



## English Composition I: Writing as Universal

Fall 2023 | August 28-December 15, 2023  
ENGL 1301.302HY | T 7:10-8:30am  
LGC 221 (League City Campus)



### Instructor Information:

Monique Suarez, MA (she/her/hers)  
[msuarez@com.edu](mailto:msuarez@com.edu)

### College of the Mainland Office:

Learning Resource Center (LRC)  
Building #8, Suite B, RM 240  
Humanities Department

### Student Hours/Office Hours:

Main Campus, Location Above\*  
League City Campus, RM 221\*\*  
Online\*\*\*

Day	Time
M	10-12:30pm* 4:30-5:30pm***
T	6:55-7:10am** 11:20-12:20pm***
W	10-12:30pm*
TH	6:55-7:10am**
F	By appointment***

### Communication Policy:

You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace.

Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means,

**Textbook/Materials:** Anything that we read in this course will be accessible through D2L Brightspace. If you would like to print and do not have a printer, COM's Tutoring Center offers free printing (found in ICB, Building #23, 1<sup>st</sup> floor).

**Recommended Materials:**

- A folder or binder to keep all materials from this class together (it can pile up throughout the semester)
- A pencil/pen for quizzes or in-class activities
- A notebook to take notes as you see fit
- A planner of some sort to keep track of due dates

**Technology:** Because this is a hybrid course, it is an expectation to have a way of completing assignments and accessing material online in a timely manner. I had issues in the past with dual credit students leaving their chargers at school and/or not bringing their laptops home. Those excuses will not fly in this course.

**ENGL 1301 Course Description:** The course is an intensive study of and practice in college-level academic reading and writing processes. We will practice moving from invention and researching to drafting, revising, and editing, both individually and collaboratively. We will emphasize effective rhetorical choices, including audience, purpose, arrangement, and style. Finally, we'll focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**Student Learner Outcome Chart:**

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork (TW)	Assignments Peer Reviews Presentations
2. Develop ideas with appropriate support and attribution	Unmapped	Assignments/Quizzes/Exams
3. Write in a style appropriate to the audience and purpose	Communication Skills	Assignments
4. Read, reflect, and respond critically to a variety of texts	Critical Thinking Skills	Assignments Class Readings/Activities
5. Use edited American English in academic essays	Unmapped	Assignments

## **Course Requirements:**

**Attendance/Timeliness/Participation:** Attendance and arriving on time to class is crucial to your success not just in this class but in life. As a result, these categories will be factored into your grade. For every week you miss and/or show up late, you will lose a point.

**Podcasts:** Each week there will be a podcast that recaps info we have discussed in class as well as adds onto the material.

**Quizzes:** Throughout the semester, you can expect quizzes scattered throughout as my way of gauging your understanding of the material that we are covering. These will be brief quizzes that can range from multiple choice to short written responses. These will be completed during class and will be paper-based. This means if you are absent, you will receive a zero and you will have one week to make up the quiz during our next class and/or during my office hours. I will always let you know ahead of time when to expect a quiz and what material will be on it.

### **Journal | Due Tuesday 12/12**

This semester you will be required to maintain a physical or virtual journal that you will submit at the end of the semester. The purpose of this is to document your journey during the semester. There is no requirement in terms of what you need to write about. In fact, I will not even read this journal unless you give me permission. The only thing I will be checking at the end of the semester is that you have completed at least 2 entries per week (a total of 32). Your first assignment for this class will be the first entry of your journal. This grade will count as a major assignment (100 points).

### **Weekly/Major Assignments | Mondays @ 11:59pm**

Weekly assignments will consist of activities and will all work toward understanding the unit that we are in and/or help you progress on major assignments. Major assignments are weighted on a 100 point scale versus "mini" assignments that are weighted on a 20- or 50-point scale. You will receive significant guidance as you work towards these assignments.

### **Midterm / October 17 / Final Exam | December 12**

This semester you will complete a midterm and final exam to test your understanding of the course material. Keep in mind that the quizzes will play a huge part in this content. As long as you are staying up to date with the material, doing well on quizzes, and showing up for review days, you should be successful on these exams. Do not let the names intimidate you! The

midterm and the final exam will consist of a multiple choice section and a short answer question.

**Condensed Grading Formula:**

Attendance/Timeliness/Participation	
15%	
Quizzes + Other HW	10%
Weekly/Major Assignments	40%
Midterm/Final Exam	35%
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Total:	100%

**Grading Scale:**

**A:** 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less

**Course Grade Determination:** If you complete every assignment and meet the minimum requirements for each (E.g., correct word/page count, follow all given directions, submit on due date, etc.), then you will pass this course. I value effort and ambition the most. Your grade is ultimately a product of the effort that you put forth. I want you to be successful in this course, but like everything in life, I cannot force people to do the things they do not want to do.

