

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

COMPOSTION I

ENGL 1301.C37 and C38

DR. JEREMY LEATHAM

NOTE: This is a 16-week course.

NOTE: This is a Two-way online (Zoom) 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:

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

Course Notes and Instructor Recommendations:

If you're like most students, you're taking this course because it is required. In fact, I was a reluctant participant in my first-year writing courses when I began college. Many students have had unfavorable experiences with English classes or writing assignments, and even those who enjoy writing generally agree that it is hard work. Whatever your background or interest level, I hope you'll come to appreciate, as I did, that your composition courses will help you acquire valuable skills that make your life easier. Quite simply, good writing is closely tied to good thinking, and communicating effectively is important no matter what you do.

I believe that everyone can improve writing, reading, and thinking skills, and I am committed to helping you succeed. It does take dedicated effort on your part, though. Because of the potential benefits, I expect a lot from you: You must prepare for class carefully, participate actively, and submit your best work punctually. Take advantage of the resources I offer, and commit to gaining all that you can from this course.

Instructor Information:

Instructor Name: Jeremy Leatham

MCC Email: jleatham@mclennan.edu

Office Phone Number: 254.299.8910

Office Location: FOB 216

Office/Teacher Conference Hours (phone and Zoom): MW 12:45–1:30pm, TTh 10:15am–12:15pm, also by appointment

Additional Contact Information: During the week, I will always try to reply to emails that solicit a response within 24 hours. Please feel free to follow up if you have not heard from me in that time. Due to COVID-19 safety measures, we have been asked to hold student conferences via phone or Zoom. To meet with me via Zoom during my office hours or by appointment, please contact me in advance so I can send you a Zoom meeting link.

Required Text & Materials:

Title: *The St. Martin's Guide to Writing*

Author: Rise B. Axelrod and Charles R. Cooper

Edition: Eleventh Edition

Publisher: Bedford/St. Martin's

ISBN: 978-1-319-08771-5

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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.

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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:

In addition to posting Announcements on Brightspace, I will also sometimes email general announcements and reminders to the entire class using your MCC email addresses. Additionally, if I need to contact you individually outside of class, I will almost always email you using your MCC email address, so it is important that you check it regularly.

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:

This two-way online course will meet twice weekly via Zoom. Classes will be interactive, including student participation in discussions and in-class activities and assignments. Students are expected to be present during the entire Zoom meeting with video turned on unless otherwise instructed. Announcements and supplemental materials will be posted to Brightspace regularly, and students will submit assignments to Brightspace.

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 5 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 points of view and to work effectively with others to support a shared purpose or goal

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- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

Basic Paper and/or Presentation Rubric

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections -Demonstrates excellent descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Shows less originality and may have minor flaws in logic. -Demonstrates good descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Expression mostly limited to ideas from class or readings. -Inconsistent description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.	-Does not comprehend course concepts. -Inadequate description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.
Communication	-Clear main idea with supporting organization and developed examples and explanation. -Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.	-Clear main idea but may have minor lapses in organization, less developed examples and explanation. -Good awareness of rhetorical situation and matches work to audience requirements.	-Shows competency but has weak or unfocused main ideas, organization, and few developed examples and explanation. -Awareness of rhetorical situation but work does not meet the need.	-Inconsistent competence in thesis, organization, and content development. -Does not consider or tailor content and structure to rhetorical situation.
Mechanics	-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors	-Demonstrates competent command of format & diction. May have minor mechanical, grammar, spelling, or diction errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.
Teamwork	-Actively assists in meeting group goals. - Treats others respectfully at all times. - Consistently provides assistance and/or encouragement to all team members.	-Contributes to meeting group goals. -Treats others respectfully. -Assists and/or encourages other team members.	-Participates with teamwork requirements but does not actively work beyond the minimum required. -Treats group members respectfully but does not interact fully.	-Does not assist the group and/or fails to treat group members respectfully.

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Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough and comprehensive. -Always shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Completes most assigned tasks by the deadline; work is mostly thorough and shows only minor lapses in accountability. -Usually shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Misses deadlines occasionally; work generally meets requirements; shows occasional major lapses in responsibility. -Often shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Sometimes fails to show 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 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:

The following is a tentative schedule for the semester. The schedule is subject to change. Any changes will be announced in class and posted on the course Brightspace page.

