

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

COMPOSITION I

ENGL 1301.226, ENGL 1301.227, ENGL 1301.286, & ENGL 1301.287

Jeremy Land, Ph.D.

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.

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Course Description:

This course is an 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

INSTRUCTOR INFORMATION:

Instructor Name: Jeremy Land
MCC E-mail: jland@mclennan.edu
Office Phone Number: 8962
Office Location: FO 107
Office/Teacher Conference Hours: By Appointment via Zoom

REQUIRED TEXT & MATERIALS:

We are using the free online textbook *Writing Is Easier Than You Think*. You can find a link to this textbook on our Brightspace page.

I strongly suggest students concerned with mechanical errors in their final drafts may want to download a free editing software program like Grammarly or Prowriting Aid.

Also, if you haven't done so already you will need to download a copy of Microsoft Office from MCC's technical services. All major essays should be drafted using Microsoft Word. This program is free to you as a student. Simply, follow the link below to download your copy of the program.

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).

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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).

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:

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.

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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.

CLASSROOM PROCEDURES AND EXPECTATIONS:

I consider this room a professional working environment and, as such, I expect you to treat it in the same manner. Below I've broken down some of the more common scenarios in which we will interact with one another in this classroom, and I have included my expectations for appropriate behavior.

CLASS DISCUSSIONS GUIDELINES:

Discussions in this course can touch on subjects that evoke strong responses from people. As colleagues we will respect differences of opinions and academic freedom of expression so long as those opinions and ideas are based on strong evidence and /or logically reasoning.

ZOOM MEETING EDIQUETE:

Due to the COVID-19 pandemic, this course will have weekly meeting via Zoom. Even though we are conducting these meetings from our home or some other place outside the traditional classroom, there are certain expectations for these meetings. They are as follows:

- Your camera must be on, and I must be able to see your face.
- You may have a virtual background, if you like, to maintain your privacy.
- If you choose to have a virtual background, it must be appropriate for class.
- You must be dressed as if you are attending class.
- Your full name must be visible.

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

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LEARNING OUTCOMES

Students will

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

COURSE GRADING INFORMATION:

Grades for the class are divided into the following categories and are weighted as follows:

| | | |
|-----------------------------------|-----|-------------------------|
| Essay I: Personal Narrative | 10% | A = 100 – 90 points |
| Essay II: Definition Essay | 15% | B = 89 – 80 points |
| Essay III: Analyzing & Evaluating | 15% | C = 79 – 70 points |
| Essay IV: Problem/Solution | 20% | D = 69 – 60 points |
| Quizzes / Other Assignments | 15% | F = 59 points and below |
| Class Discussions Post | 05% | |
| Class Participation | 10% | |
| Final Exam | 10% | |

Essay I: In this first essay, you will write a detailed narrative about a community you belong to and identify with.

Essay II: In this essay you build on the skills you practiced in essay one by defining a specific community that you belong to.

Essay III: In this third essay, you will apply a specific set of criteria to an online community belong to and evaluate its effectiveness.

Essay IV: In your final major essay you will research a particular problem and suggest a researched solution to that problem.

Quizzes / Other Assignments: Throughout the semester there will be reading quizzes and other assignments. Each one of these is designed to help you develop one of the writing projects, so take them and my feedback seriously as it will help you be a better writer.

Class Discussion Post: With each major essay you will be divided into small discussion groups. In these groups you will critique specific elements of one another writing. These will largely function as a type of peer review

Class Participation: Over the next 15 weeks you are **REQUIRED TO MEET WITH ME VIA ZOOM 8 TIMES**. I will offer three scheduled Zoom meeting per week: **MONDAY NIGHTS AT 6:30 PM, WEDNESDAY NIGHTS AT 6:30 PM, AND FRIDAY MORNINGS AT 9:00 AM**. You do not need to sign-up for these meetings, just know that I will send a Zoom link to the meeting 5 minutes before the start time.

