

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

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**COMPOSITION 1301**

**ENGL - 1301 – 228 & 229**

**DANIELLE FERRERA**

**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.

**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:**

Receiving an acceptable score on ACT, SAT, or the TSI/A. Taking this class concurrently with INRW 0401.E1 lab.

**Course Notes and Instructor Recommendations:**

Office hours are held via Zoom twice weekly. You should plan to spend 3-4 hours outside of class on writing papers weekly. Make sure you are completing the readings BEFORE they are discussed in class.

**Instructor Information:**

Instructor Name: Danielle Ferrera

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

Cellphone Phone Number: 956.261.4796 [I respond to texts from 9am to 9pm]

Office/Teacher Conference Hours: to be posted in Brightspace

**Required Text & Materials:**

Title: Writing is Easier than You Think

Author: Nicholas Webb

[E-textbook link](#)

**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) ([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. Students should also be familiar with Zoom video conferencing, email, and database use.

**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:**

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:**

Students will complete readings from the textbook in order to prepare for the class lecture. Students will be instructed in the elements of genre and will utilize online discussion boards where they will be required to interact with their peers on topics in writing. Students to complete original pieces of writing that follows a specific structure or genre, or a hybrid of genres and utilize the [writing process](#). Students will complete revision through peer editing and conferencing. Students will complete work that demonstrates their use of grammar and mechanics in writing and speaking.

**Course Objectives and/or Competencies:**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and correct attribution (MLA).
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.

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**Course Outline or Schedule:**

Changes to the class schedule are anticipated and will be updated on the schedule in Brightspace.

	<b>DATES</b>	<b>READINGS</b>	<b>ASSIGNMENTS DUE</b>
<b>UNIT 1: FILM ANALYSIS</b>	<b>WEEK 1</b> Oct. 20 - Oct. 26	Read <i>Film Analysis</i> pgs. 1-21	Introduction Discussion
	<b>WEEK 2</b> Oct. 27 - Nov. 2		Film Analysis Discussion Film Analysis Conference Film Analysis Peer Review Film Analysis Essay
<b>UNIT 2: PERSONAL DESCRIPTIVE ESSAY</b>	<b>WEEK 3</b> Nov. 3 - Nov. 9	Read <i>Personal Descriptive Essay</i> pgs. 1-25	Personal Descriptive Discussion Personal Descriptive Conference
	<b>WEEK 4</b> Nov. 10 - Nov. 16		Personal Descriptive Peer Review Personal Descriptive Essay
<b>UNIT 3: RESPONDING TO CRITICS</b>	<b>WEEK 5</b> Nov. 17 - Nov. 23	Read <i>Responding to Critics</i> pgs. 1-7, Compilation essay pgs. 1-2	Responding to Critics Discussion Responding to Critics Conference
	<b>WEEK 6</b> Nov. 24 - Nov. 30 Thanksgiving		Responding to Critics Peer Review Film Analysis with Responding to Critics Essay
<b>UNIT 4: ARGUMENT ESSAY</b>	<b>WEEK 7</b> Dec. 1 - Dec. 7	Read <i>Argument Essay</i> pgs. 1-39	Argument Discussion Argument Conference
	<b>WEEK 8</b> Dec. 8 - Dec. 14		Argument Peer Review Argument Essay

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GRADING													
WRITING	ESSAYS 300 points	50 points	Film Analysis										
		100 points	Personal Descriptive Essay										
		50 points 100 points	Responding to Critics Argument Essay										
PARTICIPATION	DISCUSSIONS 100 points	20 points each	Introduction Discussion Film Analysis Discussion Personal Descriptive Discussion Responding to Critics Discussion Argument Discussion										
		Peer Review - 10 points each Conference - 10 points each	Unit 1: Peer Review & conference Unit 2: Peer Review & conference Unit 3: Peer Review & conference Unit 4: Peer Review & conference										
		ATTENDANCE 20 POINTS	<p><b>Zoom Attendance*</b></p> <p>*To be counted present and receive credit, you must sign into Zoom by 9:40 and stay until class is dismissed.</p> <p>If you are tardy, your camera is off or your face is not on the screen, you will receive ½ credit for the meeting.</p> <table border="1"> <thead> <tr> <th>Meetings present</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>20 points</td> </tr> <tr> <td>13</td> <td>19 points</td> </tr> <tr> <td>12</td> <td>18 points</td> </tr> <tr> <td>11</td> <td>17 points</td> </tr> <tr> <td>10</td> <td>16 points</td> </tr> </tbody> </table>	Meetings present	Points	14	20 points	13	19 points	12	18 points	11	17 points
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		9	15 points
		8	10 points
		Less than 8	0 points

