



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

ENGL 1301.CII

Dylan Clark

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:

Focuses on developing the core skills of reading, critical thinking, writing, and researching. Emphasizes writing processes and outcomes and includes attention to standard language conventions.

Prerequisites and/or Corequisites:

Prerequisite: THEA or MCC Placement Writing test passed, or credit for English 0301

Course Notes and Instructor Recommendations:

Reading skills are **mandatory** for this course and for all coursework. If reading and writing skills/experience are limited, it's imperative students take concentrated action to not only 'brush up' but start a regular routine for visiting the instructor for help/feedback, getting help from campus resources (such as the Writing Center) when necessary and being proactive about progress. Additionally, knowing how to take notes, study, manage time, and generally being responsible for one's own progress are essential.

Instructor Information:

Instructor Name: Dylan Clark

MCC Email: dpclark@mclennan.edu

Office Phone Number: N/A

Office Location: N/A

Office/Teacher Conference Hours:

Other Instruction Information: Unless otherwise specified, I will be found at Connally High School in my classroom E33. If you need help, reach out to me and we can schedule a time to sit down and make sure you're doing the best you can.

Required Text & Materials:

Title: Writing is Easier Than You Think: A Composition Textbook with 100+ Model Essays

Author: Nicholas R. Webb

Publisher: McLennan Community College

Text will be available through me sharing it with you all. **Do not worry about buying anything at this time for this course.**

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).

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.

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:

Lectures, class discussions, reference of texts including articles provided by instructor, use of model essays, and quizzes as needed. Students will also learn through constant, conscious use of the writing process to create multiple-drafted essays to understand the need for each step of the process.

Course Objectives and/or Competencies:

English 1301 is a writing course designed to prepare students for the multiple writing tasks, styles, and requirements they will meet through their academic careers. The outcomes and competencies are as follows:

- To sharpen and polish each individual's writing skills to a competent college quality; to produce a series of directed, logical, and coherent essays not only polished in writing technique but also to help evolve critical thinking and reading skills

- For students to become more comfortable and experienced with the writing process through these assignments
- To better understand the needs/demands of various audiences—and to make the writer’s abilities more flexible and varied depending on these changing audiences/demands through these writing assignments.
- Developing detailed and sophisticated content that moves beyond primary five paragraph essays into longer, more analytical work.
- To develop a series of essays largely devoid of major proofreading errors—including those in language, sentence structure, grammar, punctuation, and spelling.
- To better prepare for English 1302 and/or other classes requiring writing.
- To follow directions carefully and correctly
- To Better evaluate one’s own work in an objective and open way—to scrutinize a project with an objective and analytical eye—to be capable of constructively criticizing one’s own writing strengths and weaknesses

Course Outline or Schedule:

*****BE AWARE that this is NOT meant to serve as a detailed calendar for the semester.**

Consider this as a good outline of what the class will most likely involve. This could change at any time. The instructor reserves the right to edit a calendar and assignments as necessary. ALL dates and assignments are subject to change. ANY AND ALL CHANGES WILL BE ANNOUNCED IN CLASS AND/OR POSTED IN BRIGHTSPACE IN DETAIL. It is EVERY student’s responsibility to make themselves aware of those changes.

Weeks One and Two—introduction to the course and its policies, requirements, assignments, materials, etc. Discussion of and completion of in-class writing sample; introduction to first major essay.

Weeks Three and Four—Begin reading for Paper #1 using articles provided by instructor. Working on first major essay using student models, discussion. Large focus on essay structure, paragraphing, thesis sentences, specific examples, etc. For now, focus on drafting.

Weeks Five and Six—Emphasis on peer review, drafting, and turning in Essay One. Reflect on the essay and writing process. Discussion of Essay Two begins (likely a longer, formal rewrite of the in-class writing from the first two weeks). Begin reading for Essay Two.

Weeks Seven and Eight—Continued discussion and drafting of Essay Two.

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Weeks Nine and Ten—Revise, edit, and submit Essay 2 and reflect. Begin reading for Essay Three.

Weeks Eleven and Twelve—Begin and continue drafting Essay Three.

Weeks Thirteen and Fourteen—Revise, edit, and submit Essay Three and reflect. Begin preparing for Essay 4, which will likely be an in-class writing.

Weeks Fifteen and Sixteen—Handing back remaining projects, preparing for in-class final essay, and completing the essay.

Course Grading Information:

Essay 1	15%
Essay 2	20%
Essay 3	20%
Essay 4	20%
Daily/Quizzes	10%
Professionalism	15%

The essay grades are pretty self-explanatory. Daily/Quizzes will be composed of simply getting your daily work in and any quiz grades that might happen. Professionalism refers to exactly that: being a respectable and professional student. Do your work, turn things in on time, attend class (either in person or virtually due to our current learning situation), etc.

ALL essays are given a letter grade and detailed comments; standard letter grades are A (100%); A- (90%); B+ (89%); B (85%); B- (80%); C+ (79%); C (75%); C- (70%); D+ (69%); D (65%); D- (60%); and F (50%)

ALL assignments and grades are returned to students, recorded in Brightspace, and in instructor's personal record.

Late Work, Attendance, and Make Up Work Policies:

All assignments are due on the day listed on the assignment sheet unless for some reason I announce a change. Papers turned in after that time receive a deduction of one letter grade per late day (e.g. A "C" paper would turn into a "D" if it's one day late). Since this course is about understanding and performing at a level that will prepare you for your other classes, you cannot miss a paper and still pass my class.

Student Behavioral Expectations or Conduct Policy:

Students will be expected to adhere to absence policies.

Students are expected to take their learning and education into their own hands. It is up to them to reach out to me if they need help, if they have concerns, or if they need to discuss missing class. If a student knows they are going to be absent, they need to get in contact with me as soon as possible

Highlander Guide: 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.

*** [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.*