



ENGL 1301-155CL (1429) English Composition I

SUMMER 2021

LRC 275, Monday-Friday, 8:00 a.m. – 9:50 a.m.

Instructor Information: Lisa Frase, lfrase@com.edu

Email: lfrase@com.edu

Office Hours: M-F, 9:50 a.m. – 10:00 a.m.

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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day, however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends.

Check your college email and Blackboard announcements daily.

Required Textbook: A textbook is not required for this course. All content will be available in Blackboard.

Required Online Accounts

www.prowritingaid.com

www.citefast.com

Recommended Materials & Supplies

Notebook, pen, and highlighters for taking notes

Flash drive to back up files

Required Technology

- Internet access to Blackboard

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

It is important that you can always access all your work electronically. Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

SAVE EARLY·SAVE OFTEN·SAVE IN MORE THAN ONE PLACE

Course Description: ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. AGCM.

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. Prerequisites: One of the following TSI scores combinations or equivalent developmental courses (1) TSI Reading 351 and TSI Writing 350 and TSI Essay 5 (2) TSI Reading 351 with TSI Writing 363 and Essay 4 (3) TSI Reading 351 and TSI Writing less than 350 with ABE 4 and TSI Essay 5.

Course requirements:

This course is collaborative in nature. You will participate in discussions, class activities, and peer review. Daily homework assignments will be announced in class. You will take quizzes over the week's content each Friday in class.

You will complete 4 Writing Projects this semester:

1. Informational Report
2. Visual Rhetorical Analysis
3. Argumentative Essay
4. Personal Reflection Essay

Attendance & Participation

You are required to read and view the weekly homework content (the instructor can see your participation in Blackboard), participate in peer review, discussions, and in-class activities and take quizzes (in class each Friday).

You are expected to log into Blackboard daily to access Announcements and engage in the coursework. Students are expected to fully engage in all course activities. This requires attention to instructions, meeting assignment deadlines, and participation in discussions, class activities, and peer review. College courses are training for the work world. Students will always be expected to behave professionally.

Determination of Course Grade/Detailed Grading Formula:

Grading will be divided into 5 categories:

- 25% Learning Activities
- 20% Informational Report
- 20% Visual Rhetorical Analysis
- 30% Argumentative Essay
- 05% Personal Reflection Essay

Learning Activities include: quizzes, discussions, activities, peer review, participation, attendance, and professionalism. An end of term Learning Activity grade will be added to the grade center based on attendance, participation, and professionalism. This grade will average with the quiz grades.

GRADE RANGE:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
FX	F earned by excessive absences

Determination of Course Grades: To pass this course, all work must be completed and turned in by the established due dates.

Students' work will be assessed with grading rubrics.

Late Work Policy: Students are expected to complete assignments by the due date/time. Zeros will be entered once a writing assignment is due. Students may submit work late for a deduction of twenty points per day.

Course outline: Daily homework assignments will be announced in class and posted in Blackboard. ***Quizzes over the weekly content will be taken in class each Friday.

Weeks	Units of Study and Writing Projects	Assignments Due
1-3	Unit of Study: Academic Reading and Writing Unit of Study: Writing College-Level Papers Writing Project 1: Information Report	Information Report, due Sunday, June 27, 11:59 p.m.
4-5	Unit of Study: Theme & Analysis Unit of Study: Crafting Sentences and Paragraphs Writing Project 2: Visual Rhetorical Analysis	Visual Rhetorical Analysis, due Sunday, July 11, 11:59 p.m.
6-9	Unit of Study: Conducting Research Unit of Study: MLA Documentation Style Unit of Study: Writing Arguments Unit of Study: Writing Thesis Statements Unit of Study: PECAT Paragraph Framework Unit of Study: Writing Introductions & Conclusions Writing Project 3: Argumentative Essay	Argumentative Essay, due Sunday, August 8, 11:59 p.m.
10	Unit of Study: Writing Personal Reflections Writing Project 4: Personal Reflection Essay Scheduled One on One Conferences	Personal Reflection Essay, due Wednesday, August 11, 10:00 a.m.

Attendance Policy: Online students are required to log in each week to read/view the content and complete assignments.

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 only permitted to withdraw six times during their college career by

State law. The last day to withdraw for the 1st 8 week session is October 7th, November 23rd for 16 week courses and December 3rd for the 2nd 8 week session.

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.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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 is an extremely serious offense and will result in a **grade of zero** on that exam 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 Safe Assign in Blackboard –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 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.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Peer Review
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Writing Projects
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Writing Projects
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Readings and Discussion Posts
Use edited American English in academic essays.	Unmapped	Writing Projects
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Peer Review

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also

email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus.. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).