McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGL 1301.182

DR. YOLANDA J. GONZALEZ

NOTE: This is an 8-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.

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:

Technical Requirements

- **Students enrolled in this online course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer)**. Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

Recommended Programs

- Microsoft Office 365 (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*
- Adobe Reader
- Java
- PowerPoint Viewer

Using Brightspace:

All course materials are posted on Brightspace, and all assignments must be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at brightspace.mclennan.edu.

Turnitin

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (herein after "the Service.") The instructor may use the Service to review all submitted assignments.

Instructor Information:

Instructor Name: Dr. Yolanda J. Gonzalez
MCC E-mail: ygonzalez@mclennan.edu
Office Phone Number: (254) 299-8904 (please leave a voicemail message)
Office Location: FOB 112

Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Monday-Thursday from 10 am to 4 pm. MCC holidays will be observed, and office hours will not be held on those days.

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment. My Zoom URL is https://mclennan.zoom.us/j/2394045861.

Required Text & Materials:

Title: *English Composition I* (Waymaker Bundle)
Author: Lumen Learning et al.
Publisher: Lumen, Inc.
ISBN: 9781640872752

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).

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 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)**
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:
Students should use their MCC email accounts – not personal or work emails – when contacting the instructor.

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:
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:

- 40-50% of the grade will come from 3 essays, at least one of which will be written in class with little or no preparation
- 20-30% of the grade will come from a research-based essay of between 5 and 10 pages long, utilizing at least 5 sources. To meet core objectives, students will accurately

evaluate, compare, and integrate these 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. The essay will be graded by a common rubric

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

Basic Paper and/or Presentation Rubric

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections. -Demonstrates excellent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Shows less originality and may have minor flaws in logic. -Demonstrates good ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Understands readings but limits focus to ideas discussed in class. -Demonstrates inconsistent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Fails to comprehend basic and other course concepts. -Unable to describe, analyze, interpret, evaluate, or engage in intellectual inquiry about course materials.
Communication	-Clear main idea with supporting organization, developed examples & explanation. -Communication shows excellent awareness of communication situation, including the audience, topic, and position as speaker/writer.	-Shows a clear main idea but might have minor lapses in organization, less developed examples and explanation. -Communication shows good awareness of rhetorical situation and matches the work to that need.	-Shows competence but has weaker or unfocused main ideas, organization, and few developed examples and explanation. -Communication shows awareness of rhetorical situation but does not fully meet needs.	-Fails to show basic competence in developing, organizing, and/or presenting ideas and supporting content. -Fails to adapt language, content, and structures to match rhetorical situations.
Mechanics	-Demonstrates thorough command of format and language, with few or no grammar, spelling, and diction errors.	-Shows competent command of format and language, with few and generally minor grammar, spelling, and diction errors.	-Shows basic competence with format and language but may have frequent minor or occasional major grammar, spelling, and diction errors.	-Fails to show basic competence with format and language, exhibiting many grammar, spelling, and diction errors.
Social Responsibility	-Consistently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Frequently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Acknowledges and understands connections between choices, actions, and consequences to outcomes affecting others.	-Fails to recognize or acknowledge connections between choices, actions, and consequences to outcomes affecting others.

Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough, insightful, and comprehensive.	-Completes almost all assigned tasks by deadlines; work is generally thorough but may show minor shortcomings or gaps.	-Makes most deadlines with occasional major or frequent minor lapses in responsibility; work meets minimum requirements.	-Fails to connect choices, actions, and consequences with ethical responsibilities; work is often late and/or of poor quality.

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

Learning Outcomes:

Students will

1. Produce academic essays in edited American English.
2. Demonstrate knowledge of individual and collaborative writing processes.
3. Employ writing styles that are appropriate to their audience and purpose.
4. Analyze, synthesize, and evaluate a variety of texts.
5. Develop ideas with appropriate support and attribution.

Course Outline or Schedule:

The course consists of several units. The units are as follows:

- Getting Started
- Unit 1: Reading and Writing Basics
- Unit 2: Grammar
- Unit 3: Writing Process and Academic Argument
- Unit 4: Research and Revision

Course Schedule:

This course has regular deadlies, and assignments become available once you have met specified grade criteria or submitted assignments. Please refer to the "Content" or "Calendar" portion of Brightspace for specific course deadlines. Also, any updates or changes to the schedule will be communicated on Brightspace "Announcements." Plan to check that page regularly to stay up-to-date on what's going on in the course.

Week 1: Getting Started
Weeks 2-3: Unit 1: Reading and Writing Basics
Week 4: Unit 2: Grammar
Weeks 5-6: Unit 3: Writing Process and Academic Argument
Weeks 7-8: Unit 4: Research and Revision

Course Grading Information:

Grades in the course will be based on a sum of the weighted average your discussion boards, daily work, essays, and grammar quiz grades. Daily work grades will be based on the thoroughness and quality of the student's work. Discussion board and essay grades will be based on the standards reviewed in class.

Note: To pass the course, students must complete all major essay assignments.

Final grades will correspond to the following scale:
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

Course grades will be based on the following approximate percentages:

Assignment	Percentage
Discussion Board	10%
Daily Work	20%
Essays 1-2	30% (15% each)
Grammar Quizzes	20% (10% each)
Essay 3	20%

(Note: I reserve the right to adjust these percentages as necessary)

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students review their grades and determine what question(s) to ask *prior* to contacting me.

Course Requirements:

Assignments: All assignments for this course will be posted in the "Content" section on Brightspace. Students are responsible for all the work listed there.

Discussion Boards: At least once in each unit, students will be required to participate in discussions on Brightspace that are relevant to the material being discussed in that unit. Your discussion board posts must be substantive. In other words, posts that say things like "I like that idea" or "I don't know" will not receive credit.

Discussion Board Rubric: All discussion boards are worth 10 points. The following rubric will be used to determine discussion board grades:

- 8-10 points – substantive posts that contribute to the class's overall understanding of the material. Minimum of three posts.

- 7 points - thoughtful post that attempts to develop the class's overall understanding of the material. Minimum of three posts.
- 6 points – posts that demonstrate a basic level of understanding of the material. Minimum of two posts.
- 1 to 5 points – only one post for the unit
- 0 points – no posts for the unit

Daily Work: Daily work consists of any work students do for this course that is not a final draft of an discussion board post, grammar quiz, or a final draft of an essay. **All daily work must be created with an approved word processing software (such as MS Word) should be typed in 12 pt. Times New Roman black font, double-spaced, have 1-inch margins on all sides, and include the student's name, course number, and date in the upper left hand corner of the page.** Daily work will count as 20% of the course grade.

Essays: In addition to daily work, students will complete three major essay assignments. Again, all written assignments must be typed and conform to the MLA format (12 pt. Times New Roman black font, 1-inch margins, double spaced).

Grammar Quizzes: The grammar unit contains two grammar quizzes that test your understanding of the assigned readings and concepts covered in that unit. Together, they are worth 20% of your course grade.

Submitting Work: Only work that is submitted to Brightspace will be accepted for credit.

Late Work, Attendance, and Make Up Work Policies:

Late work: Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence. An extension on the late work will be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

Attendance: To remain in good standing in this course, all students must submit one graded assignment each week of the semester. Attendance will be recorded at weekly intervals, and students who do not participate regularly by submitting an assignment each week may be contacted by the instructor or a Success Coach.

Student Behavioral Expectations or Conduct Policy:

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

Course Policy on Academic Dishonesty

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, copying another's work, and gaining access to quiz and/or test answers prior to taking the quiz/test) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: Warning
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

*** 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.

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.*