

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

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

### **COMPOSITION I ENGL 1301.92**

**NOTE: This is an online, 16-week course.**

**DR. JESSICA H. ZBEIDA**

#### **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 Co-requisites:**

Passing Score on writing portion of MCC placement test and/or credit for ENGL 0301.

## **Course Notes and Instructor Recommendations:**

Composition I introduces students to the conventions of academic writing. In this class, you will write substantially, producing short and long essays, research-based writing, discussion posts, and revisions of your work. You will also analyze a variety of texts, including scholarly articles, and employ active reading strategies. This course emphasizes the writing process (prewriting, drafting, and revision), collaboration, and the fundamentals of research and citation. Students who complete this course should feel prepared to write in academic and professional settings. *NOTE: This course is taught online, and to be successful students must work independently and use time-management skills to complete the required assignments.*

## **Instructor Information:**

Instructor Name: Jessica H. Zbeida

MCC E-mail: [jzbeida@mclennan.edu](mailto:jzbeida@mclennan.edu)

Office Phone Number: (254)299-8949

Office Location: Faculty Office Building (FOB), 113

Office/Teacher Conference Hours: MW, 1:00 p.m. – 2:30 p.m.

Other Instruction Information: I respond most quickly to e-mail (within 24-48 hours). If you want to meet outside of office hours, please contact me at least 24-48 hours in advance.

## **Required Text & Materials:**

Title: *Everyone's an Author*

Authors: Andrea Lunsford et al.

Edition: 3<sup>rd</sup> ed. (without readings)

Publisher: Norton

ISBN: 978-0-393-42081-4

**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/>

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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).

#### **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](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:**

In this class, I expect and encourage all students to check their college email regularly. It is the primary method by which I'll communicate with you about grades, changes in due dates, etc.

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### **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.

### **Core Objectives for Communication:**

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 Learning Objectives:**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

### **Methods of Teaching and Learning:**

All English 1301 instructors will assign a research project with shared parameters that will be assessed by a common rubric. To meet core objectives, students will accurately evaluate, compare, and integrate at least 5 sources appropriate for academic argument; cite sources correctly using MLA documentation style; and, work together to improve the product through shared data collection, peer review, and self and team-member analysis.

This course uses a mix of assigned reading, video lecture, short quizzes, discussion, and short and long writing assignments to help students meet the learning objectives, including:

- Assigned Reading and Video Lectures
- Reading Quizzes, Short Writing Exercises, & Essay Sketches
- Discussion Posts

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- Assignments (a Job Packet and Three Essay Assignments)
- A Final Portfolio (a collection of the student’s work over the semester)

Students will submit their work online in Brightspace (**save your work in .pdf or .docx format**). *All essay assignments MUST be submitted online—hard copies are not accepted.*

## Course Grading Rubrics

I use holistic grading rubrics for major writing assignments in this course. Each rubric is tailored to the assignment, and all rubrics are posted in the course online.

## Course Grading Information:

Students’ final grades are determined as follows:

Course Component	Description	Percentage
Assignments	A Job Application Packet and Three Essays (1000-1600 words in length; may or may not require use of scholarly sources).	60%
Homework	Includes short writing exercises, quizzes, discussion posts, and use of SmarThinking.	10%
Participation & Attendance	Includes student’s engagement with the course in discussion posts, as well as weekly attendance.	10%
Final Portfolio	Final project that presents a collection of the student’s work over the semester and a short reflection paper.	20%

## Assignments

Students prepare four major assignments in this course: a job application packet (consisting of a job advertisement, a letter of application, and a résumé), and three essay assignments of 1000-1600 words in length (a Narrative Essay, a Visual Analysis Essay, and a Research-Based Argument with at least five sources appropriate for academic writing). **Detailed instructions for each assignment and a grading rubric appear in Brightspace/D2L.** All assignments are submitted online—upload your file as an attachment in .pdf, .doc, or .docx format. I strive to provide feedback on major assignments quickly, usually within two to three weeks of submission. If you have any questions regarding feedback, please contact me.

