

FALL 2025 - 1ST 8 WEEKS



**English Composition I: Process Over Product**

**ENGL 1301.302H1**

**M/W 7:10–8:30am**

**Delivery Method:** Hybrid (In Person **AND** Online)

**Class Location:** League City Campus, RM 221

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

**Office Phone:** 409-933-8937\*

\*Feel free to leave a message if I don't answer, though I will only be able to get to it once I am in my office.

**Instructor Information:**

Monique Suarez, MA (she/her)

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

**Student Hours/Office Hours:**

If none of these times work for you, please let me know.

<b>Monday</b>	10–1:30pm	Main Campus & Online
<b>Tuesday</b>	8:30–9:30am	Main Campus & Online
<b>Wednesday</b>	10–12pm	Online Only
<b>Thursday</b>	8:30–9:30am	Main Campus & Online

**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 received an email because a student forgot to press "send" or because a student sent an email through their personal email account.

**Course Modality (Hybrid):** This is a hybrid course, meaning that learning takes place in person and online. You are expected to show up, learn, and participate in the classroom and on Brightspace each week. While meeting only 2 days a week offers more flexibility with schedules, this course is quick and has required due dates that you must abide by. You will have multiple, required due dates throughout the week. This is meant to benefit you and ensure that you do not wait until the last minute to complete the work for the week.

**ENGL 1301 Course Catalog 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 paper rooted in secondary research with the possibility of conducting your own primary research.

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

**Required/Recommended Materials:**

- **Required:** A pencil/pen brought to class each day
- **Required:** Reliable internet access + a device to complete online assignments
- A notebook to take notes as you see fit
- A folder/binder for handouts and HW
- A planner to keep track of due dates
- If you have a personal laptop, I encourage you to bring it to class if you are able. This will allow you to learn how to complete tasks on the same device you will be using at home. If you cannot bring this to class, it is okay. Our classroom is a computer lab.

**Student Learner Outcome Chart:**

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

## **Course Requirements:**

**Attendance/Timeliness/Participation:** Your in-person attendance and online presence is important. In-person attendance is determined by your showing up to class on time and participating. Your online presence is not solely based on logging into our Brightspace course shell; you must also view/complete all assigned weekly requirements. Failure to complete required work for more than 1 full week (in person & online) may result in being dropped from the course. If not dropped, it more than likely will result in a significant grade deduction.

### **In-Person Attendance Grade: 20 points total**

- 1st absence = no penalty
- Every tardy (10+ minutes late) = -1pt (2 tardies = 1 absence)
- Every absence after your 1st one = -2pt

### **Online Attendance Grade: 20 points total**

- 1st missed or late online submission ever = no penalty toward this grade
- Every late online weekly submission = -1pt
- Every missed online weekly submission = -2pt

### **Participation: 10 points total**

There will be many opportunities to participate in class. In fact, there will always be something that you will be required to do/discuss/contribute every class day. You will receive a participation grade during Week 8, reflective of your willingness to complete in-class work, participate in group activities, speak in class, and complete course assignments/HW.

**Research Project (Public Issue/Problem-Solution or Informative):** The crux of the course is centered on this project. Though you will not be writing multiple papers in this class, the writing process assignments will require you to think critically about the topic you choose and the sources, audience, and content most appropriate for what will eventually lead to the final draft of a Problem-Solution or Informative Research Paper. This project will also require that you complete secondary research with an opportunity to conduct primary research of your own.

### **ENGL 1301 Journal (5 entries) | All entries due by Sunday 10/5 11:59pm**

Inspired by the journal assignment in *Freedom Writers* (a movie we will watch together), you will be asked to complete five (5) journal entries in this class, which you will complete via the discussion board titled "Journal." All five entries must be at least 300 words and you should be prepared to read one of your entries out loud on the last day of class.

