



**English 1301.003IN
Composition I
Spring 2024**

Instructor: Dr. Elaine Childs (she, they)

E-mail: echilds1@com.edu

Phone: 409-933-8318 (only for voicemail)

Student Hours: Additional appointments may be made for meetings in person or via video call.

Monday	6:40-7:05 and 8:30-9:05 AM COM League City, room 221 or downstairs in the entry area			
Tuesday	6:40-7:05 and 8:30-9:05 AM COM League City, room 221 or downstairs in the entry area		2:30-4:30 PM, League City	
Wednesday	6:40-7:05 and 8:30-9:05 AM COM League City, room 221 or downstairs in the entry area			
Thursday	6:40-7:05 and 8:30-9:05 AM COM League City, room 220 or downstairs in the entry area		2:30-5 online via email and Brightspace chat. Video meetings available upon request!	

Course Description: Composition I is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. The class emphasizes effective rhetorical choices, including audience, purpose, arrangement, and style. The focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Required Textbook: *The RoughWriter's Guide: A Handbook for Writing Well*. By Dr. Karen Palmer and Dr. Sandi Van Lieu. Available for no cost on Brightspace and at <https://pressbooks.pub/roughwritersguide/>

Grade Scale:

- A = 90%-100%
- B = 80%-89.9%
- C = 70% - 79.9%
- D = 60% - 69.9%
- F = 0% - 59.9%

Your grade may be rounded up slightly (usually less than a percentage point) if **I** judge that your work shows significant improvement over the course of the term. Your grade will never be rounded down. Keep in mind that you are not guaranteed a passing grade in this or any college course, and I will never round your grade up just so you can graduate on time. You must earn the grade you want.

Grade Distribution: These are the assignments in the class and how they are weighted:

Essay 1 (narrative)	10%
Essay 2 (expository)	25%
Essay 3 (analysis)	25%
Essay 4 (problem/solution)	25%
Homework average	15%

Extra Credit: The only extra credit offered is 2 points added to your homework average if you complete the end-of-semester course evaluation. I do not assign or accept additional extra-credit opportunities. I encourage each of you to do your best on the major assignments listed above.

Grading Profile Overview: For each major essay, I use a grading profile to provide you with feedback. The grading profile is not used to determine your grade but to highlight areas where improvement is needed. This feedback, as well as your number grade, will be returned to you on Brightspace. Please be aware that I reserve the right to forgo the use of the grading profile and assign non-passing grades (“D” or “F”) to assignments that 1) do not adhere to minimum criteria (like the length requirement), 2) have severe problems adhering to the conventions of written English (numerous incoherent sentences, comma splices, fused sentences, or lack of basic essay structure), or 3) fail to use or cite sources in MLA format.

Late work policy / makeup policy: Each major paper is due on Brightspace by 11:59 PM on the due date. If you do not submit your paper by that time, I will drop 10 points from the paper grade, and you will have until 11:59 PM the following day to submit your paper. Papers will not be accepted more than 24 hours late. If you have trouble submitting your paper on Brightspace, you

must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply.

Homework assignments like journals and reading responses may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest reading response / homework grades at the end of the semester.

After a grade has been assigned to your paper, you will not be allowed to submit another file, so be sure to give your files unique names, such as English13011paper2FINAL. That way you can be certain to avoid mistaken submissions.

Extension policy: My late work policy is strict because I want you to ask for help in advance. I am usually willing to be pretty flexible on extensions for major assignments (essays) **if** a student **asks** me for extra time well in advance (usually at least a week is best). Good reasons for extensions might be surgery, a major exam in another class, a long illness that made you miss a week of research or drafting time, or sometimes even if you're struggling with the assignment itself. Just remember that sometimes I will not be able to grant an extension (as in the case of group projects), so you shouldn't depend on getting one, and also that a few extra days on a 4-week project may not be enough to save your grade if you wasted the first four weeks.

Saving your work: It's your responsibility to save your essays in multiple places, not just one. I suggest saving on your computer's hard drive **and** Google Docs or a flash drive.

