



**English 1301.302**  
**Tuesday, 7:10-8:30 AM, Room 221**  
**Composition I**  
**Fall 2021**  
**Hybrid**

**Instructor:** Dr. Elaine Childs (she, they)

**E-mail:** [echilds1@com.edu](mailto:echilds1@com.edu)

**Student Hours:**

Monday	6:40-7:05 COM League City, room 219	8:35-10 AM, Room 129		
Tuesday	6:40-7:05 COM League City, room 221		2:30-3:15 PM <b>via email</b>	
Wednesday	6:40-7:05 COM League City, room 220	8:35 --10 AM Room 129		
Thursday	6:40-7:05 COM League City, room 221	8:35 --10 AM Room 129	2:30-3:15 PM <b>via email</b>	

**\*\*\*If you do not feel comfortable attending in-person student hours but would like to talk to me face-to-face, email me and we can set up a video chat. For face-to-face student hours, I will wear a mask, and I will maintain a six-foot distance from any unmasked student at all times, to protect your safety and mine.**

**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.

**Required Texts:** *The Bedford Handbook*, eleventh edition.

**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.

**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 (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:

College Admissions Essay	10%
College Success Essay	20%
Career happiness research paper	25%
<i>The Metamorphosis</i> research paper	20%
Class Participation	10 %
Reading Journal, quiz, and homework average	10%

**Extra Credit:** The only extra credit offered is 3 points added to your reading-journal average at the 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.

**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 Blackboard. 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 Blackboard 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 Blackboard, you must email me your paper by the deadline. Otherwise, the usual lateness penalties will apply. **Daily work assignments like quizzes and journals may not be submitted late and may not be made up after the deadline has passed. However, I will drop your four lowest homework / quiz / journal 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.

**Saving your work:** CCISD computers seem to be quite unreliable, so 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. Losing your work because you can't log on to your school laptop is rarely an acceptable excuse for missing deadlines.

**Submitting essays:** All essays will be submitted using [Word](#) on Blackboard, 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 Blackboard, 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 Blackboard.

**SafeAssign:** All essays will be checked electronically by the SafeAssign function on Blackboard 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.). You can submit a draft of any paper to SafeAssign to see the report before the due date—this can help you identify information from sources that isn't quoted, paraphrased, or cited correctly.

**Drafts:** Often I will require a rough draft of your paper to be turned in for peer workshopping. If you don't turn in a draft at the assigned time, your grade for that paper will be lowered one letter (10%).

**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 grade.

**Email policy:** 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. I keep my email open during all student hours, but I do prioritize face-to-face students.

Always email me ASAP if you find something wrong in the Blackboard class: 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, or even a quiz question that you think has a wrong answer!

**Attendance policy:** You may be counted present in this course either by 1) attending the face-to-face class meeting you are registered for **OR**, if you do not attend class, by 2) completing activities in the "F2F Replacement" folder in the Blackboard module for the week. That means that face-to-face attendance in this class is always optional for the duration of the semester—if you were exposed to someone with Covid, or if you feel sick, or even if you decide you don't feel safe sitting in a classroom and would rather complete this class from home, you will not be penalized as long as you do the F2F replacement activities every week.

However, you are allowed only **two** unexcused absences, and absences may be excused only for military service and legal religious holidays. Three unexcused absences will result either in being dropped from the class or receiving a grade of F<sub>N</sub>. You can "attend" online or in person, but you must attend each week.

**\*\*\*My request to you:** I ask that you wear a mask during class, even when you're speaking. Learn to speak audibly through a mask (a valuable skill), or use the text backchannel. I ask this whether or not you are vaccinated, and I also ask that you become vaccinated if you are able and haven't yet been. If you have concerns about the safety of the vaccine, I'm more than happy to help you find reliable information.

You are of course 100% free to choose your vaccination status and whether you wear a mask. But my concern is that if any of us are exposed to Covid, and we aren't all masked for the duration of every class, we run a huge risk of having to move instruction 100% online, which I don't want, and I assume you don't, since you could have taken this class online and chose face-to-face!! A number of schools in Texas have already had to shut down immediately after opening, and I don't want that for us. I'm tired of teaching online, and I expect you're tired of online classes.

**Course Reading:** Attendance is not just about your presence. It's also about your **preparedness**. You will have a reading assignment to complete before every class. You are responsible for checking the syllabus to be sure you're prepared. When a reading assignment is online, the course schedule will direct you to Blackboard, where you will find either the link or the uploaded document. You are required to have the reading assignment open in front of you for the duration of every class meeting or you may be counted absent or receive a lower participation grade.

**Blackboard Reading Journal:** You will keep a reading journal for the duration of the course using the Blackboard Discussion function. Full instructions are on Blackboard. At the beginning of class, I will ask some or all students to read at least one discussion question.

Blackboard posts are time-stamped, and any posts made after 6:40 AM on the day your class meets will receive no credit. I expect you to put some thought into these journals: don't crank them out at the last minute. However, I will drop your four lowest journal / quiz / daily grades at the end of the term, so if you miss a few it won't hurt your grade.