**NOTE: All assignments will be submitted to TurnItIn, a plagiarism detection tool in Brightspace.** This software compares submissions to material in TurnItIn’s database, which includes work submitted by other students and information available online. When an essay is uploaded, it becomes part of the database. Submitting an essay for a grade that was previously submitted in another course is a form of plagiarism called “multiple submission.” *If you submit*

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*another person's writing as if it is your own, or if you submit work that was graded in another course, you may receive a failing grade on the assignment or in the course.*

#### **Homework**

Students complete short writing exercises, reading quizzes, and discussion posts throughout the semester, which are part of the “homework” category. Reading Quizzes consist of ten multiple-choice or true-false questions, and students are allotted 15 minutes to complete them (*please notify Dr. Zbeida if you receive accommodations so she can adjust the assignment*). Students also complete discussion posts, which require them to post a response to a prompt and to reply to their peers' posts. A grading rubric for discussion posts appears in Brightspace. Short writing exercises on development, organization, and other topics appear throughout the course. For each essay assignment, students will also prepare an “Essay Sketch” that outlines a possible topic or direction for the paper. Last, students are required to submit drafts of their major writing assignments to SmarThinking for review. Directions on how to submit to SmarThinking are posted in the course online (see “Look → Important Student Resources” folder in the “Start Here: Syllabus Unit”). Most quizzes are graded automatically in Brightspace, and I try to provide feedback on short writing exercises within 1-2 weeks of submission.

#### **Participation & Attendance**

Participation is crucial for this class. I expect all students to engage with the course material and with one another. Our class is a community, and we are most successful when we work together toward a common goal. **Although this class occurs online, ATTENDANCE IS REQUIRED.** I take attendance each week, and to be considered “present” students must **ATTEMPT** at least one assignment for the week. *This does not mean you have to get a good grade.* As long as you submit an assignment, I will count you “present.” Weekly attendance grades appear in the grade book, which counts as completion grades. Your “Participation/Attendance” average is the average of these grades.

Students are allowed to miss two weeks without any academic penalty. **Students who miss three weeks of class will receive a lower Participation & Attendance Grade. Students who miss four weeks or more may fail the course.** *If you need to miss class for military service, a school-sponsored event, or a religious observance, it is your responsibility to notify Dr. Zbeida beforehand. If you do not do so, you may not be allowed to make up your work.*

#### **Final Portfolio**

Rather than a final exam, students will prepare a Final Portfolio that presents their growth and development as a writer. An assignment description and rubric for the Final Portfolio appears in Brightspace. In the portfolio, students will include:

- (1) A **Copy of a Letter Written to Dr. Zbeida** at the beginning of the semester and/or a copy of the **SmarterMeasure Assessment** report.
- (2) A **Revision of the Job Packet** (including a copy of feedback from SmarThinking on the first draft and a revised job packet with a job description, résumé, and cover letter)

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- (3) A **Revision of an Essay** (including a rough draft or essay sketch, a copy of feedback from SmarThinking, and a copy of the revised essay)
- (4) A **Revision Reflection paper** (750+ words) that discusses the goals you set in revising your job packet and essay, how you tried to achieve those goals, and your own growth and development as a writer.

**Course Outline or Schedule:**

The schedule below provides a general overview of the course. A detailed course schedule with assigned readings appears in the “Start Here: Syllabus Unit” in Brightspace.

