



ENGL-1301-008IN
English Composition 1

FALL 2023, Aug. 28, 2023 – Dec. 15, 2023
ONLINE

Instructor Information:

Name: Angela Valdes
Email avaldes@com.edu
Office Hours: Tuesday, 6:00pm - 7:00pm
Office: Virtual

Student hours and location: Virtual

- Weekly Content opens each Monday
- All assignments are due weekly, as indicated in the course calendar.
- Students should check class announcements on D2L and COM email daily for any critical information, updates, or correspondence from the instructor.

Required Textbook/Materials:

The course textbook and writing handbook resource are free and will be provided through web links on D2L in the Content Module. Below are the links to the textbook and writing lab resource for this course. Any additional reading materials will be provided throughout the course in various modules.

The RoughWriter's Guide By: Dr. Karen Palmer and Dr. Sandi Van Lieu

<https://pressbooks.pub/roughwritersguide/>

OWL Purdue Writing Lab website:

<https://owl.purdue.edu/writinglab/index.html>

Course Description:

This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Our first unit will be an exploration of rhetoric, and how it's used in television advertising. The second unit will be an illustration essay where you will be asked to take a stance on a topic and use evidence to illustrate your point. The third and fourth units will be connected, starting in the third unit with an annotated bibliography focusing on close readings of dystopian short stories. The fourth unit will include a close reading analysis using researched sources from your annotated bibliography as a starting point for writing the essay. Additional requirements will be included for sources in the fourth unit.

Course requirements:

This is a composition class, which means there will be multiple modes of writing throughout the course through discussion boards, peer reviews, short written response assignments, and essays. There will also be assigned readings and reading quizzes. The course is broken into four units, and in each unit there will be an essay due to complete each unit. Drafting and revision is not only an important part of this course, but an important part of the writing process to write a well developed essay. Peer reviews are important because valuable feedback can assist you in making additions, omissions, and corrections you may not have otherwise thought about during your writing process. Peer Reviews and drafts of your essays are a part of your grades so please note that failure to participate and turn in a first draft and peer review will result in an effect on your grade in the course. You will need to coordinate with your assigned classmate to complete the peer review by the due date assigned. You may exchange essays via your COM student email and you must provide your assigned partner with the completed peer review by the assigned due date. Failure to provide your peer with an essay draft for peer review will result in a failing grade for the peer review.

Classroom discussion should be polite, professional, and on topic. Feedback should be constructive, and mindful of the person who will read it. Responses are expected to be more than just a simple statement of agreement or disagreement with another student's discussion post. Elaboration is expected. Discussions in online courses are considered attendance and respectful debate is part of course engagement.

Determination of Course Grade/Detailed Grading Formula:

Rhetorical Analysis: 15%

Illustration Essay: 15%

Annotated Bibliography Project: 15%

Close Reading Analysis: 15%

Reading Quizzes: 15 %

Participation: 15%

Short Response Assignments: 10%

Total: 100%

There will be four essays from each of the four units in this course and are due at the end of each unit. The Rhetorical Analysis, Illustration Essay, Annotated Bibliography, and Close Reading Analysis will be graded using rubrics that I have written. Each of the unit essays is worth 15% of your final grade in the course. Students will have access to rubrics to gain a better understanding of how the essay is assessed as a whole, and will be able to see rubric scores after the essay has been graded. The participation grade will be based on thoughtful contributions to discussion board submissions, peer reviews, and journal entries. All collective assignments that make up your participation grade will be worth 15% of your grade. Short written responses will be assigned on various occasions during each unit and will be worth 15% of your grade in the course. Reading quizzes will be conducted in each unit and will be worth 15% of your grade in the course.

Online Gradebook: The online gradebook (in D2L) is for reviewing and keeping track of completed grades and getting an overview of your grade. Please note that the grade display may be incomplete at any given time and is simply for your convenience (not a substitute for the instructor's official records). Certain assignment

points, like extra credit, may not be posted until the end of the semester, and the final gradebook may require some adjusting if the class schedule has been changed or just to correct for technical problems or design errors. You are responsible for keeping track of your progress in the class and keeping up with all assignments.