### **Online HW: DBs, Writing Process Assignments, & Assessments | T, TH, & SN**

Online HW includes reading/watching assigned materials, completing discussion board posts, quizzes, and a final exam. Online HW will always be due on Tuesday, Thursday, and Sunday. See specifics on the next page.

**Discussion Boards (DB):** Unlike the ENGL 1301 Journal, DBs require formal, academic writing. These discussion posts have prompts and specific due dates. These posts are always related to the content we are focusing on in class.

**Writing Process Assignments:** Though I am not asking you to write an essay every week, this class emphasizes the writing process, so each writing process assignment you complete (E.g., Research Proposal, Works Cited, Annotated Bibliography, etc.) helps you work toward the major Research Project. Please note that we will go over each assignment in detail and class will be dedicated to working on these assignments and/or learning the content you need to know to complete these assignments successfully.

**Quizzes:** There will be online/open-note quizzes that gauge your understanding of and interaction with the course material. Questions will consist of multiple-choice/true or false/written response/etc.

**Final Exam (due Thursday 10/2 11:59pm)**

This final exam will test your understanding of all course material learned during this summer session and will consist of multiple-choice, T/F, and short response questions.

**Grading Scale:**      **A:** 448-500 | **B:** 398-447 | **C:** 348-397 | **D:** 298-347 | **F:** 297 or less  
**FN:** failure due to giving up and no longer attending class

Course Requirements	# Items	Point Value	Semester Point Total
Attendance (in-person & online)	2	20	40
Participation (assessed during Week 8)	1	10	10
Course Journal (Entries #1-5)	5	6	30
Week 1 - Multimodal Identity Slide	1	20	20
Week 8 - Last Day Reading	1	20	20
DB Posts (#1, #2, #5)	3	10	30
DB Posts (#3, #4)	2	20	40
Quizzes	4	10	40
Final	1	50	50
Research Proposal + Works Cited	1	50	50
Annotated Bibliography	1	50	50
Full Draft	1	20	20
Final Draft	1	100	100
<b>Total Semester Points</b>			<b>500</b>

**Course Grade Determination:** Your grade will be a reflection of your time management, effort, and willingness to listen to lectures, ask questions, and complete work 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. Your grade will be determined based on a point system with a total of 500 points possible (see previous page).

**A Note on Balancing Life + Academics:** I am aware that, for some, school is one of *many* daily responsibilities. Because of this, I have designed this course with built-in “work days” to not only work on upcoming major assignments, but to receive feedback from myself and your peers. Please take advantage of these days and show up ready to work. You will find that workdays are really beneficial because you can ask me any questions you have and I can give you feedback on the spot.

**Attendance Policy:** You should aim to be in class every day. Missing class due to conflicting appointments, jobs, and/or sleeping in too late are not excuses. You signed up for this specific time, so I do expect you to be present as much as you possibly can. Per COM policy, no absences are considered excused unless for religious or military service reasons. If you are going to be absent for any of those reasons, I need to be notified ahead of time. This does not excuse you from completing the work for that day, but it does (sometimes) grant you an extension to make it up. Remember that attendance and timeliness factor into your grade. Point deductions can also be received for leaving class early before class is dismissed.

Please note that I do have the right to drop you from the course for lack of attendance. Missing more than 2 class days and more than 2 online assignments may result in the inability to receive higher than a “C” in the course.

**Late Work/Make-Up Policy:** Timely completion of all assignments is crucial. Please know that not completing an assignment sets you back because each assignment builds on a major assignment. It is really in your best interest to complete every assignment on time with full effort. **Late or incomplete assignments will not receive extensive feedback.**

- **Late Assignments:** Assignments submitted within 1 day of the original due date will receive a half-letter grade deduction every 12 hr (up to 1 letter grade = 24hr late).
- **Missed Assignments:** Assignments that are not submitted within 1 day of the original due date are assignments that will receive a zero.
  - **You will fail the course if your research paper becomes a missed assignment or if you do not revise a failing full draft (indicative of not fulfilling the course objectives).**

**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 or discussion post except for time-sensitive items like the ones listed below:
  - Peer reviews, presentations, Week 8 tasks, exams, and anything else that I explicitly state cannot be submitted late.

