



ENGL 1301.309HY
Written Composition I
Fall 2023
Wednesday 7:10 a.m. – 8:30 a.m.

Instructor Information: Courtney Pugh

E-Mail: chill3@com.edu

Phone Number: 409-933-8640

Student hours and location:

- Tuesday/Thursday: 9:30 a.m. – 11:00 a.m.; 1:30 p.m. – 3:00 p.m. (LRC; Ste B, Rm. 236)
- Wednesday: 6:45 a.m. – 7:10 a.m. (League City Campus; Rm. 221)
9:00 a.m. – 12:00 p.m. (Main Campus – LRC; Ste B, Rm 236)

Required Textbook/Materials: Purdue Owl - https://owl.purdue.edu/owl/purdue_owl.html

**Additional reading materials will be made available through Brightspace on an as needed basis.*

Materials – The following are recommended for class each day.

- A flash drive (or cloud access) for essays and course work completed in and out of class.
- Spiral notebook/paper
- Pens, pencils, highlighters (different colors will be helpful)

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. The focus will be on writing academic essays as a vehicle for learning, communicating and critical analysis.

Prerequisites: One of the following TSI score combinations or equivalent developmental courses with a grade of "C" or better (1) TSI Reading 351 and TSI Writing 340 and TSI Essay 4; or (2) TSI Reading 351 and TSI Writing less than 340 with ABE 4 and TSI Essay 5.

Course requirements:

This semester we will work through the writing process for three short essays, a lengthy research paper, and an oral presentation. The writing process will be emphasized through class discussions, journal responses, revision and editing, short and longer written works, and a presentation. Students will utilize both informal and academic writing modes as they complete researched essays. All assignments will be submitted using Brightspace. Turnitin will be used to identify the usage of researched material and aid in better integration of this information along with the editing of grammar and mechanics.

Determination of Course Grade/Detailed Grading Formula:

- *Class Activities and participation (5%):* All course activities, discussions, participation, and quizzes will be included in this category.
- *Journal and Discussion Prompts (5%):* Reflection journals and discussion prompts will be assignment from time to time in D2L/Brightspace.
- *Diagnostic Essay (10%):* Students will complete the diagnostic essay within the first two weeks of class. Specifics of the assignment can be found in D2L/Brightspace.
- *Revision and Editing Activities (15%):* All revision and editing activities for all essay drafts.
- *Oral Presentation (15%):* Students will complete one oral presentation this semester. Details will be provided online in the D2L/Brightspace course content folders and discussed in class.
- *Essay Assignments (20%):* An article analysis and a reflection essay will be included in this grading category.
- *Argumentative Research Assignment (30%):* This category will include an annotated bibliography and the written research paper on a selected topic.

Grading Scale:

A=100-90

B=89-80

C=79-70

D=69-60

F=59-0

Late Work, Make-Up, and Extra-Credit Policy:

All assignments are due by 11:59 p.m. on the posted due date. Students are expected to be aware of the due dates and manage their projects accordingly. Assignment sheets for each major project will be provided containing the relevant due dates, assignment criteria, and the grading rubric for transparency of expectations. A grace period of three days after the due date will be provided to account for last-minute issues. A deduction of 10 percentage points will apply to each assignment submitted during this grace period. After the grace period expires, students who have not submitted the assignment will receive a grade of "0". Deadlines will only be extended for cases involving military service, religious holidays, or **documented** emergencies.

*** If you are having trouble meeting a deadline for a major assignment, it is important you talk with me immediately, do not wait until the due date. Technology issues will not be considered an acceptable reason for the submission of late work. ***

Extra Credit: Extra Credit will only be awarded in two ways. 1) Five points extra credit will be applied to any essay reviewed by the COM Writing Center. Evidence of the writing center visit must be e-mailed to me before the paper is due. 2) Three additional percentage points will be awarded to students who complete the online course evaluation at the end of the semester.

Attendance Policy:

You are expected to be prepared and in class on time, ready to fully participate. Class discussion and group activities are components of your success in this course. A sign-in sheet will be provided for each class to keep a record of attendance. Be sure you sign in when you enter the classroom. Excessive absences (5+) will result in a grade of FN.

