



ENGL 1301-101H1/691H1
English Composition I
FALL 2025 – First 8 Week Term

This is a HYBRID course which means half the course is in-person and half the course is online. This class meets in-person each Monday/Wednesday, 8:00 a.m. – 9:20 a.m., in LRC 247.

Census Date: August 26, 2025
Labor Day (COM Closed): September 1, 2025
Last Day to Withdraw: October 2, 2025

Instructor Information: Lisa Frase, lfrase@com.edu
Email: lfrase@com.edu
Phone: 409-933-8389
Office: LRC, Ste. B, #242

Communication: From your official COM Outlook email account, email me at lfrase@com.edu. Please allow a 24-hour turnaround Monday-Friday. Check your COM Outlook email account and D2L/Brightspace announcements daily.

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

Class & Office Hours

Monday	Tuesday	Wednesday	Thursday
Office Hours 7:30 a.m. – 8:00 a.m.	Office Hours 9:30 a.m. – 12:30 p.m.	Office Hours 7:30 a.m. – 8:00 a.m.	Office Hours 9:30 a.m. – 12:30 p.m.
Class Hours 8:00 a.m. – 11:50 a.m.		Class Hours 8:00 a.m. – 11:50 a.m.	<i>Creative Writing Club</i> 12:30 p.m. – 1:30 p.m. LRC 257

Special Note: Feel free to stop by my office if you are on campus; however, I recommend emailing or calling to make sure I'm available before you drive to COM.

Required Textbook:

No textbook is required for this course.

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.

Supplies Needed:

Notebook and folder
Pens/pencil
Multiple colors of highlighters

Required FREE Accounts:

App.prowritingaid.com
Citefast.com

Required Technology: SAVE EARLY-SAVE OFTEN-SAVE IN MORE THAN ONE PLACE

You will need access to a desktop or laptop computer for the online portion of the course.

You will need access to stable Internet for the online portion of the course.

You will need a **flash drive** to save work in class.

You will need to download (for free from COM) Office 365. You will use OneDrive and Microsoft Word in this course.

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 academic essays 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: (including description of any special projects or assignments)

- Arrive on time and attend all class times.
- Fully engage and participate in-person and online.
- Complete all assignments by the due date and time.
- Read and view all Core Learning content each week.

(20%) Learning Activities include: Attendance (5%/20%), Participation & Professionalism Self-evaluation, course orientation quiz, Core Learning final exam (5%/20%), pass/fail in-person assignments, tutor proof, peer review, and other TBD in-class activities.

Milestones Project (On Your Own)

(5%) Milestone 1: Research Question (pass/fail)

(5%) Milestone 2: Works Cited (pass/fail)

(15%) Milestone 3: Short Paper

(15%) Milestone 4: Outline

(10%) Milestone 5: Draft (pass/fail)

(30%) Milestone 6: Final Essay

Grading Scale:

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

! To **pass** this course, you must turn in all *authentically written by you* Milestone assignments.

Extra Credit Opportunities (details are provided in D2L): COM Tutoring Center sessions, abstract in preparation for the GCIC Academic Symposium, COM Theatre review

Special Academic Opportunities: See me to discuss participation in the GCIC Academic Symposium in the spring and/or creating an Honors Contract.

Determination of Course Grade/Detailed Grading Formula:

20% Learning Activities (Attendance makes up 5% and the Core Learning final exam makes up 5% of this grade. All other learning activities make up the average of 10%.

(5%) Milestone 1: Research Question (pass/fail)

(5%) Milestone 2: Works Cited (pass/fail)

(15%) Milestone 3: Short Paper

(15%) Milestone 4: Outline

(10%) Milestone 5: Draft (pass/fail)

(30%) Milestone 6: Final Essay

Late Work Policies

No late work is accepted for Learning Activities.

Milestones Project late work policy:

Milestone 1 includes a two day grace period with a -10 point reduction per day late.

Milestone 2 includes a one day grace period with a -10 point reduction.

There is no grace period for Milestones 3-6 which means no late work is accepted.

Technical Issues are not an excuse for not submitting assignments; however, if you communicate with me *well before* an assignment is due, respond to me as we troubleshoot, and provide proof that you completed the assignment, I *may* allow you to submit the work late. **Note:** I will handle area internet outages and D2L issues on a case-by-case basis and let everyone know of any changes ASAP.

Do not ask to submit late work for the following reasons: busy, lots of things going on, work, family obligations, personal internet issues, travel (work or pleasure), or anything that is not an *honest unavoidable emergency*.

Exceptions: If you communicate with me in a *timely manner*, I will make a late submission exception *in case of an emergency*; however, I will need PROOF.

Emergencies may include: hospitalization (you or an immediate family member), family death, contagious illness (doctor's note is required), car accident, or an emergency with your child. Things I consider: Did you communicate with me asap? Was it a true emergency that prevented you from submitting your work? Do you have proof? Please note that excessive excuses may be considered null and void.

Acceptance or Rejection of Late Submission Appeal for Technical Issues and Emergencies: My decision to accept or reject your appeal for a late submission exception is at *my discretion* on an individual basis. The decision is final and not up for argument or comparison.

Professionalism: Rude emails or verbal responses will not be tolerated and will not receive an exception. Also, once an exception is given, you must submit your work by the new time and date. I will not reopen a dropbox more than once.