**Quizzes:** You will have Blackboard quizzes that cover the reading assignments in the *Bedford Handbook*. These are open-book, but the time limit will be 5 minutes.

**Class Participation:** 10% of your final grade will be given for class participation. I expect you to be an active participant in discussions of the literature. You may do this three different ways: responding to classmates' reading-journal questions on Blackboard (full instructions on Blackboard), using your phone or computer to text the in-class backchannel (link on Blackboard), or old-fashioned talking in class.

If I can't **remember** at the end of the semester whether you participated in in-person class, and there is no record of digital participation, your participation grade will be between 0 and 50%. You don't necessarily have to be vocal every single day, but your goal is to contribute to the classroom community and make me remember you! Remember that there is an element of subjectivity here, as there is in real life (for example, you'll be evaluated at work partly based on how effective your supervisor **perceives** you to be). Learn how to respond effectively to that.

**Lateness:** Lateness distracts everyone in the class and causes you to miss important information. Frequent lateness will drastically lower your participation grade, and if you are more than 10 minutes

late you may be marked absent.

**Classroom Conduct and Cell phones:** Before class begins, please silence your cell phone. The success of any English course relies heavily on the classroom environment, so I expect your presence, attentiveness, and participation. If you engage in any behavior which I judge to be distracting to others or disruptive of the learning environment, such as loud or frequent whispering, regularly interrupting or “talking over” others, or frequently leaving the room or falling out of your chair, you may be asked to leave. Please be aware that, as a college professor, I can require you to leave my classroom and forbid you to return until you meet with Dr Kris Kimbark, our Dean of Students.

Inattentiveness related to smartphone use, sleeping, using the computer, doing homework for another class, or any other non-distracting activity **will** result in a lower participation grade, and it is rare that an inattentive student passes this class.

Additionally, 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.

**Speaking, Reading, and Writing Center:** COM’s online tutors are 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>

<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)	Class discussion
2. Develop ideas with appropriate support and attribution.		Metamorphosis research paper
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)	Metamorphosis research paper
5. Use Edited American English in academic essays.		Metamorphosis research paper

6. Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Career Research Paper
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**Plagiarism and Academic Dishonesty:** Plagiarism is a serious offense that consists of passing someone else's work off as your own or of resubmitting an old paper as if it were new and original (so-called "self-plagiarism"). This includes failure to properly cite an outside source, copying a paper off the internet, an excessive amount of outside help from an unauthorized person, like a friend or your mom, or taking someone else's writing and "changing the words." The first instance of plagiarism will be reported to judicial affairs and will 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—English 1301 required 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 were taught in the prerequisite for 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>

**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](mailto:banderson@com.edu)

**Course Outline:**

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

**Week 1: August 23 -- August 29**

Syllabus Quiz and initial discussion board post due: Saturday, August 28 at 11:59 PM

Brainstorming assignment and responses to classmates' discussion board due: Sunday, August 29 at 11:59 PM

**Week 2: August 30 – September 5**

Required reading assignments and homework activities are listed on the folder checklist

**Week 3: September 6 – September 12**

**ESSAY 1 DUE ON SEPTEMBER 7 BY 11: 59 PM**

Required reading assignments and homework activities are listed on the folder checklist

**Week 4: September 13 – September 19**

Required reading assignments and homework activities are listed on the folder checklist

**Week 5: September 20 – September 26**

Required reading assignments and homework activities are listed on the folder checklist

**Week 6: September 27 – October 3**

**ESSAY 2 DUE ON October 3 BY 11: 59 PM**

Required reading assignments and homework activities are listed on the folder checklist

**Week 7: October 4 – October 10**

Required reading assignments and homework activities are listed on the folder checklist

**Week 8: October 11 – October 17**

Required reading assignments and homework activities are listed on the folder checklist

**Week 9: October 18 – October 24**

Required reading assignments and homework activities are listed on the folder checklist

Career happiness research paper due: Saturday, October 25 by 11:59 PM

**Week 10: October 25 – October 31**

**ESSAY 3 DUE ON October 31 BY 11: 59 PM**

Required reading assignments and homework activities are listed on the folder checklist

**Week 11: November 1 – November 7**

Required reading assignments and homework activities are listed on the folder checklist

**Week 12: November 8 – November 14**

Required reading assignments and homework activities are listed on the folder checklist

**Week 13: November 15 – November 21**

**\*\*\*November 19 is the last day to drop a class and receive a grade of W\*\***

Required reading assignments and homework activities are listed on the folder checklist

**Week 14: November 22 – November 28**

**No classroom meetings this week; Happy Thanksgiving!**

Required reading assignments and homework activities are listed on the folder checklist

**Week 15: November 29 – December 5**

Required reading assignments and homework activities are listed on the folder checklist

**ESSAY 4 DUE THURSDAY, DECEMBER 2 BY 11:59 PM**

(You will not receive feedback in Blackboard on this essay. If you have questions about why you receive your grade or if you would just like feedback, please email me, and I will respond after final grades have been posted)

**Week 16: December 6 – December 10 (Short Week!!!)**

In-class reflection/debriefing

## **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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](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](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 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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged;



however, some concerns may be addressed on a walk-in basis.

**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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**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](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.