<b>Week 1</b> 8/24 – 8/30	Course Introduction: Understanding the Syllabus & Navigating the course. <i>Work Due: Syllabus Quiz (8/26); “About Me” Discussion Post (8/30); Student Letter to Dr. Zbeida (8/30).</i>
<b>LABOR DAY HOLIDAY, Mon., Sept. 7<sup>th</sup>, 2020; MCC Campus Closed</b>	
<b>Weeks 2-3</b> 8/31 – 9/13	<b>Unit 1, Reading &amp; Writing in College and the Workplace:</b> Reading & Writing in College; Writing & Rhetoric in the Workplace; Intro. to the Rhetorical Situation & Academic Writing; Assign Job Application Packet. <i>Work Due: Reading Quiz #1 (9/2); Discussion Post #1 (9/6); Submit Draft of Job Application Packet to SmarThinking (9/8); Thesis Statement Exercise (9/13); Submit Job Application Packet (9/13).</i>
<b>Weeks 4 – 6</b> 9/14 – 10/4	<b>Unit 2, Writing a Narrative:</b> Intro. to Reading Rhetorically and the Writing Process; Writing a Narrative – Telling a Story; Assign Essay #1: Narrative; Adding Detail & Developing Paragraphs; Revise & Submit Essay #1. <i>Work Due: Reading Quiz #2 (9/16); Discussion Post #2 (9/20); Essay Sketch #1 (9/23); Developing Paragraphs Exercise (9/27); Submit Draft of Essay #1 to SmarThinking (9/29); Submit Essay #1 (10/4).</i>
<b>Weeks 7 – 9</b> 10/5 – 10/25	<b>Unit 3, Writing an Analysis:</b> Intro. to Rhetorical & Visual Analysis; Assign Essay #2: Visual Analysis; Integrating Evidence; Intro. to MLA Format; Revise & Submit Essay #2. <i>Work Due: Reading Quiz #3 (10/7); Discussion Post #3 (10/11); Essay Sketch #2 (10/14); Integrating Sources Exercise (10/18); MLA Format Quiz (10/18); Submit Draft of Essay #2 SmarThinking (10/20); Submit Essay #2 (10/25).</i>
<b>THANKSGIVING HOLIDAY, Nov. 25<sup>th</sup> – 28<sup>th</sup>, 2020; MCC Campus Closed</b>	
<b>Weeks 10 – 14</b> 10/26 – 11/29	<b>Unit 4, Writing an Argument:</b> What is Argument? Types of Argument; Logical Fallacies; Assign Essay #3: Argument; Finding and Organizing Source Material; Using MCC’s Library; Synthesizing Ideas; Paraphrase and Patchwriting; Recognizing and Avoiding Plagiarism; Revise & Submit Essay #3. <i>Work Due: Reading Quiz #4 (10/28); Discussion Post #4 (11/1); Logical Fallacies Quiz (11/1); Essay Sketch #3 (11/4); MLA Scavenger Hunt Exercise (11/8); Recognizing and Avoiding Plagiarism Exercise (11/15); Submit Draft of Essay #3 to SmarThinking (11/22); Submit Essay #3 (11/29).</i>

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<b>Week 15 - 16</b>	<b>Unit 5, Final Portfolio:</b> What is a Final Portfolio? Assign Final Portfolio; Course Wrap Up & Reflection.
<b>11/30 – 12/10</b>	<i>Work Due: Discussion Post #5 (12/2); Final Portfolio due <b>Tues., Dec. 8<sup>th</sup></b>, by 5:00 pm.</i>

**Late Work and Make Up Work Policies:**

**As a rule, I do not accept late work.** In rare cases (hospitalization, serious car accident, etc.), I will allow students to submit work late, but only if I feel the situation warrants it. If something unexpected happens that may affect your ability to submit an assignment, please contact me immediately (either by e-mail or phone). **Make-up work is allowed solely at my discretion.** For assignments, I **deduct five points for each day late—assignments that are not submitted within ONE WEEK of the original deadline receive a “0” grade.**

**Revision Policy:** All students may revise graded assignments (excluding the third essay). After I return an assignment, students have **ONE WEEK** to revise. Revisions should be sent to me as an e-mail attachment. If time allows, students may revise more than once, but each revision should involve careful thought and reflection on higher-order concerns (like an essay’s thesis, development, and organization) and lower-order concerns (like grammar and mechanics). When you revise, **you may earn up to 50% of the points you missed back** until you receive a 90 or above; so, if you receive a 60 on an essay and submit a revision, the highest grade you could earn is an 80. If you get an 80 and revise again, you may earn up to a 90. If you earned a 90, you would no longer be able to revise for a higher grade.

**Student Behavioral Expectations or Conduct Policy:**

In a course like Composition I, controversial subjects often arise. It’s important for us to engage in vigorous debate, but it’s equally important that **we treat one another with respect.** This is essential for class discussion because success depends on our ability to listen and to empathize. Throughout this course, you should **AVOID making comments that disparage someone else or that demean groups of people (especially on the basis of race, ethnicity, religion, sexual orientation, etc.).** You DO NOT have to change your views or beliefs to succeed in college, but your expression of those views and beliefs *cannot intimidate other students or limit their ability to participate in the course.*

**Students who disrupt the learning environment (posting inappropriate material in a discussion board, for instance) will be marked absent for the week and the content will be removed.** Make up work will not be allowed. If you experience any inappropriate behavior, please contact Dr. Zbeida or another MCC campus official (See Title XI Statement below).

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

The link above will provide you with information about academic integrity, dishonesty, and cheating.



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**[\\* 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](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](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.*