McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGLISH 1301

DR. PEACHES HENRY

NOTE: This is a 16-week Online 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 will be 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:
TSI complete in Reading and Writing or the equivalent.

Course Notes and Instructor Recommendations:
None

Instructor Information:
Instructor Name: Dr. Peaches Henry
MCC E-mail: phenry@mclennan.edu
Office Phone Number: 254-299-8948
Please use email to contact me with questions and concerns. Also, if necessary, I will be happy to schedule a Zoom meeting with you to discuss questions and concerns.

Required Text & Materials:
None

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:

All English 1301 instructors will assign a research project with shared parameters that will be graded by a common rubric. The project will include both a written product and a presentation. To meet core objectives, students will accurately evaluate, compare, and integrate at least 3 secondary 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.

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 pts. 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

Course Outline or Schedule:

Note regarding **writing** assignments**:** All **writing** assignments are uploaded in Brightspace and should be accessed through Brightspace. All writing assignments should be uploaded as Word attachments via Brightspace unless otherwise noted. If Brightspace is down, you should email your work by the due date & time to **phenry@mclennan.edu**. **If you can email me that Brightspace is down, you can email me your assignment.**

Note regarding changes to syllabus: This schedule, assignments, and points available are subject to change. Students will be notified by any of the following methods: Zoom announcement, Brightspace announcement, and email on the MCC system. You must activate and use your MCC email account in order to receive emails about possible changes. I will send emails to **only** your MCC email (not to other email accounts you might have); therefore, check your MCC email **daily**. Also, check the Brightspace announcement link daily.

Course Outline or Schedule:

Unit 1: Proofreading Strategies

Aug. 24: Orientation
Access and print a copy of the Proofreading Strategies Guidelines. Use the printed copy of the Proofreading Strategies Guidelines to take notes as you watch the video of me explaining the guidelines.

Aug. 26: **Assignment in Brightspace:** Proofreading Practice 1 (**Worth 10 points)**

Aug. 31: **Assignment in Brightspace:** Proofreading Practice 2 (**Worth 10 points)**

Unit 2: The Paragraph

Sept. 2: **Assignment in Brightspace:** Elements of the Paragraph (**Worth 10 points)**

Sept. 7: Labor Day Holiday

Sept. 9: **Assignment in Brightspace:** Identifying DUCT (**Worth 5 points)**

Sept. 14: **Assignment in Brightspace:** Writing Effective DUCT Paragraphs (**Worth 10 points)**

Unit 3: The Educational Journey Essay

Sept. 21: Read the written instructions and watch the video of the instructions for the Educational Journey Essay
Assignment in Brightspace: Read the excerpt from Frederick Douglass' *Narrative of the Life of Frederick Douglass* and post to the Discussion Board in Brightspace. **(Worth 10 pts.)**

Sept. 23: **Assignment in Brightspace:** Personal Educational Journey Thesis Statement **(Worth 10 pts.)**

Sept. 28: **Assignment in Brightspace:** Narrative Methods

Sept. 30: **Assignment in Brightspace:** Paragraph using Narrative Methods

Oct. 4: **Assignment in Brightspace: Educational Journey Essay due as a Word document via Brightspace by Sunday, October 4 by 11PM (Worth 200 points)**

Unit 4: Profile Essay

Oct. 5: Read the written instructions and watch the video of the instructions for the Profile Essay
Assignment in Brightspace: Identify your subject and list your reasons for selecting your subject. **(Worth 10 pts.)**

Oct. 7: **Assignment in Brightspace:** Introduction **(Worth 10 pts.)** & Thesis **(Worth 10 pts.)**

Oct. 12: **Assignment in Brightspace:** Body Paragraphs **(Worth 10 pts.)**

Oct 18: **Assignment in Brightspace: Profile Essay due as a Word document via Brightspace by Sunday, October 18 by 11PM (Worth 200 pts.)**

Unit 5: The Review Essay

Oct. 19: Read the written instructions and watch the video of the instructions for the Review Essay
Assignment in Brightspace: Thesis **(Worth 5 pts.)** and Recap **(Worth 10 pts.)**

Oct. 21: Listen to my lecture on criteria.
Assignment in Brightspace: Criteria Paragraph **(Worth 20 pts.)**

Oct. 27: Developing your review
Assignment in Brightspace: Review Paragraph **(Worth 10 pts.)**

Oct. 30: **Assignment in Brightspace: Review Essay due as a Word attachment via Brightspace by Friday, October 30 by 11PM (Worth 200 pts.)**

Unit 6: Problem-Solution Feasibility Study

Nov. 2: Read the written instructions and watch the video of the instructions for the Problem-Solution Feasibility Study

Nov. 4: Watch the video of the instructions for just the Problem-Solution Summary (Part 1 of the Problem-Solution Feasibility Study) **Read and take notes on your selected article.**

Nov. 8: **Assignment in Brightspace:** Submit Problem Article Notes **(Worth 10 pts.)**

Nov. 11: **Assignment in Brightspace: Problem-Solution Summary due as a Word document via Brightspace by Wednesday, November 11 by 11PM (Worth 50 pts.)**

Nov 16: Watch the video of the instructions for just the Community Feasibility Analysis (Part 2 of Problem-Solution Feasibility Study)
Assignment in Brightspace: Community Feasibility Issues List **(Worth 10 pts.)**

Nov. 18: **Assignment in Brightspace:** Community Feasibility Analysis Intro **(Worth 10 pts.)**

Nov. 23: **Assignment in Brightspace: Community Feasibility Analysis due as a Word document via Brightspace by Monday, November 23 by 11PM (Worth 100 pts.)**

Thanksgiving Holiday: Nov. 26-29

Nov. 30: Revise the Sumamry Essay and Community Feasibility Analysis based on my comments.

Dec. 2: Watch the video of the instructions for just the Final Exam: Recommendations (Part 3 of the Problem-Solution Feasibility Study)

Dec. 7: **Final Exam: Problem-Solution Feasibility Study with Recommendations due as a Word document via Brightspace link by Monday, December 7 by 9AM (Worth 50 pts.)**

Course Grading Information:

Requirements and Pts.	
Homework	200
Personal Essay	200
Profile Essay	200
Review Essay	200
Problem-Solution Feasibility Study:	(200)
• Article Summary	50
• Community Feasibility Study	100
• Recommendations: Final Exam	50
	1000

Course Grading Scale

A = 900-1000 pts.
B = 800-899 pts.
C = 700-799 pts.
D = 600-699 pts.
F = 599 pts. and below

Late Work, Attendance, and Make Up Work Policies:

Late assignments will receive a grade of zero.

Make-up Work: Homework assignments, class assignments, and quizzes may **NOT** be made up. If you fail to turn in those assignments, you will not earn the points for them. Major assignments may be made-up when prior notice of absence is given. In the case of emergencies and school-sponsored absences, assignments may be made up. Proof of emergencies is required to make up work (doctor's note, coach's email, funeral program, etc).

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular submissions, 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. For the purposes of an online course, attendance will be determined by regular on-time submission of assignments. 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.*