**Course Grading Information:**

Grades are assigned based on the number of points awarded per assignment. Assignments will have rubrics to outline grading categories. By the end of the class you will have all 500 points available to you and you will be able to know your grade using the following points correlation:

**GRADING SCALE**

POINTS	LETTER GRADE	PERCENTAGE
450 - 500 points	A	90.0% - 100%
400 - 449.9 points	B	80.0% - 89.9%
350 - 399.9 points	C	70.0% - 79.9%
300 - 349.9 points	D	60.0% - 69.9%
299.9 points and below	F	59.9% and below

**GRADE CALCULATION:**

To find your grade during the course, you take the number of points you have and divide it by the number of points available in the class. Then multiply the answer you get by 100 to get your grade percentage. This grade percentage will correlate with a letter grade.

ex. Juan has 416/500 points.  $416 \div 500 = 0.832$   $0.716 \times 100 = 83.2\%$ , MCC does not round up, so Juan receives a 83%. Juan's letter grade is a B.

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

**LATE WORK:** Generally speaking late work is not accepted. All assignments will be turned in on Brightspace and are due on Monday by 11:59PM. If you find yourself in an extenuating circumstance, please email me as soon as possible about the situation, all decisions are left to the instructor's discretion.

**ATTENDANCE:** Attendance virtually or in person is required for 70% of classes in order to get credit. You are expected to attend class twice a week either in person or virtually via Zoom. If many students want to attend class in person, you will be assigned either Tuesday or Thursday class to attend in person and you will join the class via Zoom on the alternating day. You should only attend class in person on your assigned day. You are expected to join the class at the expected start time through the end time of the class meeting with your camera on. Failure to do so will cause you to be marked absent. After Thanksgiving break ALL classes will meet online only.

**MAKE UP WORK:** Make up work is not allowed, all due dates are final and are given in advanced via Brightspace. If you anticipate being out, plan ahead. If you have an extenuating circumstance I require notice before the due date or as soon as possible via email.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to be respectful in words and actions toward everyone in the class. Disrespectful words or actions will not be tolerated and the student will be asked to leave class. As this is a blended class, there are some guidelines for online.

**In class presence:** Phones should be put on silence and placed away when possible. If there is a need to take a call occasionally, please excuse yourself into the hallway. Masks are required while in class, as is social distancing yourself from others. Students will observe both norms in order to participate in class.

**Online presence:**

Discussions: Please follow the guidelines for discussions and stick to answering the question with evidence, rather than just giving your opinion. See the rubric to help you. Do not argue with classmates, but rather engage in discussion; all opinions are welcome, but those delivered in a ungracious tone will be corrected. Two warnings will cause you to be muted in Brightspace, which will make you unable to interact in the Discussion, an essential portion of your grade.

**Zoom/video conferencing etiquette:**

**CAMERA EXPECTATIONS**

- Turn on your camera when the meeting starts.
- Have your whole face in the whole frame the whole class.
- Turn off your video while waiting for your instructor, advisor, tutor, etc.
- When eating, going to the restroom, speaking to others in your home, etc., turn off your camera for privacy.

### **MICROPHONE EXPECTATIONS**

- Turn on your microphone before you want to talk.
- Mute your microphone when you are not talking.
- When eating, going to the restroom, speaking to others in your home, etc., turn off your microphone.

### **PARTICIPATION EXPECTATIONS**

- Zoom meetings are considered class; don't be late to the meeting or leave the meeting early, or in the middle of class.
- Participate; ask questions, answer the professor's questions, collaborate with peers when assigned to breakout rooms.
- Get dressed (appropriately) for the meeting.
- Avoid private conversations and multi-tasking.
- Find a quiet and private space to work.
- Be respectful of all participants.
- Stay engaged in the conversation.
- If you can't hear something or see a screenshare, tell your professor right away, if the chat function is available, use that.
- DO NOT DRIVE, text, cook or talk on the phone when you are on Zoom.
- If you need to excuse yourself, do not leave the meeting room, turn off your camera and microphone until you are able to rejoin the meeting.

If you have a question, it is best to type it in the chat function, I try my best to monitor this during the class. You should have your camera on and be engaged in the class discussion or lecture in order to be counted present. If you are unable to have your camera on, please let me know ahead of time, this is how I establish participation. If you are joining from home, join timely try to limit distractions and feel free to use an appropriate background if you want to limit what is shared.

**[\\* 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 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.*