Attendance Policy:

Students who do not attend in-person/online (online attendance is based on assignment submissions) by the Census date will be automatically dropped from the course.

In-person attendance is required on class days.

- You must arrive on time.
- You must stay until class is dismissed.
- You must fully engage and participate in class, or you will be counted absent (one warning will be given).

Online attendance is required.

- You must complete online assignments, or you will be counted as absent.
- You must log in at least **three times each week** or you will be counted as absent.

An attendance grade for in-person and online assignments will be given at the end of the semester and will count for 5% of the Learning Activities grade.

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
Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Peer Review, Learning Activities, Milestones Project
Develop ideas with appropriate support and attribution.	Social/Personal Responsibility (SPR)	Core Learning, Milestones Project, Learning Activities
Write in a style appropriate to audience and purpose.	Communication Skills (COM)	Learning Activities, Core Learning, Milestones Project
Read, reflect, and respond critically to a variety of texts.	Critical Thinking Skills (CT)	Milestones Project, Core Learning
Use edited American English in academic essays.	Unmapped	Milestones Project, Learning Activities, Core Learning
Evaluate choices and actions of others or one's own and relate consequences to decision-making.	Social/Personal Responsibility (SPR)	Peer Review

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 serious offense and is not acceptable in this course.

Copying or using 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. You may **not** use copyrighted or trademarked images even with citations.

All essays will be submitted to TurnItIn in D2L/Brightspace –a software that checks papers for plagiarism and Artificial Intelligence (AI).

Do not use AI without instructor permission and guidance.

- ❖ Do **not** use Grammarly to edit your work (Grammarly contains a generative AI tool that is flagged as plagiarism by TurnItIn).
- ❖ Do **not** use ChatGPT, Quillbot, Bing AI, or other AI generators, paraphrasing tools, or rephrasing tools for academic essays without instructor permission and guidance.
- ❖ Do **not** use the **Editor** tool in MS Word.
- ❖ Do **not** copy and paste text from the Internet.

- ❖ Do **not** use your own work from another course without express written permission from both instructors (or it is considered self-plagiarism).
- ❖ Do **not** write a paper with over 25% of sources used (this is a form of plagiarism). Most of the words in your paper should be *your own* thoughts, ideas, insights, and perspective. The sources are used to support *your* ideas, claims, points, and thesis.

*You may use the style, combo, and grammar tools in ProWritingAid to edit your work; however, do **not** use the Rephrase tool.

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.

Your instructor is well-versed in the linguistics of AI and can easily identify the style and cadence of the text as not student written. TurnItIn has a reliable AI detection. Use your own words. We want to hear your voice, not the dry and boring voice of AI. AI essays include misinformation, never meet the expectations of college-level work, and will result in a failing grade.

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. At my discretion, the student might be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit. However, I reserve the right, at my discretion, to assign a zero to any written work with incorrect or missing citations without an opportunity to redo the work.

(COM) Access this link to learn [How To Avoid Plagiarism or http://en.writecheck.com/ways-to-avoid-plagiarism/](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.

Course outline:

ENGL 1301-Composition I

Assignments' Calendar

Do not refer to the D2L calendar.

The assignments' calendar is subject to change at the instructor's discretion.

TBD low states, pass/fail assignments: You will work on some low stakes assignments in class that you will need to submit to the assignment dropbox. It might be necessary to finish and submit the assignment outside of class. These assignments will be announced in class and in D2L as they arise.

On Your Own: This is a hybrid course which means half the work is in-person and half the work is online. The online portion of the course is on your own and consists of Milestone Project assignments and weekly Core Learning reading/viewing selections.

Week	Milestones Project Own Your Own	Learning Activities Assignments	Core Learning On Your Own
1 Due Sunday, 11:59 p.m. August 24, 2025	Milestone 1: Research Question	Course Orientation Quiz (%)	Core Learning 1: Research
2 Due Sunday, 11:59 p.m. August 31, 2025	Milestone 2: Works Cited	-Day 1: Literacy Narrative draft for peer review (pass/fail) -Submit Literacy Narrative final copy by Sunday, 11:59 p.m. (pass/fail)	Core Learning 2: Documentation
3 Due Sunday, 11:59 p.m. Sept. 7, 2025	Milestone 3: Short Paper	TBD	Core Learning 3: Academic Writing, Part I
4 Due Sunday, 11:59 p.m. Sept. 14, 2025	Milestone 4: Outline	-Submit Formal Style exercise by Sunday, 11:59 p.m.	Core Learning 4: Academic Writing, Part II
5 Due Sunday, 11:59 p.m. Sept. 21, 2025	Milestone 5: Draft	-Day 1: Draft for peer review (pass/fail) -Submit draft to Tutor.com -Submit draft by Sunday, 11:59 p.m. (pass/fail)	Core Learning 5: The Revision Process
6 Due Sunday, 11:59 p.m. Sept. 28, 2025		Submit Tutor Proof TBD	Core Learning 6: Writing Essentials
7 Due Sunday, 11:59 p.m. Oct. 5, 2025	Milestone 6: Final Essay	TBD	Core Learning 7: A Writer's Life
8 Due by the end of class, Day 1, No Exceptions		-Submit Self-Evaluation by the end of class, Day 1	Core Learning At Home Exam, due by the end of class, Day 1

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/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:

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 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.