Caveat on Grading: The instructor reserves the right to make subjective decisions on student grades and assessment based on her own expertise and judgment in the subject matter. The instructor also reserves the right to assign a final grade based on a student's overall mastery of the material and improvement over the course of the semester.

Late Work, Make-Up, and Extra-Credit Policy:

Work should be submitted by the due date and in the form listed on assignment instructions. No late work accepted.

This is an online course that is asynchronous. This means there are no regularly scheduled class meeting times. The student is responsible for knowing due dates and practicing good time management skills to complete assignments for this course. There will be no make-up work accepted. If a student experiences extenuating circumstances, contact the instructor immediately via COM email. Whether or not circumstances are acceptable is up to the discretion of the instructor. Documentation may be required for students who request a makeup or deadline extension due to an emergency. Excuses such as but not limited to: a job, vacation, busy schedule, or other classes are not acceptable.

Extra credit opportunities will be offered with assigned due dates and any points earned will be applied at the end of the semester when final grades are posted. Any individual requests for extra credit to improve your grade at the end of the semester will not be offered.

Attendance Policy:

Since this is an online course, your weekly attendance will be based on turning in your assignments. Discussion board responses are required and show that you are engaged in the course with your instructor and with your peers. Peer Reviews are also required and show engagement in the course with your peers. Discussion board responses and peer reviews are considered your virtual attendance in this online course. Please note that if you do not participate in weekly discussions and/or peer reviews, it will count as an absence. You will receive zeros for missed assignments and no make up work is accepted.

Students in online classes **must** participate during the first week of classes or they will be dropped from the class for non-attendance.

If you have met attendance requirements after the first week of classes but fail to complete a weekly discussion board, or assigned peer review in any subsequent week, it will count as an absence. Four or more weekly absences may result in a failing grade in the course.

COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information, please visit:
<http://coursecatalog.com.edu/getting-started-at-COM/registration/class-attendance/>

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. Any emails sent from a personal email address will be left unanswered.

Please note that email etiquette is expected. Please write in a formal, professional manner and avoid use of slang and text language. In the subject line of your email include your course and section in which you are enrolled. Ex: ENGL-1301-008IN. Be sure to begin your email with a greeting and close your email with your first and last name so that I can locate the assignment and class in which you are inquiring. If I am unable to determine your name and which class section you are attending, I will be unable to respond until you have provided this information. If the instructor needs to communicate something to the class, it will be sent through COM email and also be posted on D2L.

Student emails will be answered in the order they are received during scheduled instructor office hours. For all other emails, allow 24 hours for a response. Instructor response times may vary during scheduled holidays on the academic calendar. Practice good time management skills and look through your assignments well in advance of due dates to ensure your questions are answered.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes	Teamwork	Discussion Responses Peer Reviews Discussions
2. Develop ideas with appropriate support and attribution	Personal Responsibility	Unit Essays
3. Write in a style appropriate to audience and purpose.	Communication Skills	Unit Essays Short Written Assignments Peer Reviews
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking	Unit Essays Weekly Reading Assignments Short Written Assignments
5. Use Edited American English in academic essays.	Communication Skills	Unit Essays

Academic Dishonesty:

Scholastic dishonesty and plagiarism are defined in the student handbook. Plagiarism (failure to acknowledge or cite sources of ideas and/or works, representing another's work as your own, etc.) will not be tolerated in this class. It can result in a failing grade for the assignment, the course, and in the most extreme cases, it will be reported to COM. There will be reading material and a quiz assigned on plagiarism. If you do not understand what constitutes plagiarism after the aforementioned assignments, please contact me. If you are unsure whether something included in one of your writing assignments may be considered plagiarism, please contact me during my office hours or at least three days before the assignment is due. Please note that failure to credit a source in a discussion post is plagiarism. If you use a source, credit the author.

HUMANITIES DEPARTMENT POLICY STATEMENT: PLAGIARISM

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his/her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

"Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using your COM email. If, after discussing your concern with me, you continue to have questions, please contact Brian Anderson, Chair of the Humanities Department, at banderson@com.edu or via phone at 409-933-8186.