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LATE WORK, ATTENDANCE, AND MAKE-UP WORK POLICIES:

LATE WORK IS NOT PERMITTED. If unforeseen events prevent you from completing a task on time, you need to **CONTACT ME BEFORE THE DEADLINE** with an explanation and a timeline to complete the assignment if you need an **EXTENSION**.

All work is turned in via Brightspace. Unless otherwise noted, **EMAILING ME AN ASSIGNMENT** when you are finished **IS NOT CONSIDERED TURNING IN AN ASSIGNMENT**.

Unfortunately, some students may suffer a familial tragedy during the semester that presents them from completing an assignment on time. If this is the case, please contact the MCC Student Counseling Services and ask them to contact your professors. Doing so will save you time, document your situation for your professors, and prevent you from repeatedly having to explain a painful situation.

MCC Student Counseling Center
counseling@MCC.edu
254.299.8210
Hours of operation
Monday – Friday, 8:00 am – 5:00 pm

Because this is an online class, **ATTENDANCE IS ALSO TAKEN BY COMPLETING AND SUBMITTING THE WEEKLY ASSIGNMENTS**. If you do not complete and submit the weekly assignments, you will be counted absent for the day it was due and **DROPPED FROM THE COURSE IF YOU MISS 25% OF THE CLASS**.

*** [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.

A SPECIAL NOTE ON PLAGIARISM:

You are responsible for generating original content for all your assignments in this class. Plagiarized papers, quizzes, and discussion questions will not be accepted and will automatically be counted as a zero. Likewise, particularly egregious offenses will be turned over disciplinary action.

To help remind you of what constitutes plagiarism, each student is required to submit the results of the Indiana University plagiarism certification test.

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

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

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

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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.

| Week 1: | |
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| Unit 1: Personal Narrative Writing | |
| <p>10/19 – 10/25</p> <p style="text-align: center;">COMPLETE SMARTMEASURE SURVEY BY 11:59 PM ON TUESDAY 10/20</p> <p style="text-align: center;">COMPLETE INDIANA PLAGIARISM CERTIFICATION BY 11:59 PM ON SUNDAY 10/25</p> | <p>Objectives:</p> <ul style="list-style-type: none"> ✓ Introductions, syllabus, a tour of Brightspace page, and introduce essay 1 <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Take the Smartmeasure assignment to determine your weaknesses and strengthens in an online class. (Found under the assignment section of Brightspace) ✓ SUBMIT A SUMMARY PDF TO BRIGHTSPACE ASSIGNMENT LINK. ✓ Complete Indiana Plagiarism certification |

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| QUIZ 1 DUE TO BRIGHTSPACE BY 11:59 PM ON SUNDAY 10/25 | <ul style="list-style-type: none"> ✓ SUBMIT A SCREEN SHOT OF YOUR COMPLETED CERTIFICATION. <p>Class Assignment Part 2</p> <ul style="list-style-type: none"> ✓ Read the chapter on personal-descriptive essays in the online textbook. ✓ Begin prewriting for essay 1 ✓ Take and submit quiz 1 |
| Week 2 | |
| <p>10/26 – 11/01</p> <p style="text-align: center;">SUBMIT PREWRITNG EVIDENCE TO BRIGHTSPACE BY 11:59 PM ON MONDAY 10/26</p> <p style="text-align: center;">SUBMIT DISCUSSION BOARD 1 BY 11:59 PM ON WEDNESDAY 10/28</p> <p style="text-align: center;">RESPOND TO DISCUSSION BOARD 1 BY 11:59 PM ON FIRDAY 10/30</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Prewriting for essay 1 ✓ Draft essay 1 <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Finish pre-writing ✓ Begin drafting essay 1 <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Submit sample paragraph to discussion board 1 and respond peer group’s paragraphs. ✓ Finish draft and seek feedback from SmarThinking. |
| Week 3 | |
| Unit 2: Defining Community | |
| <p>11/02 – 11/08</p> <p style="text-align: center;">TAKE AND SUBMIT QUIZ 2 TO BRIGHTSPACE ON WEDNESDAY 11/04 BY 11:59 PM.</p> <p style="text-align: center;">BEGIN PREWRITING FOR ESSAY 2</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Learning to define our community ✓ Planning and drafting our essay <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Watch video on the basics of the definition essay ✓ Read sample essays on academic communities ✓ Take and submit quiz 2 <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Review essay 2 prompt ✓ Begin prewriting for second essay |
| Week 4 | |
| <p>11/09 – 11/15</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Learn to write effective introductions ✓ Draft essay 2 |