Tardies: It is vital to the classroom experience to be on time for class. Three tardies will equal one absence.

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. I will check my e-mail throughout the weekday and generally will respond within 24 hours with the exception of weekends, holidays, and illness.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing process	Teamwork (TM)	Peer Review and Editing Activities
2. Develop ideas with appropriate support and attribution.	Communication Skills (CS)	Short Essay Assignments, Discussion Responses, and Research Paper
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay Assignments
4. Read, Reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay and Discussion Responses
5. Use edited American English in academic essays.	Team Work (TM) Personal Responsibility (PR)	Essay and Discussion Responses
6. Evaluate Choices and actions of others or one's own, and relate consequences to decision-making	Personal Responsibility (PR)	Research-based Essay and appropriate use of research

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 or plagiarizing a written assignment is an extremely serious offense and will result in a **grade of zero** on that exam, or assignment, 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 Turnitin through D2L/Brightspace –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 appropriate disciplinary action.

*****Usage of Artificial Intelligence (AI) ***** In this course, you may not use AI for any assignment in any way, shape, or form without the consent and guidance of the professor. The use of AI will be treated as plagiarism/academic dishonesty.

Avoiding Plagiarism: Research material must be cited both in the document and on a Work Cited Page. (MLA documentation style applies to all College of the Mainland English, humanities, philosophy, or speech classes). Remember to document when:

- ✓ Evidence is quoted directly from a source.
- ✓ Ideas from another source are paraphrased or summarized.
- ✓ Facts (i.e. statistics) or visual material from other sources must be documented.

Helpful Resources to Avoid Plagiarism:

- ✓ Purdue Owl: <https://owl.english.purdue.edu/owl/>
- ✓ <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- ✓ *The Little Seagull Handbook*
- ✓ The COM Tutoring Center

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, COM Humanities Department Chair, 409-933-8186.

Course outline: The professor reserves the right to alter assignments and due dates as needed.

Week	Course Topics	Assignments Due
Week 1	Course Introduction Plagiarism and AI The Writing Process	Class Discussion/Reading Syllabus and Plagiarism Quiz <i>E-Mail Journal Due Thursday</i>
Week 2	Modes of Writing/ Brainstorming Activities	Diagnostic Essay Due Thursday
Week 3	Reflection Writing Reading: “The Stranger in the Photo is Me	<i>Journal Response Due Thursday</i>
Week 4	Writing Process – Drafting	<i>Journal Due Thursday</i>
Week 5	Revision/Editing – Drafting a Reflection	<i>Rough Draft Due</i>

		Reflection Essay Due Sunday
Week 6	Visual Rhetoric	Class Discussion <i>Journal Response Due Thursday</i>
Week 7	Visual Rhetoric Drafting Editing/Revision	Final Presentation Due Sunday
Week 8	Visual Rhetoric Presentations	<i>Journal Response Due Thursday</i>
Week 9	Argument and the Research Process Library Database Orientation Topic Selection	Class Discussion <i>Library Research Tutorial Due Thursday</i>
Week 10	Writing a Rhetorical Analysis MLA Source Citation Format	<i>Journal Response Due Thursday</i>
Week 11	Revision and Editing Activities	<i>Rough Draft Due</i> Rhetorical Analysis Essay due Sunday
Week 12	Argumentative Research Paper – Continuing Research MLA Source Citation, Part 2	Class Discussion <i>Journal Response due Thursday</i>
Week 13	Persuasive Research Paper	<i>Annotated Bibliography Due Sunday</i>
Week 14	Persuasive Research Paper - Drafting	<i>Journal Response due Thursday</i>
Week 15	Revision and Editing Process	<i>Rough Draft Due</i>
Week 16	Persuasive Research Paper	Final Submission by Sunday

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_2023-2024_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 at 409-933-8919 or klachney@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 11. ***The last date to withdraw from the 16-week session is November 28.*** The last date to withdraw for the 2nd 8-week session is December 7.

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 or communityresources@com.edu.