



English 1301.304I1.IN
Composition & Rhetoric I
Fall 2024
Online

Instructor Information:

Micheal Crouch
MCrouch4@COM.edu
409-276-7703 (voice & text)

Student hours and location: Online, by appointment only

Required Textbook/Materials:

[The RoughWriter's Guide: A Handbook for Writing Well](#)
Dr. Karen Palmer & Dr. Sandi Van Lieu

Course Description: Intensive student 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: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test AND 5 or higher on Essay; or IRW 0302 with a grade of “C” or better.

Course requirements:

Essays: Students will write a short, diagnostic essay with minimal instruction or guidance from the instructor. This assignment is used to assess each student’s current skills as a writer and to identify areas for improvement. Major essays range from 2-5 pages in length and will build on your skills and ideas over the course of the semester. For each essay assignment, students will submit prewriting, a preliminary draft, and participate in a peer review activity (each worth 10% of the total assignment).

Journals: Students will write 1–2-page journal entries, consisting of reflections and thoughts generated from the readings, class discussions, and other assigned topics. Although students have a lot of liberty in completing the journal assignments, they should not use the journals to vent about the class or other students. Please remain professional and use common sense.

Discussions: Discussions are an important way to gauge student participation and keep the class engaged and interactive, particularly in an online class. Discussions provide a platform for students to share ideas and interpretations with other classmates and the instructor. Because we do not meet in a face-to-face environment, discussions are graded as a way to encourage and objectively measure student participation. You should avoid using outside sources (such as websites) to complete discussions, since I am interested in your thoughts and analysis, but if you do use a source, you should, of course, give credit with proper citations. I cannot stress this enough. The discussions can be the difference between passing and failing this course. They can be the difference between an A and a B.

Quizzes & Exams: This course has three quizzes (over the writing process, the plagiarism, and research) and one final exam.

Determination of Course Grade/Detailed Grading Formula:

Assignment	Points	Percent of Final Average
Diagnostic Essay	100	10%
Essay 1: Narration	200	20%
Essay 2: Compare & Contrast	200	20%
Essay 3: Argumentation & Persuasion	150	15%
Journals (4 @ 50 points each)	200	20%
Discussions (4 @ 10 points each)	40	4%
Quizzes (3 @ 20 points each)	60	6%
Final Exam	50	5%
	1000	100%

Final grades are determined based on total points earned during the course.

Points Earned	Final Grade
900-1000	A
800-899.99	B
700-799.99	C
600-699.99	D
Fewer than 600	F

Late Work, Make-Up, and Extra-Credit Policy: If the last five years have taught me anything as a teacher, it is that life happens. Sometimes, deadlines are missed because of one reason or another. I do not believe that students should be penalized for that. I have deadlines and students should try to adhere to those deadlines as closely as possible. I will, however, not take any points off for late essays or journal assignments. However, discussion boards are meant to simulate the discussion and classroom interaction that we would have if we were in a face-to-face class. Therefore, discussions cannot be submitted late and counted for credit. There may be extra credit assignments given throughout the semester, but they are at the instructor's discretion.

Attendance Policy: Regular class participation is expected; a student cannot expect to pass this online class without participating in discussions and other assignments on a regular basis. Students are expected to check email at least every other day and to sign on to the class as least four-five times per week to check assignments, take quizzes, and participate in discussions and learning activities. As stated in the COM student handbook, students are required to login to the course for the first time within 48 hours of the beginning of the semester. Students should expect to devote a minimum of three hours to the class each week in terms of D2L participation, just as they would be attending a normal class for three hours each week. This time commitment does not include the time required for reading, researching, completing writing assignments, and otherwise studying for the course. Please be aware that I can check a student’s progress (including last sign-on date, items accessed, etc.) through D2L. For the purposes of this online class, “attendance means accessing the class on a regular basis (as indicated above); in addition, activities must be completed or attempted for attendance to be considered meaningful. This online class involves no mandatory face-to-face meetings, field trips, or synchronous online meetings, however you are always free to request a virtual meeting to discuss your progress in the class or to have content questions answered.

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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Peer review activities, essay assignments
2. Develop ideas with appropriate support and attribution		Essay assignments
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 journal assignments
5. Use edited American English in academic essays		Essay Assignments
6. Evaluate choices and actions of other’s or one’s own and relate consequences to decision	Personal Responsibility (PR)	Essays, journal assignments, discussions

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 or other assignment, and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes (but is not limited to) paraphrasing someone else's words without giving proper credit, copying directly from a website and pasting it into your paper, or using someone else's words without quotation marks (even if cited). Inadequate paraphrasing may also be construed as plagiarism. Any assignment containing plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

The plagiarism and academic dishonesty policy applies to all written work submitted for this class, including tests, journals, quizzes, online forums, and essays. If you use anything from another source, you must document properly using MLA citation standards. Making up quotes or falsifying information will also be construed as academic dishonesty. "Recycling" or reusing your own assignments is not allowed; please ask me if you need guidance on this. 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 judgement and expertise.

The use of Artificial Intelligence (AI) tools or services for generating or assisting in the creation of academic work is strictly prohibited. This includes, but is not limited to, the use of AI-based writing services, content creation tools, or any technology designed to produce academic assignments automatically. Any submission found to involve the use of AI tools will be considered a violation of academic integrity and will be subject to the same consequences as plagiarism.

Students are reminded that the responsibility for the originality and authenticity of their work rests solely with them. If there are any questions regarding the use of specific tools or technologies, students are encouraged to seek clarification from the instructor before submitting their assignments.

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 the Chair of the Humanities Department, D. Brian Anderson at 409-933-8486 or banderson@COM.edu.

Course outline:

Week	Assignment(s)	Due Date
1 19-Aug to 25-Aug	Week 1 Discussion, Writing Process Quiz, Diagnostic Essay	25-Aug
2 26-Aug to 01-Sep	Journal 1, Plagiarism Quiz, Essay 1: Narration Prewriting	01-Sep
3 02-Sep to 08-Sep	Week 3 Discussion, Research Quiz, Essay 1: Narration Draft	08-Sep
4 09-Sep to 15-Sep	Journal 2, Essay 1: Narration Final Draft, Essay 2: Compare & Contrast Prewriting	15-Sep
5 16-Sep to 22-Sep	Week 5 Discussion, Essay 2: Compare & Contrast Draft	22-Sep
6 23-Sep to 29-Sep	Journal 3, Essay 2: Compare & Contrast, Essay 3: Argumentation & Persuasion Prewriting	29-Sep
7 30-Sep to 06-Oct	Week 7 Discussion, Essay 3: Argumentation & Persuasion Draft	06-Oct
8 07-Oct to 10-Oct	Journal 4, Essay 3: Argumentation & Persuasion	10-Oct

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. *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

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 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

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.

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.