McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ENGLISH 1301.001

Professor Lori Watts

NOTE: This is a 16-week course.
NOTE: This is a Blended/Hybrid course.

Course Description:
Focuses on developing the core skills of reading, critical thinking, writing and researching. Emphasizes writing processes and outcomes and includes attention to standard language conventions. Semester hours: lecture hours.

Prerequisites and/or Corequisites:
Prerequisite: THEA or MCC Placement Writing test passed, or credit for English 0301

Course Notes and Instructor Recommendations:
Reading skills are **mandatory** for this course and for all coursework. IF reading and writing skills/experience are limited—it's imperative students take concentrated action to not only 'brush up' but start a regular routine of visiting the instructor for help/feedback, getting help from campus resources (such as the Writing Center) when necessary and being proactive about progress. Additionally, knowing how to take notes, study, manage time and generally being responsible for one's own progress are essential.

Instructor Information:
Instructor Name: Professor Lori Watts
MCC E-mail: lwatts@mclennan.edu
Office Phone Number: 299--8901
Office Location: FOB 221
Office/Teacher Conference Hours: **OFFICE HOURS FOR SRRING 2020 WILL BE CONDUCTED ONLY THROUGH EMAIL, PHONE OR ZOOM APPOINTMENTS. HOURS WILL BE DETERMINED THE FIRST WEEK OF THE SEMESTER ONCE FINAL CLASS ROSTER HAS BEEN DETERMINED. STUDENTS WILL BE GIVEN THIS INFORMATION.**

Required Text & Materials:
Title: *Rules for Writers*
Author: Hacker, Sommers
Edition: 9th, 10th or e-edition is fine.
Publisher: Bedford
ISBN: 978-1-319-057428

ALSO: *Patterns for College Writing*
Author: Kirszner and Mandell
Edition: 13th
Publisher: Bedford/St. Martin's

ISBN: 978-1-4576-9941-2

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential doe student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (24) 299—8226. Students can visit the Completion Center Monday—Friday from 8:00—5:00 to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00—1:00 pm Monday –Friday without an appointment. The Completion Center and pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found here (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* * Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**) Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Lectures, class discussions, reference to/discussion of both texts, use of model student essays, in addition: class will write a series of multi-page, multi-draft essays, a series of directed homework

assignments, quizzes (when needed), will attend library orientation, write and research a major research paper (which is demonstrated and discussed), and write in class diagnostic writing sample, and a final in class essay.

Course Objectives and/or Competencies:

** English 1301 is a writing course designed to prepare students for the multiple writing tasks, styles, and requirements they will meet throughout their academic careers.

- To sharpen and polish each individual's writing skills to a competent college quality; to produce a series of directed, logical and coherent essays not only polished in writing technique but also to help evolve critical thinking and reading skills.
- For students to become more comfortable and experienced with the writing process through these assignments.
- To better understand the needs/demands of various audiences—and to make the writer's abilities more flexible and varied depending on these changing audiences/demands through these writing assignments.
- Developing detailed and sophisticated content that moves beyond primary five paragraph essays into longer, more analytical, work.
- To develop a series of essays largely devoid of major proofreading errors—including those in language, sentence structure, grammar, punctuation, and spelling.
- To better prepare for English 1302 and/or other classes requiring writing.
- To follow directions carefully and correctly.
- To better evaluate one's own work in an objective and open way—to scrutinize a project with an objective and analytical eye—to be capable of constructively criticizing one's own writing strengths and weaknesses.

Course Outline or Schedule:

***BE AWARE: **this is NOT a detailed course calendar**! **Those are given to the class the first day and discussed at length**. THIS IS ONLY A GENERAL OUTLINE OF WHAT A SEMESTER *MIGHT* INVOLVE. The instructor reserves the right to edit a calendar and assignments as necessary. ALL dates and assignments are subject to change. ANY AND ALL CHANGES ARE ANNOUNCED IN CLASS AND/OR POSTED ON BRIGHTSPACE IN DETAIL. It is EVERY student's responsibility to be aware of those changes. Once again: this is NOT a detailed course calendar.

**Weeks One and Two—introduction to the course and its policies, requirements, assignments, materials, etc. Discussion of and writing of in class writing sample; introduction to first major essay.

**Weeks Three and Four—working on first major essay using student models, discussion. Large focus on essay structure, paragraphing, thesis sentences, specific examples, etc.

**Weeks Five and Six—Emphasis on peer review, drafting, and turning in Essay One. Then discussion begins of Essay Two (often a formal rewrite of the in class writing sample) and introduction to the formal research project including choosing a topic, parameters of project

**Weeks Seven and Eight—Discussion of finalizing Essay Two and research; library orientation typically included in this time frame

**Weeks Nine and Ten—Emphasis/discussion of and sample research project; all students actively working on research and turning in Essay Three (typically a research folder)

**Weeks Eleven and Twelve—Moving into final stages of research project including rough drafts, and peer review

**Weeks Thirteen and Fourteen—Turning in research project, moving to final essay

**Weeks Fifteen and Sixteen—Handing back any remaining research projects, discussion of in class final essay and completing that final essay

Course Grading Information:

A formal grade break down is given each semester in class the first day. This is discussed at length. Generally, major essays are 50% of the total course grade; homework is 10%; major research project is 20% and the final essay is 20%. The instructor reserves the right to revise these percentages if necessary.