Help with drafts: I do not offer extensive assistance or revision suggestions on drafts **via email** because it is more effective and helpful **for you** when we talk in real time. Over email, I can't judge if you're "getting it" or try to rephrase an explanation if the first way I explained wasn't clear; it takes longer for you to ask follow-up questions, etc. If you would like extensive help with a draft, please attend my student hours or request an appointment, either in-person or video. Email should be used for brief and simple informational questions, like "Is this a good thesis?" or "How do I cite a YouTube video?"

Submitting Assignments: All essays will be submitted using Brightspace, and files must be saved as Word or pdf files. No other file format will be accepted! If you have trouble submitting your paper on Brightspace, you must email it to me by the deadline to avoid lateness penalties, but no paper will be graded until it is turned in on Brightspace.

TurnItIn: All essays will be checked electronically by the TurnItIn function on Brightspace to help identify quotations and paraphrases that need better integration and to ensure that no paper is identical to another (another student's paper, a website, etc.) or has been composed using AI. You can submit a draft of any paper to TurnItIn to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly. However, TurnItIn will not reveal to you whether or not parts of your paper have been generated by AI.

Revisions: Revision must take place **before** an essay is turned in for a grade. After an essay receives a grade, it cannot be revised for an improved one.

Attendance policy: To be counted "present" in this class, you must complete at least one graded activity per week. If you are absent for three weeks, you may receive a grade of NF for the course. Also, College of the Mainland expects all students registered in an internet class to log in to the course at least twice a week.

However, meeting these minimum requirements for attendance is unlikely to be enough to pass the class. Usually the students who are most successful in online classes log in to their classes every day or at least four or five days a week.

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

Email: I rarely check email after 5PM, but I do my best to respond to email within 24 hours Monday-Friday and usually much more quickly than 24 hours. I often check email on weekends, but not always, so don't hesitate to email me over the weekend, but don't necessarily expect me to get it until Monday morning.

Always email me ASAP if you find something wrong in the Brightspace shell: a broken link, a missing assignment, a graded assignment that says the due date has passed or that won't allow you to open it.

Weekly Checklists: Each week of class has its own checklist of assignments in Brightspace. Students are required to complete all assignments listed on the checklists by the posted due dates.

Homework Average: Almost every week you will have at least one homework assignment on Brightspace, and the average grade of those assignments is worth 15% of your overall grade. If you miss the posted deadline for a homework assignment, you will receive a zero for that assignment and will not be able to make it up for credit. That's because instead of accepting late homework, I prefer to drop your four lowest homework grades at the end of the semester.

Student Conduct: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook, <http://www.com.edu/student-services/student-handbook.php>. Any breaches of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

Smartphone policy: Use a personal computer to access Brightspace, not a smartphone. Brightspace's mobile app is good for getting notifications and for some class activities, but it does sometimes collapse the menus you'll need in order to find assignments. If you do choose to use a smartphone for your assignments, do so at your own risk: not being able to find assignments will not be an acceptable excuse for missing deadlines.

Online Tutoring: COM has online and in-person tutors available to help students who would like feedback at any stage of the writing process, and I strongly encourage you to take advantage of this service! However, a tutor will not "fix" your paper for you. You are expected to actively contribute to the learning involved in tutoring sessions. Here is the website:

<https://www.com.edu/tutoring/writing-resources>

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Essay 3

2. Develop ideas with appropriate support and attribution.		Essay 4
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Essay 1
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Essay 4
5. Use Edited American English in academic essays.		Essay 4
6. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Essay 4

Plagiarism and Academic Dishonesty: Plagiarism is a serious breach of student conduct that occurs when a student turns in work from another source as if it were the student's own. The essence of plagiarism is falsification for the purpose of personal gain. Students are expected to **earn** their grades by demonstrating the skills and knowledge that they actually possess, but when a student copies a paper from the internet, uses outside sources without citing them, takes someone else's ideas and "changes the words," or allows another person or online tool to improve, add to, or rewrite their paper, then the assignment is not an honest demonstration of the student's own skills and knowledge. When students commit these acts or others like them, they defraud the taxpayer, College of the Mainland, and their future universities and workplaces and thus defeat the purpose of taking this class at all. Therefore, the first instance of intentional plagiarism will be reported to the Dean of Students and will automatically result in an F for the course.