Course outline:

(This outline is tentative. If a change needs to be made, a new outline will be posted in D2L for that unit.) You should check your COM email and D2L daily for any updates. Weekly assignments will be made available to you on Monday of each week in each unit Module on D2L.

Course Outline Changes: The instructor reserves the right to change the syllabus and/or schedule as needed. Readings may also be added, but no major assignments will be added unless needed due to a weather emergency or other outside circumstances. You will be notified of any changes.

Unit	Week	Assignment Due Dates
Unit 1: Rhetorical Analysis	1 8/28-9/3	9/3 Course Introduction Letter Assignment 9/3 Welcome & Introductions discussion 9/3 Syllabus Quiz 9/3 Rhetoric Reading Quiz - Rough Writer's Guide
	2 9/5-9/10	9/10 Journal - Diagnostic 9/10 Rhetorical Appeals in advertising discussion 9/10 MLA Reading Quiz - Rough Writer's Guide 9/10 Plagiarism Reading Quiz - Rough Writer's Guide

	3 9/11-9/17	<u>9/15 Rough Draft due to Peer to complete Peer Review</u> 9/17 Logical Fallacies Reading Quiz - Purdue Owl 9/17 Fallacies in advertising discussion 9/17 Journal- What was helpful from peer review 9/17 All Peer Review posts must be completed
	4 9/18-9/24	<u>9/24 Final Draft: Rhetorical Analysis Essay</u> 9/24 Unit Closing class discussion 9/24 Illustration reading Quiz
Unit 2: Illustration	5 9/25-10/1	10/1 Illustration debate discussion 10/1 Short Written Response - Rhetorical Appeals in Sources 10/1 Journal - Where do you read your news? 10/1 Sources Reading Quiz - Purdue Owl
	6 10/2-10/8	10/8 Short Written Response - Essay Outline 10/8 Journal - Source Evaluation 10/8 Discussion 10/8 Reading Quiz - Purdue Owl Conducting Research 10/8 Extra Credit Opportunity - Cover Letter
	7 10/9-10-15	<u>10/13 Rough Draft due to Peer to complete Peer Review</u> 10/15 All Peer Review Posts must be completed 10/15 Discussion 10/15 Reading Quiz
	8 10/16-10/22	<u>10/22 Final Draft: Illustration Essay</u> 10/22 Unit Closing class discussion 10/22 Journal - What is Dystopian literature? 10/22 Annotated Bibliography Reading Quiz
Unit 3: Annotated Bibliography Project	9 10/23-10/29	10/29 Reading Quiz - <i>The Machine Stops</i> 10/29 Short Written Response - Close Reading <i>The Machine Stops</i> 10/29 Class discussion - <i>The Machine Stops</i> 10/29 Reading Quiz - Close Reading
	10 10/30-11/5	11/5 Reading Quiz - <i>The Veldt</i> 11/5 Short Written Response - Integrating Sources 11/5 Class Discussion - <i>The Veldt</i> 11/5 Journal - Close Reading <i>The Veldt</i>
	11 11/6-11/12	<u>11/10 Rough Draft due to Peer to complete Peer Review</u> 11/12 All Peer Review Posts must be completed 11/12 Class Discussion 11/12 Journal - What was helpful from Peer Review?

	12 11/13-11/19	11/19 Final Draft Annotated Bibliography Project 11/19 Unit Closing Class Discussion - 11/19 Journal
Unit 4: Close Reading Analysis	13 11/20-11/26	11/26 Short Written Response 11/26 Class Discussion 11/26 Reading Quiz - Integrating Sources 11/26 Journal
	14 11/27-12/3	<u>12/1 Rough Draft due to Peer to complete Peer Review</u> 12/3 All Peer Review Posts must be completed. 12/3 Class Discussion 12/3 Journal: What was helpful from Peer Review?
	15 12/4-12/10	12/10 Final Draft Close Reading Analysis Due 12/10 Unit Closing Class Discussion
	16 12/11-12/15	12/14 Course Overview Class Discussion 12/14 Comprehensive Quiz

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 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 or communityresources@com.edu.