SMGW – *The St. Martin's Guide to Writing*, 11th ed.

Date	Discussion	Readings (Read before class)	Assignments (Upload to Brightspace before class unless otherwise indicated)
T Aug 25	The Power of Words		
Th Aug 27	Making Your Ideas Matter to Others	SMGW 38-47	"Remembering an Event" Essay Upload to Brightspace AND Smarthinking
T Sep 1	Writing with Detail	SMGW 14-22, 554-561	Bring a penny to class
Th Sep 3	Workshop	SMGW 48-53 (For additional help, see SMGW 538-549)	Email me the most recent version of your essay for a class workshop Smarthinking Tutoring Report due Sunday (9/6) at 11:59pm
T Sep 8	Introduction to "Summarizing and Responding"		RE Final Unit Reflection due Wednesday (9/9) at 11:59pm
Th Sep 10	Reading for Understanding	First reading of Sherry Turkle, "The Flight from Conversation" (SMGW 358-360)	First Annotations of "The Flight from Conversation" (Read to Understand) Handbook Exercises #1 due Friday (9/11) at 11:59pm

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T Sep 15	Summarizing Effectively	SMGW 511-512 Second reading of "The Flight from Conversation"	Summary Second Annotations of "The Flight from Conversation" (Read to Engage)
Th Sep 17	Responding Productively	SMGW 517-518	"Summarizing and Responding" Essay Upload to Brightspace AND Smarthinking
T Sep 22	Moving the Conversation Forward	SMGW 494-499	Discussion Question on Brightspace
Th Sep 24	Workshop	SMGW 110-111, 276-278	Email me the most recent version of your essay for a class workshop Smarthinking Tutoring Report due Sunday (9/27) at 11:59pm
T Sep 29	Introduction to "Proposing a Solution"		SR Final Unit Reflection due Wednesday (9/30) at 11:59pm
Th Oct 1	Selecting a Strong Topic	SMGW 285-290, 316-318	Bring three potential topics Handbook Exercises #2 due Friday (10/2) at 11:59pm
T Oct 6	Thesis, Support, and Counterarguments	SMGW 319-325	Topic proposal
Th Oct 8	Introduction to Library Research	SMGW 606-607, 609-616	
T Oct 13	Finding and Using Sources	Scan SMGW 644-673 to familiarize yourself with MLA guidelines	
Th Oct 15	Research Day	SMGW 607-608, 625-631	
T Oct 20	Evaluating and Incorporating Sources	SMGW 632-643	Annotated Bibliography Bring at least two sources to class
Th Oct 22	Writing Day	SMGW 325-326, 490-493	Outline Handbook Exercises #3 due Friday (10/23) at 11:59pm
T Oct 27	Writing Day	SMGW 582-591	"Proposing a Solution" Essay (due at the end of class) Upload to Brightspace AND Smarthinking
Th Oct 29	Workshop	SMGW 290-296	Email me the most recent version of your essay for a class workshop
T Nov 3	Workshop	SMGW 327-331	
Th Nov 5	Revising Day	SMGW 592-599	Smarthinking Tutoring Report due Sunday (11/8) at 11:59pm
T Nov 10	Introduction to "Writing Professionally"		PS Final Unit Reflection due Wednesday (11/11) at 11:59pm
Th Nov 12	Effective Resumes	SMGW 720-722, 723	Job Posting and Inquiry Email

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		See resume sections <i>Smarthinking Career Writer's Handbook</i> for additional help	Handbook Exercises #4 due Friday (11/13) at 11:59pm
T Nov 17	Effective Cover Letters	SMGW 722, 724, 725 See cover letter sections in <i>Smarthinking Career Writer's Handbook</i> for additional help	Resume Upload to Brightspace AND Smarthinking
Th Nov 19	Group Review		Application Letter (Cover Letter) Upload to Brightspace AND Smarthinking
T Nov 24	Thanksgiving Break		
Th Nov 26	Thanksgiving Break		
T Dec 1	Workshop		Email me the most recent version of your documents for a class workshop Smarthinking Tutoring Reports due Tuesday (12/1) at 11:59pm
Th Dec 3	Prepare for Final Exam		WP Final Handbook Exercises #5 due Friday (12/4) at 11:59pm

Final Exam: Online, TBA

Course Grading Information:

Students will complete four major writing assignments; complete various homework and in-class assignments; complete five handbook exercises; and take a final exam. Each major essay will be evaluated based on a specific rubric.

