

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_005/_021/_026

(multiple sections)

Michael John Manzullo

NOTE: This is a 16-week 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.

AN EQUAL OPPORTUNITY INSTITUTION

Fall 2020

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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, communicating, and critical analysis.

Prerequisites and/or Corequisites:

Passing score on writing part of MCC placement test or credit for ENGL 0301 or INRW 0402.

Course Notes and Instructor Recommendations:

(NOTE: TO LOG ON TO AN MCC COMPUTER, USE YOUR **WebAdvisor** **user name** and **password**.)

- **Our class is meant to be an open forum for discussion and learning. Please treat it as such with proper respect for all attendees in our class.**
- **We will have critical readings with assigned critical writings from you, the student/critical writer. That means to analyze carefully, NOT to criticize.**
- **We will discuss, practice, edit, re-write, re-edit, and develop properly formatted documents with substance, not “fluff”. (Instructions will be clearly given.)**
- **Several short “musings”, several full length papers, and a longer, extended writing will be assigned to you throughout the term. (Instructions will be clearly given.)**
- **Lastly, we will have a Final essay to help you present a precise product from what you have gleaned from our class activities, assignments, and interactions with your peers.**

Instructor Information:

Instructor Name: Michael John Manzullo

MCC Email: mmanzullo@mclennan.edu

Office Phone Number: 254 -299-8971

Office Location: LA 221

Office/Teacher Conference Hours: MW/TTh 10:30-11:30 AM

How to Do Well in and The Value of ... this course ---

- **As an English Professor and a professional writer, I have had the opportunity to write in many situations, in several professional settings. One of the most “mind draining” experiences is to write well ...**

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- how to focus your mind, *wanting* to write well, even after you are exhausted *trying* to write well.

● There are little “tricks” you can learn to enhance your writing, and learn to do it well, rather simply... like using a GPS instead of a paper map!

● You will be reading from various online selections and asked to respond to several questions. These responses will make up your “Musings”... a series of reflections on various topics.

- This collection musings, writings, and papers will constitute your **Portfolio**.

● We will discuss various styles of Writing and realize how these styles can be used by you to develop clear thoughts, on paper.

● Writing is not easy... but it is rewarding if you learn how to think this way:

“Good Writing is Clear Thinking Made Visible”

Required Text & Materials On Line :Text...

Title: Writing Is Easier Than You Think (Reference Text, On line)

https://drive.google.com/file/d/1eKoZF7bPnw9AUxYLU_WpAclZ2qxBAE9/view?ths=true

Author: Webb, Nicholas R.

Edition:

Publisher:

ISBN:

Other online, public domain (free)Websites:

- 1) Intellectual “Musings” (Portfolio materials), and
- 2) Writing Topics from which you will choose to use for writing your papers.

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

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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).

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**

(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.)

(or copy/paste this one)

<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>

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.

Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

- 1) Please submit your communication to me through emails at my MCC email: mmanzullo@mclennan.edu
- 2) Standard student, McLennan email, should be used for Classroom use / electronic communications.
- 3) Students are GREATLY encouraged to check a student's college email on a **regular basis**.

Email on Mobile Devices:

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

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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:

All English 1301 students must complete a **short research project** that includes both a written paper and a presentation. **To meet MCC core objectives, students will:**

- accurately evaluate, compare, and integrate at least five secondary sources;
- cite sources correctly and appropriately, using MLA documentation style, and
- work together to improve written drafts through peer review and self/team analysis.

Our usual discussions/ activities will look something like this:

- Lecture, discussion groups,
- Group projects,
- Student presentations,
- Portfolio,
- Written reports/papers, and
- Exam

Course Objectives and/or Competencies:

Courses in this category a) focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. **These courses also b)** 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

Interpersonal Relationship (See *Gardner* article)

- **Teamwork (TW)** --
- **Personal Responsibility (PR)** --

- a) Includes the ability to *consider different points of view* and to work effectively with others to support a shared purpose or goal
- b) Includes the ability to *connect choices, actions and consequences* to ethical decision-making

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Please read the following VERY carefully:

Course Grading Information:

- Students must do all assignments to pass and do well in the course.
 - Missing work becomes a failing mark for that assignment, which can lead to reduced final, course grade.
- This is a skills development course; therefore, certain work in the course counts for less than other, less intensive, work done.
- Points are assigned to each major paper assigned, and the % of **the points assigned** will be the grade for **that assignment**. (e.g., 85% of 150 points assignment = 128/150 points.
- Each of the assignments will be graded as followed and are **percentage of total**.
 - Total points** for all assignments = 1,050 total points
 - Most important assignments = most points. For example:

