

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

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGLISH- 1301 – SECTION 023

DR. ANN SLOAN

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

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 the academic essay as a vehicle for learning, communication, and critical analysis.

Prerequisites and/or Corequisites:

TSI complete in Reading and Writing or the equivalent.

Instructor Information:

Instructor Name: Dr. Ann Sloan

MCC E-mail: asloan@mclennan.edu

Office Phone Number: (254) 299-8801

Office Location: FOB 116

Office/Teacher Conference Hours: MW 12:00-1:00 PM

Required Text & Materials:

Title: [*Writing Is Easier Than You Think*](#)

Author: Nicholas Webb

Edition: online

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 for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. 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 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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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) (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)**
(<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.

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.

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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:

Graded work includes essays and tests, which are major grades. Daily work consists of class discussion, homework assignments, short papers, quizzes, group work, presentations, essay drafts, and peer editing. Four major writing projects will be assigned

Course Objectives and/or Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW)** -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

Course Grading Information:

By the end of the semester, students will have written at least 4 essays; complete homework and in-class assignments; and take a final exam. A grade will also be given for class participation, which includes coming to class prepared, making thoughtful contributions in response to the readings, asking and answering questions, and presenting a general attitude of interest in the course content. Papers written for other classes (including previous attempts of this course) will not be accepted without the express permission of the instructor.

Essay #1: Personal Essay

15%

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Essay #2: Compare and Contrast and presentation	20%
Essay #3: Definition	15%
Essay #4: Arguing a Position w/presentation	20%
Daily Work (quizzes, homework, etc.)	15%
Participation	5%
Final Exam	<u>10%</u>
Total	100%

All graded work done outside of class must be typed, double-spaced in 12-point Times New Roman font. Papers not meeting specified lengths may receive a reduced grade.

Final drafts must be turned in by 11:59 P.M. on the due date. **Grades will be reduced by ten points for each class day late.** Drafts are a part of the daily work portion of the grade.

Keep a back-up copy of each graded essay turned in – for any major assignment.

Students with a weighted grade average of 90.1% or greater and no more than 2 absences will be exempt from the final.

I will not accept **ANY** assignments via e-mail.

Plagiarism or Collusion could lead to an “F” for the course, so please read the next two paragraphs carefully and ask questions when the topic comes up in class. McLennan uses the Turnitin tool to detect plagiarism in assignments submitted to Brightspace.

PLAGIARISM

Plagiarism is the use of someone else’s work without crediting or properly adapting materials from that work. If you use quotes, ideas, opinions, arguments, examples, summaries, paraphrases, statistics, outlines, graphs, etc., you must cite your sources. Information not cited is considered plagiarized unless it is common knowledge or your personal observation or ideas. Plagiarism is easy to detect and almost as easy to prove. You **MUST** cite sources.

COLLUSION

Collusion is getting someone else to do your work or allowing others to copy your work. You may get help outside of class (visit the Writing Center), but if you let others actually do your work, I will probably notice, and you may fail the course. **Note: Large discrepancies in quality between in-class writing and out-of-class writing may result in a course grade based entirely on in-class work.**

Course Outline or Schedule:

I try to make my syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. I reserve the right to make such changes as they become necessary. Assignments must be completed **before** class on the day

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assigned, not in class. ***Note:** This syllabus is a guideline; I reserve the right to change dates and add/subtract assignments as necessary.

Week	Date	Class Topic	Assignments Due
1	Mon 8/24	Course Introduction. Policies and procedures. Diagnostic/First Day Essay (in class)	1 st Day Essay
1	Wed 8/26		Rhetoric
2	Mon 9/7	Labor Day	
2	Wed 9/9		
3	Mon 9/14	Writing Essay #1: Personal Narrative	This I Believe
3	Wed 9/16		
4	Mon 9/21		
4	Wed 9/23	Peer Review	Personal Narrative Rough Drafts Due
5	Mon 9/28		
5	Wed 9/30	Writing Essay #2: Compare and Contrast	Personal Narrative Final Papers Due

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6	Mon 10/5		
6	Wed 10/7		
7	Mon 10/12		
7	Wed 10/14	Peer Review	Compare and Contrast Rough Drafts Due
8	Mon 10/19		
8	Wed 10/21		
9	Mon 10/26	Writing Essay #3: Definition	Compare and Contrast Final Papers/Presentations Due
9	Wed 10/28		
10	Mon 11/2		
10	Wed 11/4	Peer Review	Definition Rough Draft Due
11	Mon 11/9		
11	Wed 11/11	Writing Essay #4: Argument	Definition Final Paper Due

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12	Mon 11/16		
12	Wed 11/18		
13	Mon 11/23		
13	Wed 11/25	Peer Review	Argument Rough Draft Due
14	Mon 11/30		
14	Wed 12/2		Argument Final Paper and Presentation Due
15	Mon 12/2		Argument Final Paper and Presentation Due
15	Wed 12/9	Final Exam	

***Note:** This syllabus is a guideline; I reserve the right to change dates and add/subtract assignments as necessary.

Late Work, Attendance, and Make Up Work Policies:

Regular and punctual attendance is expected of all students. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Absence from 25 percent of scheduled classes will be taken as evidence that a student does not intend to complete the course. Unless I have reason to believe you will complete the course, you will be withdrawn from the course with a grade of W. If you reach the 25 percent point after the official drop date and you are not passing the course, you will receive the grade you have earned, usually an F. In extenuating circumstances, I may assign a W to a student who is not passing.

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Each absence will count toward attendance requirements in each course. You will be permitted to make up class work and assignments due to absences caused by (1) authorized participation in official school functions, (2) personal illness, or (3) illness or death in your immediate family. It is your responsibility to inform me of the reason for an absence and to do so in a timely fashion.

Major writing assignments are assigned well in advance of the due date and are due on the day assigned. If a student is absent, he/she should arrange to get the paper to the instructor. The grade will be reduced by ten points for each class day late. Homework is due at the beginning of class and will not be accepted late.

Participation Policy: You will be graded daily on class participation, which includes coming to class prepared, making thoughtful contributions in response to the readings, asking and answering questions, and presenting a general attitude of interest in the course content.

Students with a weighted grade average of 90.1% or greater and no more than 2 absences will be exempt from the final.

Cellphone Policy

Cellphone is prohibited in the classroom. All cellphones and headphones/earbuds should be placed in pocket/backpack.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Much of the work is self-directed and must be completed outside of class. Students need to manage their time wisely and use effective organizational strategies.

*** [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.

*** [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.

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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)

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 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.*