

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**English Composition I**

**English 1301\_sections 090, 094, and 095**

**Charlotte Laughlin, Ph.D.**

**NOTE: This is a 16-week course, all online course  
delivered via MCC's Brightspace**

**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.

**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:** Passing score on writing portion of MCC placement test or credit for ENGL 0301 or INRW 0402

**Course Notes and Instructor Recommendations:**

- The more we write, the better we get. So I recommend that you don't aim to "get by" and write the minimum. Write down what you think about the class, what we read, the assignments; jot down ideas about the assignments. Keep writing!
- To be good writers, we need to be good readers. The more we read, the better we get. Aim to increase your reading. Click the [Waco newspaper online](#) to read the daily paper. Click the [New York Times](#) online to read it.. Click [free NYT newsletters](#) to have some delivered to your email: I get "Breaking News," "Race Related," "Sunday Best," "At Home," "Smarter Living," "Well Family," and "Books." I can't read all the articles, but I scan the headlines and choose at least one I find interesting to read.
- Stick with me. If you don't, I can't help you succeed in this class. To do your part, you need to read my emails sent to your MCC email address, read announcements posted in Brightspace, log into the weekly unit on Brightspace several times a week, and work from the first of each weekly unit through to the end of it.
- Be kind and patient with yourself, your classmates, and me. We're all dealing with the extra stress of corona virus; we all have families, personal illness, personal problems, and work in addition to work for this class. We can't really manage time because we have only 24 hours, but we can manage ourselves and how we use our time. Click and read these "[time management tips](#)" for students.

**Instructor Information:**

**MCC Email:** [claughlin@mclennan.edu](mailto:claughlin@mclennan.edu)

**Office Location:** Faculty Office Building, #118

**Cell #,** but please text or call **only** when you're desperate and time is short: 254-644-9122.

I often don't answer numbers I don't recognize; leave a message so I can call you back.

**Office/Teacher Conference Hours:** via ZOOM, noon till 1, M-W, and by appointment. On campus by appointment. Please email me to make appointments.

**Instructor Name:** Charlotte Laughlin, Ph.D.

**Office Phone Number:** 254-299-8905

**Required Text & Materials:** All required texts and materials are free and online.

- [Writing is Easier than You Think](#) by MCC Professor Nick Webb
- *The Smarthinking Writer's Handbook*
- *The Smarthinking Career Writer's Handbook* (for resumé, application letter project)
- [UNC Writing Center Handouts](#) (especially Introductions, Paragraph Development, Conclusions, Thesis Statements, and Understanding Assignments—handout and video—in the 1<sup>st</sup> column, "Writing the Paper"; "Commas" and "Fragments and Run-Ons" in the 2<sup>nd</sup> column; "Business Letters" and "CVs and Resumés" in the 3<sup>rd</sup> column. Items are arranged in alphabetical order in each column.

**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).

**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 need 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.

### **Instructional Uses of Email:**

I will use email regularly to communicate with students in this class. I expect and encourage students to check the college email on a regular basis.

**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. College employees should use a student's MCC email address for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails using their MCC email addresses.

### **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:** Work for this class requires at least weekly, preferably daily, use of MCC's online course delivery system, Brightspace. I will hold ZOOM office hours and hope to have ZOOM discussion sessions though finding times everyone has a chance to attend will be difficult. Students will complete written essays, exams, quizzes

*Examples: Lecture, discussion groups, group projects, field trips, lab exercises, projects, service learning assignments, student performances/presentations, portfolio, written reports/papers, exams, quizzes, simulators, and/or tutorial software.*

**Course Objectives and/or Competencies:** English 1301 focuses 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 the 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

**Learning Outcomes:** Students will satisfy the following requirements:

- demonstrate knowledge of individual and collaborative writing processes
- develop ideas with appropriate support and attribution
- write in a style appropriate to audience and purpose
- read, reflect, and respond critically to a variety of texts
- use edited American English in academic essays

### **Course Outline or Schedule**

**Unit 1, Weeks 1-5 (Aug. 24-Sept. 27):** Narrative (Personal Experience/Descriptive Essays). Audience and Purpose. MLA Format. Commas, Fragments, and Run-on Sentences. Thesis Statement and Topic Sentences. Introductory Paragraphs. Conclusions. Paragraph Development. Students will read assigned narratives, including sample essays in *Writing Is Easier than You Think*, and plan, write, seek feedback from Smarthinking Writing Center, and use the reports to edit and revise their essays.