Academic dishonesty is a more general term that, according to the Worcester Polytechnic Institute, "is any act which interferes with evaluation of academic work," including such seemingly minor acts like citing a source you don't use in your paper, leaving out an in-text citation, or taking a source's ideas without acknowledging the source. These acts do not need to be intentional to be dishonest—one of the major outcomes of English 1301 is for students to learn how to integrate sources into their own writing honestly and how to cite them correctly. That is why ignorance is not an acceptable defense against charges of plagiarism or dishonesty: all students are responsible for learning and implementing the rules of source integration and documentation that will be taught in this course. Penalties for "minor" acts of dishonesty like those listed above will increase over the course of the semester and, if persistent, will result in failure of the course.

This website has more information about academic dishonesty:
<https://www.wpi.edu/about/policies/academic-integrity/dishonesty>

TurnItIn's AI-detector: TurnItIn now evaluates essays for the presence of AI-generated content. Unless a professor gives you permission to use AI in an assignment, doing so is scholastic dishonesty according to COM's Student Conduct policy, which forbids students from "Falsifying documentation submitted for purposes of obtaining a grade or course credit" ([link](#)). Your assignments in this class are intended to show me what **your** skills are in writing, researching, and critical thinking, and your grades

reflect the skill level you are at. Using AI in an attempt to make it look like your skills or ideas are better than they actually are is falsification. Any assignment submitted for a grade in this class that TurnItIn identifies as containing AI-generated content may receive a zero and may not be rewritten.

Grammarly/QuillBot, etc: In this class, you may not use Grammarly, QuillBot, or any similar tool to help with your assignments **in any way**. Although I do not believe there’s anything inherently wrong with using basic grammar-check tools such as the ones in Microsoft Word or Google Docs, Grammarly and similar sites have many additional tools for other skills like paraphrasing and drafting that you need to learn to do yourself in this class. Moreover, when you use these tools to alter your own writing, TurnItIn may identify it as AI-generated.

Therefore, for the purposes of this class, Grammarly and similar tools are completely banned. Be forewarned that any text identified by TurnItIn as being AI-generated will receive the same penalty as any other type of plagiarism or falsification, even if you “just used Grammarly.”

Concerns/Questions Statement: 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 Humanities department chair, Brian Anderson, at 409-933-8186 or banderson@com.edu

Course Outline:

This schedule lists due dates for major assignments and is subject to change with prior notice. The Checklist in each weekly folder lists the requirements for reading assignments and homework activities; students are required to follow the checklists.

Week 1: January 16 – January 21	<p>All Week 1 Checklist activities due by 11:59 PM on Sunday, January 21</p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 2: January 22 – January 28	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 3: January 29 – February 4	<p><u>Essay 1 due by 11:59 PM on Sunday, February 4</u></p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 4: February 5 – February 11	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>

Week 5: February 12 – February 18	<p><u>Rough draft of Essay 2 due by 11:59 PM on Sunday, February 18</u></p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 6: February 19 – February 25	<p><u>Essay 2 due by 11:59 PM on Sunday, February 25</u></p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 7: February 26 – March 3	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 8: March 4 – March 10	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
March 11 – March 17	<p>Spring Break; COM closed</p>
Week 9: March 18 – March 24	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
<p>Week 10: March 25 – March 31</p> <p>Complete all Week 10 assignments by 11:59 PM on March 28 if you wish to take the holiday weekend off.</p>	<p>College closed March 29-31 for Spring Holiday</p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 11: April 1 – April 7	<p><u>Essay 3 due by 11:59 PM on Sunday, April 7</u></p> <p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 12: April 8 – April 14	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 13: April 15 – April 21	<p>Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.</p>
Week 14: April 22 – April 28	<p>Required reading assignments and homework activities are listed on the week’s checklist in</p>

	Brightspace. April 22 is the last day to withdraw from 16-week COM classes.
Week 15: April 29 – May 2	<u>ESSAY 4 DUE THURSDAY, May 2 BY 11:59 PM</u> (You will not receive written feedback on this essay within Brightspace. If you have questions about why you receive your grade or if you would like written feedback, please email me, and I will respond after final grades have been posted)
Week 16: May 3 – THURSDAY, May 9	Required reading assignments and homework activities are listed on the week’s checklist in Brightspace.

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 February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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 or housing, or even if you 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.