

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGLISH - 1301 - 100**

**GRAYSON EDDS**

**NOTE: This is an 8-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 is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis.

### **Prerequisites and/or Corequisites:**

Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

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

Taking notes will be essential. Cell phones will not be out during class

### **Instructor Information:**

Instructor Name: GRAYSON EDDS

MCC Email: [GEDDS@MCLENNAN.EDU](mailto:GEDDS@MCLENNAN.EDU)

Office Phone Number: 254-541-1199

Office Location: FOB 111

Office/Teacher Conference Hours: BY APPOINTMENT ONLY

Other Instruction Information: Students are allowed to contact me via cell phone (text is preferred) at (254) 541-1199. However, please remember that I am your English instructor. Be professional, introduce yourself, and do not use acronyms.

### **Required Text & Materials:**

Title: WRITING IS EASIER THAN YOU THINK

Author: NICHOLAS WEBB

[https://drive.google.com/file/d/1eKoZF7bPnw9AUxYLU\\_WpAclZ2qxBAE9/view](https://drive.google.com/file/d/1eKoZF7bPnw9AUxYLU_WpAclZ2qxBAE9/view)

**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-

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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.

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### **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:**

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

In addition, there will be weekly lectures, written papers, exams, quizzes, and exercises.

### **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

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### **Course Outline or Schedule:**

Week 1	Syllabus Review; Brightspace review; MLA Prezi; Remembering an Event Prezi 1 and 2; Paper 1 Rough Draft Due
Week 2	Grammar review; Grammar Test; Workshop Rough Drafts; Paper 1 Final Draft Due
Week 3	Explaining a Concept Prezi(s); Paper 2 Rough Draft Due
Week 4	Grammar Test 2; Workshop Rough Drafts; Paper 2 Final Draft Due; Midterm
Week 5	Arguing a Position Prezi(s); Paper 3 Rough Draft Due
Week 6	Grammar Test 3; Workshop Rough Drafts; Paper 3 Final Draft Due
Week 7	Critical Thinking Powerpoint; Chapters 22, 23, 24; Presentations Week!
Week 8	Paper 4 Final Draft Due; Paper 5 (final)

Papers:

- 1 Remembering an Event
- 2 Explaining a Concept
- 3 Arguing a position
- 4 Research Paper
- 5 Final – written portion

*WARNING: Any changes to this calendar will be made during lecture and as an announcement on Brightspace and/or via student email.*

### **Course Grading Information:**

By the end of the semester, students will have written at least 5 essays totaling approximately 4000 words and/or 20 pages. The following guidelines serve as the ratio for determining final grades:

- 40% of the grade will come from 3 essays, at least one of which will be written in class with little or no preparation
- 20% of the grade will come from a research-based essay of between 5 and 10 pages long, utilizing at least 5 sources

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- 20% of the grade will come from the final exam, of which at least one-half will be an essay written in class
  - 10% daily work and participation
  - 10% of the grade will come from quizzes, tests

Cheating and/or plagiarism will not be tolerated for any reason.

### **Late Work, Attendance, and Make Up Work Policies:**

Late work is EXPENSIVE TO YOUR GRADE, but will be accepted FOR A DEDUCTION OF A LETTER GRADE PER DAY.

Attendance is mandatory; On the 5<sup>th</sup> missed day, you are subject to being dropped by your instructor. Communication is always best when it comes to absences. The course is planned out; therefore, in most cases, an absence can be planned around (with communication).

Make up work will be on a case-to-case basis, and based on the student's overall performance in the class.

### **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. Phone calls and texts will not be tolerated in class. If you have an emergency situation arise, please take your conversation into the hallway.

### **\* [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>)

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

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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.*