**Unit 2, Weeks 6-10, Sept. 28-Nov. 1:** Audience and Purpose. Research job openings and complete application, resumé and cover letter. Continue topics in Unit 1. Other Punctuation Marks (Hyphens, Dashes, Colons). Moving from 1<sup>st</sup>-person writing to 3<sup>rd</sup>-person. Formatting specific to resumé, cover letter, and visual project that are **not** MLA format.

**Unit 3, Weeks 11-14, Nov. 2-Nov. 29:** Documented Essay on possible career choice. Research. Using Evidence. Avoiding Plagiarism. MLA in-text documentation, quotations, and works-cited page. Continue topics in Unit 1 and 2.

**Unit 4, Weeks 15-16, Nov. 30-Dec. 9:** Argumentative/Persuasive Writing. Using Evidence. Audience and Purpose. Documentation. Organization (Introduction with Thesis Statement, Body Paragraph Development with Topic Sentences, Conclusion). MLA Format.

**Course Grading Information:**

Homework, Prewriting, Quizzes-----	20%	A = 90-100 = Exceeds Expectations
Short Personal experience Essay-----	10%	B = 80-89 = Meets Expectations
Longer Personal Experience Essay-----	20%	C = 70-79 = Meets Most Expectations
Application, Resumé, and Cover Letter-----	20%	D = 60-69 = Meets Some Expectations
Documented Essay-----	20%	F = <60 = Does not meet expectations
Argumentative/Persuasive Essay-----	10%	

The expectations for each assignment are as follows:

- fulfills the requirements of the assignment
- stays on topic and follows clear organizational principles
- uses standard, edited business American English (Jesse Jackson called it “the cash language.”)
- follows MLA format

This course uses a **weighted/percentage system**, not a points system. Each assignment is worth 100 points (100% for that assignment). However, each assignment is weighted (assigned a percentage) for the semester grade. If the class has 20 daily grades, then each one is worth only 1% of the semester grade. But each essay/project counts 10 to 20% of the semester grade. If you want to look at it as a point system, you could say the average of all daily grades count 200 points, essays 1 and 5 each counts 100 points, and essays 3-5 count 200 points each for a total of 1,000 points with 900 to 1000 points being an “A,” etc.

**Plagiarism:** A first offense will result in a grade of zero for that assignment with the opportunity to redo the assignment for partial credit. A 2<sup>nd</sup> offense of plagiarism will result in a zero with no chance to redo the assignment. Should there be a 3<sup>rd</sup> offense of plagiarism, the student will earn an “F” in the class. Each instance of plagiarism will be reported to MCC’s Academic Integrity Counselor, who will require students to complete a plagiarism tutorial and quiz and to participate in a counseling session.

**Late Work** is not accepted except in unusual life situations. Such needs will be decided on a case-by-case basis if the students communicates the situation with the professor before the assignment is due.

**Student Behavioral Expectations or Conduct Policy:** Show respect for other students and the instructor, display an attitude that seeks to take full advantage of the education opportunity (good faith effort, good work ethic), be kind to self, classmates, and instructor in choices of language and action.

\* **[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.

**\* [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. For this online course, attendance is assessed by weekly completion of all work assigned in Brightspace. Students who fail to participate in the class regularly and submit most homework on time and all major essays on time (barring prior arrangements because of serious life situation) will be dropped from the class for absences/lack of participation.

### **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 \(www.mclennan.edu/titleix\)](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.*