

# McLennan

C O M M U N I T Y

# C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

**COMPOSITION 1**

**ENGLISH 1301\_C44**

**SUSAN GIDDINGS**

**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 lec)

**Course Notes and Instructor Recommendations:**

Attendance, reading, and writing are keys to success in this class. Come prepared for class with supplies: textbook, notebook, pens, highlighters, and USB flash drive.

**Instructor Information:**

Instructor Name: Susan Giddings

MCC E-mail: [sgiddings@mclennan.edu](mailto:sgiddings@mclennan.edu)

Office Phone Number: 254-776-1150 ext. 2254

Office Location: Waco High School room 254

Office/Teacher Conference Hours: 4:15 – 5:00 Tuesday – Thursday or by appointment

**Required Text & Materials:**

Title: *Writing is Easier Than You Think*

Author: Nicholas R. Webb

Edition: 1st

Publisher:

ISBN:

**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 home 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](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:**

MCC email and Brightspace will be the primary means of communication. Contact me through your MCC email at [sgiddings@mclellan.edu](mailto:sgiddings@mclellan.edu). I will attempt to respond to your email within twenty-four hours. Also check Brightspace daily for any announcements.

**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:**

Instruction methods will include online lectures and video, discussion boards, reading assignments, writing assignments, quizzes, extended essays, reflections, and written examinations. Most writing assignments will require multiple drafts and revision.

**Course Objectives and/or Competencies:**

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:**

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<i>Week #1</i>	<i>August 24</i>	<i>Module 1</i>	<i>Welcome</i>
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Syllabus and expectations

Online learning strategies and orientation

Grading criteria and discussion board

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<i>Week #2</i>	<i>August 31</i>	<i>Module 2</i>	<i>Intro to Rhetoric and Grammar Review</i>
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Rhetorical situation

Vocabulary

Grammar pretest

Grammar Webquest

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<i>Week #3</i>	<i>September 8</i>	<i>Module 3</i>	<i>Personal Narrative</i>
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Features of Personal Narrative

Analysis of Personal Narrative

Pronoun – Antecedent

First draft of Personal Narrative

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<i>Week #4</i>	<i>September 14</i>	<i>Module 3</i>	<i>Personal Narrative</i>
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Peer review

Adding descriptive details

Second draft of Personal Narrative

Writing effective sentences

Revising and editing

**Final Draft of Personal Narrative due September 17**

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<i>Week #5</i>	<i>September 21</i>	<i>Module 4</i>	<i>Film Analysis</i>
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Features of Film Analysis

Determining criteria

Vivid verbs

Simple, compound, complex, compound-complex sentences

First draft of Film Analysis

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<i>Week #6</i>	<i>September 28</i>	<i>Module 4</i>	<i>Film Analysis</i>
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Organization of Film Analysis

Second draft of Film Analysis

Literary present

**Final Draft of Film Analysis due October 1**

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<i>Week #7</i>	<i>October 5</i>	<i>Module 5</i>	<i>Responding to Critics</i>
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Writer's purpose and audience

Credible evidence

Rhetorical analysis

Draft one of Critical Response

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*Week #8      October 12                      Module 5      Responding to Critics*

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Incorporating quotes

Second draft of Critical Response

Revising for clarity

**Final Draft of Critical Response due October 15**

*Week #9      October 19                      Module 6      Compilation/Synthesis Essay*

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Summary

Chunk writing with evidence

Draft one of Compilation/Synthesis Essay

*Week #10      October 26                      Module 6      Compilation/Synthesis Essay*

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Peer review

Adding commentary

Second draft of Compilation/Synthesis Essay

Editing

**Final Draft of Compilation/Synthesis Essay due October 29**

*Week #11      November 2                      Module 7      Argument Essay*

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Types of arguments

Select research topic for Argument Essay

Research strategies

Finding and evaluating sources

Annotated Bibliography

*Week # 12      November 9                      Module 7      Argument Essay*

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Supporting claims

Paraphrase vs. plagiarize

Citing and documenting using MLA

Draft one of Argument Essay

*Week #13      November 16                      Module 8      Argument Essay*

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Peer review

Draft two of Argument Essay

Revising and editing

**Final Draft of Argument Essay due November 19**

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*Week #14      November 23                      Module 8      Argument Essay*

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Self- Reflection

*Week #15      November 30                      Module 9      Reflection and Final Exam*

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Portfolio and Reflection

Final Exam Review

*Week #16      December 2                      Module 9      Reflection and Final Exam*

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**Final Exam due December 3**

**Course Grading Information: 1000 points**

1. 150 will come from daily work, such as homework, quizzes, tests, and participation;
2. 100 will come from Discussion Board;
3. 100 will come from a personal essay;
4. 100 will come from a film analysis essay;
5. 100 will come from a responding to critics essay;
6. 100 will come from a compilation/synthesis essay;
7. 200 will come from a research-based argument essay, between 5 – 10 pages long and using at least 5 sources; and
8. 150 will come from the final exam, of which at least one half will be a portfolio assessment and reflection.

MCC Grading System

A (90-100)              EXCELLENT

B (80-89)              GOOD

C (70-79)              FAIR

D (60-69)              POOR

F (Below 60)              FAILING

You must earn a C or better in order to take English 1302.

Essay Related Guidelines:

All graded work done outside of class must be typed, double-spaced in 12 point Times-New Roman and follow MLA style. Papers not meeting specified length may receive a reduced grade. Keep a back-up copy of each essay.

Out of class essays may be rewritten and regraded. To earn a higher grade on a rewrite, your paper must:

1. Have been originally submitted on time;
2. Contain revised or reorganized content (grammar must be corrected, but grammar itself is not content);
3. Be resubmitted no later than one week from the day returned; and
4. Be accompanied by the previously graded paper upon which the rewrite is based.

Plagiarism or Collusion could lead to an “F” for the course, so please read the next two paragraphs carefully and ask questions when the topic comes up in class.

#### PLAGIARISM

Plagiarism is the use of someone else’s work without crediting or properly adapting materials from that work. If you use quotes, ideas, opinions, arguments, examples, summaries, paraphrases, statistics, outlines, graphs, etc., you must cite your sources. Information not cited is considered plagiarized unless it is common knowledge or your personal observation or ideas. Plagiarism is easy to detect and almost as easy to prove. Please cite sources.

#### COLLUSION

Collusion is getting someone else to do your work. You may get help outside of class (visit the Writing Center), but if you let others actually do your work, I will probably notice and you may fail the course. **Note: Large discrepancies in quality between in-class writing and out-of-class writing may result in a course grade based entirely on in-class work.**

**Late Work, Attendance, and Make Up Work Policies:**

Attendance will be taken via Brightspace. Students need to check in daily and complete the required task. Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official school functions, (2) personal illness, (3) an illness or death in the immediate family, or (4) observance of a religious holy day. It is the student’s responsibility to inform the instructor of the reason for the absence in a timely manner. The student has **one** day for each day absent to make up the assignment. **Major writing assignments are due the day originally assigned.**



**Student Behavioral Expectations or Conduct Policy:**

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. Students should check Brightspace daily for updates and reminders.

**\* Click Here for the MCC Academic Integrity Statement**

**([www.mclennan.edu/academic-integrity](http://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](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**\* Click Here for more information about Title IX**

**([www.mclennan.edu/titleix](http://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](mailto: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.*