**Make-Up Policy (The “Revision” Clause):** You have the opportunity to revise one writing process assignment in this class other than the full draft, final draft, quizzes, presentations, and peer reviews). This does not include missed assignments that you did not turn in on time. **Your revised assignment must be submitted by SN 10/5 11:59pm.** You must either meet with me to go over my feedback before you revise and/or include a submission comment explaining how you have revised the assignment based on my feedback and what you have learned in the process.

**Extra Credit Opportunities:** Specifics will be communicated on Brightspace.

- Journal Entry Peer Response (1 response = +.5, 2 = 1, up to +5 points)
- Peer responses on DBs #1–3 (1 response = +.5, 2 = 1, up to +3 points)
- Extra Journal Entry (+2)
- Specific opportunities related to Research Project (more on this later)

**Grading/Instructor Feedback Turnaround Time:** My turnaround time for grading is pretty quick, depending on the complexity of the assignment. My general goal for this 8-week course is to have grades inputted within 1 week of the submission deadline, excluding weekends and holidays. This turnaround time does not apply to those who submit an assignment 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 my feedback. Help me help you.

**The Tutoring Center (On COM’s Main Campus):** 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.

**This academic year, the Symposium is on Friday, April 10, 2026, from 9 a.m. to 2:30 p.m. This year's theme is "Embodied Knowledge: Decoding and Recoding the Self."**

The abstract submission deadline is Thursday, Feb. 12, 2026, 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/>

**Honors Contracts** are special projects that extend the work we do in class. They are for ambitious students who wish to deepen their knowledge and experiences of the practices and ideas related to this class. They require students to earn at least a B in class and approval from me since the Honors Contract will require that the student and I work closely together. Please speak with me if you are interested or have questions, and visit this site for more information:

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

**Badelynge Review:** Here at College of the Mainland we have *The Badelynge Review*, a literary 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 submitting your work or 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 or having someone else complete your work – is an extremely serious offense. Making up quotes or falsifying information will also be construed as academic dishonesty. All instances of academic dishonesty 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:** Plagiarism includes using someone else's words or ideas and claiming them as your own. paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, or using someone else's words without quotation marks..

Please note that not all papers will necessarily be checked for plagiarism; the decision to check a particular paper for possible plagiarism is made based on my professional judgment and expertise, in part garnered from years of grading student papers. Students may also be required to submit papers through a plagiarism-checking tool such as Turnitin.

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.

The plagiarism and academic-dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, discussion posts, and essays. 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 and remediation.

**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.

**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/student-handbook.html>

*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:

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

**Phone:** 409-933-8919

**Email:** 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 1st 8-week session is October 1st.** The last date to withdraw from the 16-week session is November 14th. The last date to withdraw for the 2nd 8-week session is November 25th. The last date to withdraw from the winter mini session is December 23rd.