Final grades are determined as follows:

"Remembering an Event" Essay	150 points (15%)
"Summarizing and Responding" Essay	150 points (15%)
"Proposing a Solution" Essay	250 points (25%)
"Writing Professionally" Project	150 points (15%)
Daily Assignments (quizzes, homework, etc.)	100 points (10%)
Handbook Exercises	100 points (10%)
Final Exam	100 points (10%)
TOTAL	1000 points

Attendance, Late Work, and Make Up Work Policies:

It is extremely important that you attend class and that you are on time. Much of the learning that takes place in this course occurs during class, not on paper, and there is no "make-up work" that can substitute. You must attend at least 75% of scheduled Zoom classes to pass the course. Your attendance will affect your final grade in the following ways:

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No absences = +15 points	3 absences = no effect	6 absences = -15 points
1 absence = +10 points	4 absences = -5 points	7 absences = -20 points
2 absences = +5 points	5 absences = -10 points	8 absences = "F" or "W"

If you reach 8 absences after the official drop date and are passing the class, you may request to be dropped from the class with a "W" instead of an "F."

Missing more than a third of any class period, being unprepared for class, or failing to participate is considered an absence. This includes, but is not limited to, being away from your computer during the Zoom meeting, using a cellphone or other electronic device for purposes other than coursework, sleeping, disruptive behaviors, refusing to engage in in-class activities, or failing to have the requested materials for class.

It is expected that under normal circumstances you will be present in class for the entire period. A tardy in this course is defined as missing any part of class—whether at the beginning, during class, or at the end—as long as it is less than one-third of the period. Two tardies equal one absence. If an emergency arises during class requiring you to leave the meeting, do so without disrupting class. (You do not need permission). If you experience technology problems that drop you from a Zoom meeting, or if special circumstances exist requiring you to miss or leave class more than occasionally, please contact me individually.

In-class assignments and quizzes cannot be made up except in cases of school-excused absences or other special circumstances (such as a serious illness, accident, death in the family, or religious holiday). Whenever possible you must make arrangements with me before the absence. All such absences still count toward the total number of absences for the semester. In all cases, it's wise to alert me before class if you are unable to attend.

Take all writing assignments and due dates very seriously. Under normal circumstances I will not accept late work. You must submit your work electronically by the due dates listed on the schedule, even if you do not attend class that day.

If you ever have difficulty submitting your work through Brightspace, you can email it to me directly as a backup to ensure I have it by the deadline and then upload it to Brightspace later, as soon as you are able.

If there are extreme circumstances that interfere with your work, speak with me well before the work is due. Be sure to save all drafts and work that you do on each paper.

Student Behavioral Expectations or Conduct Policy:

All students should feel comfortable in this class and be able to focus. Students are expected to be respectful of others and display professionalism at all times.

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Zoom Expectations

When attending class via Zoom:

- You are expected to be present for the entire class and fully engaged.
- Make sure that your name is displayed.
- Keep your video on but remember that others can see you, so maintain professionalism.
- Keep your microphone muted when you are not speaking.
- I will occasionally pause for questions and comments, at which point you should feel free to unmute and speak.
- If questions or comments arise while someone else is talking, utilize the Chat box.
- Be sure that your background (virtual or actual) is appropriate and non-distracting

Academic Integrity Statement:

Students are expected to do their own work at all times. Plagiarism involves presenting someone else's words or ideas as your own or otherwise falsely attributing information. It is a serious issue and will be treated accordingly. A student who has deliberately plagiarized will receive no credit for the work, may fail the course, and may be subject to further academic discipline. Many instances of plagiarism occur unintentionally, and ignorance of the proper conventions is not a valid excuse. Students who have any questions or concerns regarding this issue should contact me before the work is due. Any other form of cheating is subject to the same penalties.

*** [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.

*** [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.

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.

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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.*