**A Note on Written Feedback:** You will receive feedback from me on major assignments. If I ever give you feedback that you do not understand, please please reach out and we can set up a time to go over it. I understand that you cannot improve if you do not understand the advice I am giving. Help me help you 😊 If you submit an assignment late, please do not expect extensive feedback.

**Late Work/Make-Up Policy:** Timely completion of all assignments is crucial. Only timely submissions will receive feedback from me on how to improve. Should you, for some reason, not be able to turn in an assignment on time, you will have **one 24-hr** late submission opportunity that you can utilize. **Anything else submitted late will lose a letter grade after each late day has passed.** After 2 days of the due date, you will no longer be able to submit your work and your grade for that assignment will remain a zero. There are no extensions for the journal assignment, quizzes, the midterm, or the final.

If you are going to be absent, it is your responsibility to let me know and ask for the materials of the day. If you are absent, you have until the end of that

week to complete the daily assignment for the day you missed. If you missed a weekly quiz, you will have to make this up in class the following week. The only makeups not possible are the Midterm and the Final Exam.

**A Note on Balancing Life + Academics:** I am aware that, for some, school is one of *many* daily responsibilities. Because of this, I have designed this course with built-in “work days” to not only work on upcoming major assignments, but to receive feedback from myself and your peers. Please take advantage of these days and show up ready to work.

**Extra Credit:**

\*More opportunities might (most likely will) come up randomly throughout the semester

- Each week, there will be an opportunity to post in a discussion post for all of your classmates to see. For every discussion you participate in, you can receive 1 extra credit point. These extra credit points will be tallied up at the end of the semester and go toward your lowest assignment grade. This extra credit only applies to assignment grades that you completed and does not apply to exams or quizzes.
- Complete and submit ALL assignments/quizzes on time the entire semester - receive +2 on your overall average at the end of the semester

**Attendance Policy:** Attendance is required to be successful in this class. I understand things come up. Please communicate with me if you need to miss and I will work with you to get caught up on anything you might miss. Note that no absences are considered excused when it comes to the attendance grade.

**The Tutoring Center:** Located in the ICB, Room 104 (Building #23), the Tutoring Center provides free face-to-face and online tutoring sessions to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and nonacademic assignments/projects. If you ever have any questions about the tutoring center, please let me know. I was a writing tutor at COM before becoming an instructor, so I can help answer any questions you might have. 😊

**Academic Dishonesty:** Any incident of academic policy will be dealt with per 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, assignment, or project, and the student will be

referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

There are many types of plagiarism, and you may not be aware of all. A good rule of thumb to live by: Your work should be generated only by you and only for ENGL 1301. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: [banderson@com.edu](mailto:banderson@com.edu)

**College of the Mainland Technology Outage Policy:** If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

**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](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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu)



## Course Outline/Calendar

8/28/2023-12/15/2023

This calendar is tentative and subject to change upon my discretion\*

**Online HW:** Each week, you can expect a weekly assignment to complete and a podcast to listen to. It will be noted on our weekly PPT if this changes. Regardless, you will have until the following Monday at 11:59pm to complete these items. Other online HW you might receive throughout the semester is preparing for quizzes/exams, completing or preparing for peer reviews/writer's workshops, and anything else that I deem necessary. This is a hybrid class, which means that although we are meeting once a week, you are still expected to be spending as much time on our class as you would if we were meeting twice a week.

<b>WEEK</b>	<b>AGENDA</b>	<b>MAJOR DUE DATES</b>
<b>1</b> <b>8/28-9/3</b>	<b><u>T 8/29:</u></b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Course Overview</li> </ul> <b><u>Online:</u></b> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<b>Journal - Entry One</b> <b>Tuesday 9/5 11:59pm</b>
<b>2</b> <b>9/4-9/10</b>	<b><u>T 9/5</u></b> <ul style="list-style-type: none"> <li>• Intro to Academic Writing and Research</li> </ul> <b><u>Online:</u></b> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<b>Diagnostic Essay</b> <b>Monday 9/11 11:59pm</b>
<b>3</b> <b>9/11-9/17</b>	<b><u>T 9/12</u></b> <ul style="list-style-type: none"> <li>• MLA Formatting Workshop</li> <li>• Finding Sources</li> </ul> <b><u>Online:</u></b> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<b>Research Proposal</b> <b>Monday 9/18 11:59pm</b>