• Class-assigned papers (1/ IC)	= (3 x 150)	= 450 point
• Proposal & Extended paper	= (75 + 150)	= 225 points
• Outline, Works Cited, rough draft)	= (3 x 25)	= 75 points
• Musings & class presentations	= (6 x 25)	= 150 points
• Portfolio	= 1	= 50 points
• Final Exam Paper	= 1	= 100 points
• Total points possible		1, 050 points
• (your grade = pure % out of 1,050 points, see chart next page)		

Write well, do well in everything ... leave nothing to chance.

REMEMBER: Students must earn at least a C in 1301 to take ENGL 1302.

- The W is given for course withdrawal and may be initiated by students during the first 60% of the course calendar or by the instructor at any time for excessive absences, as per MCC policy. Withdrawals may affect financial aid or scholarship status.

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- 1 Please read the following Grading Chart & information (2 pages) **carefully**.
- 2 It is your “blueprint” for a successful experience in your English 1301 class.
- 3 Paper and/or Presentation Scoring Guide:
- 4

Criteria	A= Outstanding 90-100	B = Proficient 80-89	C = Basic 70-79	D= Needs Work 60-69
Critical Thinking	-Shows originality of thought and logical connections -Demonstrates excellent descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Shows less originality and may have minor flaws in logic. -Demonstrates good descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Expression mostly limited to ideas from class or readings. -Inconsistent description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.	-Does not comprehend course concepts. - Inadequate description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.
Communication	-Clear main idea with supporting organization and developed examples and explanation. -Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.	-Clear main idea but may have minor lapses in organization, less developed examples and explanation. -Good awareness of rhetorical situation and matches work to audience requirements.	-Shows competency but has weak or unfocused main ideas, organization, and few developed examples and explanation. -Awareness of rhetorical situation but work does not meet the need.	-Inconsistent competence in thesis, organization, and content development. - Does not consider or tailor content and structure to rhetorical situation.
Mechanics	-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors	-Demonstrates competent command of format & diction. May have minor mechanical, grammar, spelling, or diction errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.
Teamwork	-Actively assists in meeting group goals. - Treats others respectfully at all times. - Consistently provides assistance and encouragement to all team members.	-Contributes to meeting group goals. -Treats others respectfully. -Assists and/or encourages other team members.	-Participates with teamwork requirements but does not actively work beyond the minimum required. -Treats others with respect but does not interact fully.	-Does not assist the group and/or fails to treat group members respectfully.
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough and comprehensive. -Always shows the ability to connect choices, actions, and consequences to ethical decision- making.	-Completes most assigned tasks by the deadline; work is mostly thorough and shows only minor lapses in accountability. -Usually shows the ability to connect choices, actions, and consequences to ethical decision- making.	-Misses deadlines occasionally; work generally meets requirements; shows occasional major lapses in responsibility. -Often shows the ability to connect choices, actions, and consequences to ethical decision- making.	-Sometimes fails to show the ability to connect choices, actions and consequences to ethical decision-making

Late Work, Attendance, and Make Up Work Policies:

- a. **Late work is not accepted. Sorry.**
 - b. **You have ample time to plan because I present to you a complete schedule, including all dates and DUE DATES for the entire Semester/ Term.**
 - a. **Emergencies do happen. We can talk.**
- Plan ahead! People have to do it in the "real world!"*



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Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes:

- a. respect for other students and the instructor,
- b. prompt and regular attendance, and
- c. an attitude that seeks to take full advantage of your education opportunity.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)
(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)
(<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](http://www.mclennan.edu/titleix)
(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/>.

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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.