**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.

### **Important Dates – 1st 8 weeks**

**M 8/18:** 1st day of classes

**M 8/25** Census Day

**M 9/1:** Labor Day (no classes)

**W 10/1:** W day

**TH 10/9:** Last day of classes

**F 10/10:** Grades due at 11am

## Tentative Course Outline/Calendar

8/18/2025–10/9/2025

WEEK	WEEKLY TOPICS	Complete/Submit
1 8/18–8/24	<ul style="list-style-type: none"> <li>Course Overview</li> <li>Multimodal Presentation Slide</li> <li><i>Freedom Writers</i></li> <li>Perspectives on FYC &amp; academic writing</li> </ul>	<p><b>By Tuesday 8/19 11:59pm</b></p> <ul style="list-style-type: none"> <li>Multimodal Slide Presentations</li> </ul> <p><b>By Thursday 8/21 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 1 – Course Overview/D2L</li> </ul> <p><b>By Sunday 8/24 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#1 – Introductions &amp; Perspectives</li> </ul>
2 8/25–8/31	<ul style="list-style-type: none"> <li>Unit 1 Readings / Fishbowl</li> <li>Narrative / Multimodal Composing</li> <li>Writerly Identity + Language</li> </ul>	<p><b>By Thursday 8/28 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#2 – Unit 1 Readings &amp; <i>Freedom Writers</i></li> </ul> <p><b>By Sunday 8/31 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#3 – Mini Photo Identity Essay</li> </ul>
3 9/1–9/7	<ul style="list-style-type: none"> <li><b>No class on Monday</b></li> <li>Intro to academic writing</li> <li>Discovering your topic</li> <li>Research Project Intro</li> <li>MLA formatting workshop</li> <li>Research Tutorial</li> </ul>	<p><b>By Tuesday 9/2 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 2 – General MLA Formatting</li> </ul> <p><b>By Thursday 9/4 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 3 – Research &amp; Works Cited</li> </ul> <p><b>By Sunday 9/7 11:59pm</b></p> <ul style="list-style-type: none"> <li>Proposal + Works Cited</li> </ul>
4 9/8–9/14	<ul style="list-style-type: none"> <li>Annotated Bibliography / “vetting” your sources</li> <li>Incorporating Sources Workshop</li> <li>Paper structure &amp; inserting your voice</li> </ul>	<p><b>By Thursday 9/11 11:59pm</b></p> <ul style="list-style-type: none"> <li>Quiz 4 – Incorporating Sources &amp; Paper Structure</li> </ul> <p><b>By Sunday 9/14 11:59pm</b></p> <ul style="list-style-type: none"> <li>WP – Annotated Bibliography</li> </ul>
5 9/15–9/21	<ul style="list-style-type: none"> <li>Peer Review norming sessions</li> <li>Higher-order vs. Lower-order Issues</li> <li>Student Examples + Critiques</li> <li>Tips, Tricks, Grammar Concepts</li> </ul>	<p><b>By Sunday 9/21 11:59pm</b></p> <ul style="list-style-type: none"> <li>DB#4 – Part 1: Rough Draft &amp; Peer Review Questions</li> </ul>

<p><b>6</b></p> <p><b>9/22-9/28</b></p>	<ul style="list-style-type: none"> <li>• Writer's Workshop</li> <li>• Peer Review Prep</li> <li>• Peer Review discussion groups</li> </ul>	<p><b>By Tuesday 9/23 11:59pm</b></p> <ul style="list-style-type: none"> <li>• DB#4 - Part 2: Peer Responses</li> </ul> <p><b>By Thursday 9/25 11:59pm</b></p> <ul style="list-style-type: none"> <li>• Full Draft</li> <li>• DB#5: Letter to the Reader</li> </ul>
<p><b>7</b></p> <p><b>9/29-10/5</b></p>	<p><b><u>Conference Week: M-W</u></b></p> <p>Sign up for conferences. Use the week to study for and complete your exam, journal entries, and optional revision.</p>	<p><b>By Thursday 10/2 11:59pm</b></p> <ul style="list-style-type: none"> <li>• Final Exam</li> </ul> <p><b>By Sunday 10/5 11:59pm</b></p> <ul style="list-style-type: none"> <li>• Optional Revision</li> <li>• All ENGL 1301 Journal Entries</li> </ul>
<p><b>8</b></p> <p><b>10/6-10/9</b></p>	<p><b>Monday (last day of class):</b></p> <p>Final Entry Reading - you will choose a journal entry or your DB#3 to read out loud on the last day of class.</p> <p><b>Wednesday (no class):</b></p> <p>I will be available online if you need me.</p>	<p><b>By Tuesday 10/7 11:59pm</b></p> <ul style="list-style-type: none"> <li>• Final Draft</li> </ul>