<p style="text-align: center;"><b>4</b> <b>9/18-9/24</b></p>	<p><b><u>T 9/19</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing Articles</li> <li>• A.B.: Do's and Don'ts</li> <li>• Incorporating Sources Workshop</li> <li>• Workday + Conferences (ITP)</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Annotated Bibliography</b> <b>Monday 9/25 11:59pm</b></p>
<p style="text-align: center;"><b>5</b> <b>9/25-10/1</b></p>	<p><b><u>T 9/26</u></b></p> <ul style="list-style-type: none"> <li>• From research to the Research Paper</li> <li>• Understanding the Research Paper Formula</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Preparation Worksheet</b> <b>Monday 10/2 11:59pm</b></p>
<p style="text-align: center;"><b>6</b> <b>10/2-10/8</b></p>	<p><b><u>T 10/3:</u></b></p> <ul style="list-style-type: none"> <li>• Incorporating Sources Workshop</li> <li>• A.I. + Plagiarism Discussion</li> <li>• Workday (ITP)</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Research Paper: Progress Check</b> <b>Monday 10/9 11:59pm</b></p>
<p style="text-align: center;"><b>7</b> <b>10/9-10/15</b></p>	<p><b><u>T 10/10:</u></b></p> <ul style="list-style-type: none"> <li>• Midterm Review</li> <li>• Workday (ITP)</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Study for Midterm</li> </ul>	<p><b>Research Paper: Full Rough Draft</b> <b>Monday 10/9 11:59pm</b></p>

<p style="text-align: center;"><b>8</b> <b>10/16-10/22</b></p>	<p><b><u>T 10/17</u></b></p> <ul style="list-style-type: none"> <li>• Midterm</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Peer Review</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Research Paper: Final Draft</b> <b>Monday 10/23 11:59pm</b></p>
<p style="text-align: center;"><b>9</b> <b>10/23-29</b></p>	<p><b><u>T 10/24</u></b></p> <ul style="list-style-type: none"> <li>• Writing in Professional Settings: Emails, Resumes, Memos, Collaboration</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Collaborative Presentations</b> <b>Monday 10/30 11:59pm</b></p>
<p style="text-align: center;"><b>10</b> <b>10/30-11/5</b></p>	<p><b><u>T 10/31</u></b></p> <ul style="list-style-type: none"> <li>• Presentations</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Professional Project</b> <b>Monday 11/6 11:59pm</b></p>
<p style="text-align: center;"><b>11</b> <b>11/6-11/12</b></p>	<p><b><u>T 11/7</u></b></p> <ul style="list-style-type: none"> <li>• Intro to Creative Writing</li> <li>• Introduce Independent Reading Project</li> <li>• Poetry Immersion + Discussion</li> <li>• Emulation + Genres</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Poetry Rough Drafts</b> <b>Monday 11/13 11:59pm</b></p>

<p style="text-align: center;"><b>12</b> <b>11/13-11/19</b></p>	<p><b><u>T 11/14</u></b></p> <ul style="list-style-type: none"> <li>• Short Story Immersion + Discussion</li> <li>• Premises + Character Profiles</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Short Story Planning</b> <b>Monday 11/20 11:59pm</b></p>
<p style="text-align: center;"><b>13</b> <b>11/20-11/26</b></p>	<p><b><u>T 11/21</u></b></p> <ul style="list-style-type: none"> <li>• Poetry Workshop</li> <li>• Workday/Independent Reading</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Short Story: Full Rough Draft</b> <b>Monday 11/27 11:59pm</b></p>
<p style="text-align: center;"><b>14</b> <b>11/27-12/3</b></p>	<p><b><u>T 11/28: W Day</u></b></p> <ul style="list-style-type: none"> <li>• Short Story Workshop</li> <li>• Workday/Independent Reading</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Book Report/Evaluation</b> <b>Monday 12/4 11:59pm</b></p>
<p style="text-align: center;"><b>15</b> <b>12/4-12/10</b></p>	<p><b><u>T 12/5</u></b></p> <ul style="list-style-type: none"> <li>• Creative Writing Celebration</li> <li>• Final Review (ITP)</li> </ul> <p><b><u>Online:</u></b></p> <ul style="list-style-type: none"> <li>• Podcast</li> <li>• Assignment</li> <li>• Anything else noted on weekly ppt</li> </ul>	<p><b>Creative Writing Portfolio</b> <b>Monday 12/10 11:59pm</b></p>
<p style="text-align: center;"><b>16</b> <b>12/11-12/15</b></p>	<p><b><u>T 12/12</u></b></p> <ul style="list-style-type: none"> <li>• Final Exam</li> </ul>	<p><b>Journal + Reflection</b> <b>Tuesday 12/12 11:59pm</b></p>

**Important Dates:**

W 9/13: Census Day

T 11/28: Last day to withdraw from  
course

F 12/15: Grades will be posted by  
noon

S 12/16: Commencement

**Holidays/No Class:**

M 9/4: Labor Day

TH 11/23: Thanksgiving Break