Please note the following important dates:

Aug 24/25 : First class meetings

Sept 7 : Labor Day Holiday

Oct 26 : Last date (16 week courses) to drop class with grade of "W"

Nov 25-26 : Thanksgiving Holidays

Dec 01/02 : Portfolios due

Dec 4 : Last Day of class (16 week courses)

Dec 07/08 : Final Exam Week

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Course Schedule:

Week # 1	8/24, 25 // 26,27
Sample Writing ... Given Topic	
In Class (IC) Introduction and discuss (EverGreen Book)	
Chapters 1 and 2; Chap 3; discuss and finish in class; In class assignments concerning formatting paragraphs;	
MUSINGS/ TOPIC 1: The Art of Invention	
https://www.google.com/books/edition/_/OSUdtJlw48UC?hl=en&gbpv=1&pg=PA13&dq=art+of+invention (See Information attached sheet)	
Week #2	8/31 & 9/01
Chap 4 A; Chap 4B.	
Week #3	9/07, 08
Chap 4, Finish in class.	
Week #4	9/14, 15
MUSINGS/ TOPIC 2: Gardner's Theory of Multiple Intelligences (Assigned Dates: 09/14 & 15)	
https://www.verywellmind.com/gardners-theory-of-multiple-intelligences-2795161	
Week #5	9/21, 22
Chap 12, Developing a CAUSE/EFFECT paragraph, pp. 141-149	
Week #6	9/28, 29
Chap 14, Writing the Essay, pp. 168-197	
Week #7	10/05, 06
MUSINGS/ TOPIC 3: 8 Steps to Building a Successful Team: How to be a Leader	
(Assigned Dates: 10/05, 06)	
https://www.indeed.com/career-advice/career-development/steps-to-building-a-successful-team	

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Chap 16, The Introduction, Conclusion, and the Title, p. 222. NOTE: See TOPICS for ESSAYS on p. 196-197... ALSO... Chap 17, p. 230; Summary and Quotations	
Week #8	10/12, 13
Chap 15, Part B; The Narrative Essay, p. 201.	
Week #9	10/19, 20
Chap 15, Part F; The Comparison and Contrast Essay; p. 210;	
Week #10	10/26, 27
Chap 15, Part H; The Cause and Effect	
Week #11	10/05, 06
Chap 15, Part I; The Persuasive Essay, p. 217	
Week # 12	11/02, 03
Chap 15, Part D; The Process Essay, p. 205	
Week # 13	11/09, 10
Chap 15, Part A; The Illustration Essay, p. 198;	
Week # 14	11/16, 17
Chap 15, Part C; The Descriptive Essay, p. 203.	
Week # 15	11/23, 24 PORTFOLIO DUE Dec 7.
Week # 16	11/30, 12/01
FINAL EXAM: <u>Dec 11</u> ... tentative date	

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3
4

10/5/20 9:22 AM

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Key dates to remember

MUSINGS/ TOPIC 1: The Art of Invention

(Assigned Dates: 08/24 & 25)

<https://www.google.com/books/edition/ /OSUdtJ1w48UC?hl=en&gbpv=1&pg=PA13&dq=art+of+invention>

Musing Writing:

(See Information attached sheet)

Due Dates: 08/31, 09/01

Essay #1: Focus : The Art of Invention (Chapter 3)

(See Information attached sheet)

Due Dates: 09/14, 15

MUSINGS/ TOPIC 2: Gardner's Theory of Multiple Intelligences

(Assigned Dates: 09/14, 15)

<https://www.verywellmind.com/gardners-theory-of-multiple-intelligences-2795161>

Musing Writing:

(See Information attached sheet)

Due Dates: 09/21, 22

Essay #2: Focus : Gardner's Theory of Multiple Intelligences

(See Information attached sheet)

Due Dates: 10/05, 06

MUSINGS/ TOPIC 3: 8 Steps to Building a Successful Team: How to be a Leader

(Assigned Dates: 10/05, 06)

<https://www.indeed.com/career-advice/career-development/steps-to-building-a-successful-team>

Musing Writing:

(See Information attached sheet)

Due Dates: 10/12, 13

Essay #3: Focus : 8 Steps to Building a Successful Team: How to be a Leader

(See Information attached sheet)

Due Dates: 10/26, 27

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Scheduled Activities for Extended Paper (5-7 pages)

Topic must be submitted with an acceptable THESIS.

Rough OUTLINE

Assigned Date :10/26, 27

Due Date: 11/2, 3

Proposal for Paper (Instructions given for proposed citations (MLA Style)

Assigned Date :11/2, 3

Due Date: 11/9,10

(In class review)

Rough Draft In Class Review / **without Citations**
11/16, 17

Final Draft/ Completed with Citations / In Class Review
11/18/19

Hand In Extended Paper

In Class presentations

Initial Discussions re: Exam paper...

11/23, 24

Final Exam Prep

(Information forthcoming)

Due Dates: 11/30, 12/01

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