McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition I

ENGLISH 1301.C07

Molly Hunt

NOTE: This is a 16-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 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:
TSI completion in Reading or Writing or the equivalent.
Semester Hours 3 (3 lecture)

Course Notes and Instructor Recommendations:
This course is a blended format, so we will meet on campus in groups approximately 5 times during the semester and the rest of the course will be online.

Technical Requirements

• Students enrolled in this **hybrid** 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-todate systems.

Recommended Programs

• Microsoft Office 2007 or newer, Google Drive (available to all students via their MCC email accounts) or OpenOffice.org – please do not use Pages, Word Perfect, or MS Works as your word processing software.
• 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: **Molly Hunt**
MCC Email: **mhunt@mclennan.edu**
Office Phone Number: 254-299-8960 (please leave a voicemail message)
Office Location: FOB 112
Office/Teacher Conference Hours: Tuesdays/Thursdays 10:00-11:00am and 1:00-2:00pm
Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment.

Required Text & Materials:

Title: *Writing is Easier Than You Think*
Author: Nicholas Webb
***This is an online textbook written by an MCC professor. Click the title above to access the full textbook. ***

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:
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 be required to access MCC's email system, MCC's Brightspace system, Brightspace's TurnItIn feature, and the MCC library's collection of databases.

Instruction methods will include online lecture videos, class discussion boards, reading assignments, on-line group work, writing assignments, quizzes, and written examinations. Most writing assignments will require multiple drafts and revision.

I will post class announcements, the work for each Unit organized week by week, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. You are responsible for checking Brightspace regularly.

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

Upon successful completion of this course, students will:

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

Course Outline or Schedule:

Week 1

- Introduction. Course Overview, Reading Assignments
- Discuss Essay #1
- Grammar & Mechanics: Fragments & Run-ons

Week 2

- MLA Format
- Outline Structure for Essay 1
- Critical Thinking strategies

Week 4

- Labor Day
- Peer Editing and Revising
- **Essay 1 due**

Week 5

- Introduce Essay #2
- Writing Strategies: Cueing the Reader.
  G&M: Transitions

Week 6

- Reading example essays.
- Essay 2 - Outlining and Drafting

Week 7

- Paragraph Organization and Academic Language
- **Rough Draft Due for Essay 2** – Writing Workshop

Week 8

- **Essay #2 Due.**
- Introduce Essay 3
  Genre's Basic Features. Ethos, Pathos, Logos
- Writer's Purpose. Credible Evidence

Week 9

- Analyzing Position Arguments, Rhetorical Triangle, practice exercise
- Writing Workshop

Week 10

- Rough draft and peer editing
- **Essay 3 due**

Week 11

- Introduce Planning a Research Project. Genre's Basic Features.
- Research Paper topic proposals, MLA, G&M: paragraph organization

Week 12

- Library class. Finding and Evaluating Sources.
- Art of Summarizing, Annotated Bibliography

Week 13

- Using Sources to Support Your Ideas: Quoting / Paraphrasing.
- Citing and Documenting Sources. Plagiarism.

Week 14

- Research Paper due

Week 15

- Designing Presentations.

Week 16

- Final exams

*This schedule is subject to change as necessary.

Course Grading Information:

Grades in the course will be based on a sum of the weighted average your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam 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
Participation	10%
Daily Work	10%
Essays 1-3	45% (15% each)
Essay 4	20%
Final Exam	15%

(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.

Participation: 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 be deleted and 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 essay. All daily work created with an approved word processing software (such as MS Word) should be typed in 12 pt. Times New Roman black font, doublespaced, 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 10% of the course grade.

Essays: In addition to daily work, students will complete four major essay assignments and a final exam. Again, all writing assignments must be typed and conform to the MLA format (12 pt. Times New Roman black font, 1-inch margins, double spaced). Submitting Work: Only work that is submitted to Brightspace will be accepted for credit.

Late Work, Attendance, and Make Up Work Policies:

Late work: Late work is not accepted.

Attendance: Per college policy, students must attend at least 75% of scheduled class meetings. In this hybrid course, completion of modules is used to determine attendance. To meet attendance requirements, students must complete 25% of coursework, equivalent to all the assignments in Unit 1, by the end of the second week of the term, to remain enrolled in the course. Please check the course calendar to determine when this deadline expires. If you miss this deadline, you will be withdrawn from the class.

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.

Academic Integrity

Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

• Cheating: 1) Copying from another student's test paper, essay, assignment, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the assessment; 3) Collaborating with or seeking aid from another student during an assessment without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself.

• Plagiarism: The deliberate appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit.

• Collusion: The unauthorized collaboration with another in preparing work offered for credit.

*** 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.*