussion post instructions *each* week.

\*\*\*You must complete all Milestones Project assignments to pass the course.

## Attendance

*I have complete discretion over excused absences. You must provide proof of illness or family emergency.*

A **Personal Responsibility** grade will be given at the end of the semester which counts towards your **Learning Activities** grade (20%). This grade is based on attendance, preparation, professionalism, and timeliness (face-to-face classes). This grade will impact your final grade. Make sure it has a positive impact.

These reasons will *not* be excused: work, busy, stressed, a lot going on, family schedule, other courses, etc.

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**Online Attendance:** Attendance is taken for each week. To receive full credit for attendance, you must submit all required assignments by the due date and time. Students who do not submit work (all or part) by the due date and time will be counted absent. If you have a major illness or family emergency, please email me immediately with proof.

**\*Special note for online students:** As an online student, you must be able to access a working computer and the Internet throughout the course. Computer and Internet issues *will not excuse late or missing assignments* (except for an area wide Internet outage or major storm).

## Course outline:

The course outline is tentative and subject to change at the instructor's discretion. All content and assignment details are in D2L/Brightspace. Assignments are due by the due date/time indicated on the assignments' calendar.

Week	Topics	Assignments
ENGL 1302 (Summer) 4		

<b>1</b> Due Sunday, 06/8	Rhetorical Situation & Analysis	1.1 Course Orientation Quiz 1.2 Milestone 1: Short Paper *Online Classes: Discussion I
<b>2</b> Due Sunday, 06/15	Scholarly Research	2.1 Annotated Bibliography *Online Classes: Discussion II
<b>3</b> Due Sunday, 06/22	Argument	3.1 PowerPoint *Online Classes: Discussion III
<b>4</b> Due Sunday, 06/29	The Heart of Writing	4.1 Self-Reflection Video Essay 4.2 Peer Review 4.3 Submit Argumentative Essay draft to Tutor.com (follow instructions in D2L) *Online Classes: Discussion IV (Peer Review)
<b>5</b> Due Tuesday, 07/02 NOON	Lifelong Literacy	5.1 Argumentative Essay 5.2 Submit Tutor Proof (PDF)

**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 TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism.

Claiming someone else's words (or artificially generated 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](mailto:banderson@com.edu).

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative research processes.	Teamwork (TW)	Peer Review *In-Class: Discussions & activities *Online: Discussion Forums
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.		Argumentative Essay
Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence	Communication Skills (COM)	Milestones Project
Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Personal Responsibility (PR)	Milestones Project Discussion forum posts
Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.)	Communication Skills (CS)	Milestones Project (MLA)

### **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

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**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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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).

### **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.