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| <p>SUBMIT PREWRITING ASSIGNMENT TO BRIGHTSPACE ON MONDAY 11/09 BY 11:59 PM.</p> <p>TAKE AND SUBMIT QUIZ 3 TO BRIGHTSPACE ON WEDNESDAY 11/11 BY 11:59 PM.</p> <p>SUBMIT TO DISCUSSION BOARD 2 ON THURSDAY 11/12 BY 11:59 PM.</p> | <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Review notes on writing on an effective introduction for a definition essay ✓ Review student examples of definitional essays ✓ SUBMIT PREWRITING ASSIGNMENT ✓ TAKE AND SUBMIT QUIZ 3 <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Submit and reply to discussion board 2 ✓ Finish drafting essay 2 |
| Week 5 | |
| Unit 3: Evaluating Online Communities | |
| <p>11/16 – 11/22</p> <p style="text-align: center;">TAKE AND SUBMIT QUIZ 4 TO BRIGHTSPACE ON TUESDAY 11/17 BY 11:59 PM.</p> <p style="text-align: center;">POST A SAMPLE BODY PARAGRAPH TO DISCUSSION BOARD 3 ON THURSDAY 11/19 BY 11:59 PM.</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Establishing criteria for evaluating communities <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Watch video lecture on establishing criteria ✓ Read sample essays on online communities ✓ Take and submit quiz 4 <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Watch video on body paragraphs ✓ Post sample body paragraph to discussion board 3 ✓ Continue to work on essay 3 |
| Week 6 | |
| Unit 4: Problem Solving | |
| <p>11/23 – 11/29</p> <p style="text-align: center;">TAKE AND SUBMIT QUIZ 5 FOR TO BRIGHTSPACE ON TUESDAY 11/24 BY 11:59 PM</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Understanding the basics of problem solving ✓ Conducting basic research <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Watch video on problem solving. ✓ Watch video on how to access <i>Gale in Context Opposing View Points</i>. ✓ Use <i>Gale in Context Opposing View Points</i> to select a sources for your fourth essay. ✓ TAKE AND SUBMIT QUIZ 5 – “WHAT AM I WRITING ABOUT” |

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| | <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Begin prewriting activity for essay 4 ✓ Continue to write and research |
| Week 7 | |
| Unit 4: Problem Solving | |
| <p>11/30 – 12/06</p> <p>SUBMIT PREWRITING ASSIGNMENT TO BRIGHTSPACE ON MONDAY 11/30 BY 11:59 PM.</p> <p>SUBMIT QUIZ 6 TO BRIGHTSPACE ON TUESDAY 12/01 BY 11:59 PM.</p> <p>SUBMIT SAMPLE CONCLUSION TO DISCUSSION BOARD 4 ON THURSDAY 12/03 BY 11:59 PM.</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Draft essay 2 ✓ Review basics of an effective conclusion <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Watch video on effective conclusions ✓ Review student samples of problem solutions essays ✓ Take and submit quiz 6 to Brightspace <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Participate in final class discussion ✓ Finish draft of essay 4 |
| Week 8 | |
| <p>12/07 – 12/08</p> <p>FINAL DRAFT OF ESSAY 4 DUE TO BRIGHTSPACE ON MONDAY 12/07 BY 11:59 PM.</p> <p>TAKE FINAL EXAM ON TUESDAY 12/08 BY 11:59 PM.</p> | <p>Objective:</p> <ul style="list-style-type: none"> ✓ Finish second essay ✓ Take final exam <p>Class Assignments Part 1</p> <ul style="list-style-type: none"> ✓ Submit final draft of essay 4 <p>Class Assignments Part 2</p> <ul style="list-style-type: none"> ✓ Take final exam |