All essays are given a letter grade and detailed comments; standard letter grades are A (100%); A- (90%); B+ (89%); B (85%); B- (80%); C+ (79%); C (75%); C- (70%); D+ (69%); D (65%); D- (60%); and F (50%).

Homework assignments are worth a specific number of points (such as 30pts) and are evaluated such as 30/30 or 25/30 etc.

All assignments and grades are returned to students, recorded in Brightspace and in instructor's personal record.

Every student receives a detailed, in depth, Grading Criteria handout in the first two weeks of class. This outlines what makes up an A, B, and etc project. These details are discussed, and students are responsible for knowing this information.
TYPICAL GRADE BREAKDOWN IN THE COURSE:

*First Three Major Essays—50% of total grade

*Research Project—20% of total grade

*Homework—10% of total grade

*Final Essay—20% of total grade

All students are encouraged to discuss their grades with the instructor and ask any questions throughout the term.

See Grading Criteria in class for all details.

Late Work, Attendance, and Make Up Work Policies:

***NO late work is accepted in class; this policy is presented to the class in writing and discussed the first class day. **IF there is a legitimate emergency, a clear protocol policy is outlined in writing and presented the first day of class.** It is discussed at length, in detail, and is the responsibility of each student to know. **That protocol MUST be followed for a discussion of a possible extension for late work**. **ALL deadlines are given on the detailed calendar the first day of class; students know ALL their assignments and deadlines for the semester from the first day. Planning is therefore necessary.**

*FOR FULLY ONLINE CLASSES ATTENDANCE WILL BE TAKEN BY REQUIRED ASSIGNMENTS BEING TURNED IN.

IF TWO ASSIGNMENTS IN A ROW (THIS INCLUDES HOMEWORK OR MAJOR ESSAYS) ARE NOT TURNED IN, THE STUDENT IS DROPPED FROM THE COURSE AS THE 25% ABSENCES HAVE BEEN MET.

***IF a student knows he/she will be gone ahead of time, it is expected the student will alert the instructor and arrange to turn in the work early**. This is also detailed in writing, in class.**

***Late work cannot be made up or reworked; it is a zero evaluation.

***The class follows MCC's Attendance Policy which requires daily record of attendance (it is also recorded on Brightspace) and dropping of students if they reach a 25% absence rate. The instructor drops promptly upon reaching that 25%

However, the instructor does **NOT DROP STUDENTS AFTER** THE MCC cut off date—which is on all academic calendars, the course calendar, the Course Policies, and is discussed in class. IF the student is still officially enrolled in the course after that cut off date but is not attending class, he or she will still receive a grade for the course—typically failing.

THE INSTRUCTOR DISCUSSES ALL THIS INFORMATION IN DETAIL IN CLASS THROUGHOUT THE SEMESTER AND PROVIDES IT IN WRITING.

Student Behavioral Expectations or Conduct Policy:

Each class is given a detailed Conduct Policy in class; it is discussed and all students are responsible for the information. It lists acceptable and unacceptable behaviors and what is expected of mature, responsible, college students. ALL students are expected to maintain a mature and professional stature throughout the semester in regard to their classmates and the instructor. This includes face to face, phone and electronic communication.

Rude, offensive, and/or threatening behavior is dealt with on an individual basis usually involving written communication from the instructor, personal conferences with the instructor and/or other college officials. If further action is needed, the conduct is officially reported to MCC's Disciplinary Officer for more intervention. Removal from the class tentatively or permanently can be a result. If extreme, the instructor will involve Campus Security. As outlined in the *Highlander Guide*: "*Students are expected to maintain classroom decorum that includes for respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.*"

* **Click Here for the MCC Academic Integrity Statement**
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

**IN ADDITION: *the instructor provides a multi-page, detailed, handout on Plagiarism and Academic Integrity to each students during the first two weeks of class. This is discussed and outlines what plagiarism is, course expectations and requirements, what behaviors may involve plagiarism, how to avoid it, proper sources of help and consequences for plagiarism. Every student is responsible for this information.*

* Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
>   disabilities@mclennan.edu
>   254-299-8122
>   Room 319, Student Services Center

* Click Here for more information about Title IX
(**www.mclennan.edu/titleix**)

Click Here for more information about Title IX<http://www.mclennan.edu/titleix/> (www.mclennan.edu/titleix<http://www.mclennan.edu/titleix>)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu<mailto:titleix@mclennan.edu> or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.   Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.