McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FRESHMAN COMPOSITION I

ENGLISH - 1301 – C87

LAURICE A. JONES

NOTE: This is a 16-week 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 on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisites and/or Corequisites:

TSI complete in Reading and Writing or the equivalent.

Course Notes and Instructor Recommendations:

Emailing Your Instructor: Emailing me is the best way to communicate with me. If you have any questions or concerns regarding your progress in the course, or need to set up an appointment to meet with me during office hours, please email me using the following guidelines:

- Always use your MCC email. Using your personal email risks getting a message filtered into my Spam folder or not getting it at all.
- Always put your first and last name at the end of the email and specify your course name and number.
- Never email homework to me in the body of the email as I will not accept it. If you need to send me a document, please attach it to the email as a Word Document (.doc) or share it with me in Google Docs. Other formats will not be accepted.

Instructor Information:

Instructor Name: Laurice Jones
MCC E-mail: ljones@mclennan.edu
Office/Teacher Conference Hours:
Mon 1pm – 5pm
Tue 1pm – 5pm
Wed 1pm – 5pm
Thu 1pm – 5pm
Fri By appointment only

Required Text & Materials:

Title: 75 Readings Plus
Author: Santi V. Buscemi & Charlotte Smith
Edition: Tenth Edition

Publisher: McGraw-Hill
ISBN13: 978-0-07-742644-6

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:

Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail, the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Chapter readings, interaction and participation in discussion boards, videos, peer review activities, writing paragraphs and essays, quizzes, and conducting library research.

Units: This course is organized into fifteen units. Each unit corresponds to a single week of work. All work will be due each Monday by 11:55pm CST. You are welcome to work ahead and learn at your own pace for most assignments. Students will find "due by" information on the Brightspace Course Schedule and in each Unit Folder. You are responsible for carefully reading everything, following the instructions, submitting the assignments according to those instructions, and for reading announcements daily.

Reading Assignments: You are required to read through and understand all the assigned readings and may, at any point during the semester, be quizzed on the material. Typically, your understanding of the readings will be evaluated via Discussion Board, where you will be required to answer a series of comprehension questions and comment on at least one response posted by a peer. You welcome to read ahead.

Writing Assignments: You will have several, formal writing assignments over the course of the semester. Each essay is fully explained on the Assignment Sheet document that can be found within the corresponding unit. Each essay must be written within the specified time period. Topic related information will be discussed. Suggested topics for each essay will be available and the essays will be written over a period of time. Much more information on the essays will be provided in the assignment instructions. The use of **MLA 8th edition format** is required. Each essay should be typed in a word processing program and uploaded through the Assignment link. Failure to turn in the essay through the link by the due date will result in a grade of zero. Essays or any other assignments should **not** be sent to my email without a brief explanation of why you are emailing it to me. ASSIGNMENTS SENT TO MY MCC EMAIL WITHOUT AN EXPLANATION WILL NOT BE GRADED.

Paper Formatting: All essays and papers must be typed, double-spaced (unless otherwise notified), with one-inch margins, using the **Times New Roman 12pt font**, with your last name page number located in the upper right-hand corner of the header. They should be written in accordance with **MLA 8th edition format** which we will discuss. Also, make sure to back-up your papers by emailing a copy to yourself as an attachment, saving a copy to your hard drive, and saving a copy to a flash drive or cloud program (Google Drive, Dropbox, OneDrive, etc.) all in .doc format. If you do not have a version of Microsoft Word on your computer, you may download a **free** version of Office 365 from MCC's Technology Help Desk website.

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:

Unit 00: **Course Introduction**
Introduction to the Course / Textbook Introductions / Brightspace Orientation
Student Introductions / Overview of Writing Process
Reading Assignment: Intro to Narration
Writing Assignment: **None**
Discussion Board: Response to Unit 00 Thread

Unit 01: **Narration**
Reading Assignment: *Shooting an Elephant* and *Salvation*
Writing Assignment: **Rough Draft of Narrative Essay**
Unit 01: Vocabulary Quiz
Discussion Board: Response to Unit 01 Thread

Unit 02: **Narration**
Reading Assignment: *Grandmother's Victory* and *Coming to an Awareness of Language*
Writing Assignment: **Final Draft of Narrative Essay**
Discussion Board: Response to Unit 02 Thread

Unit 03: **Narration**
Reading Assignment: *Fifth Avenue, Uptown, Once More to the Lake*, and *Writing Drafts*
Writing Assignment: **None**
Discussion Board: Response to Unit 03 Thread

Unit 04: **Division and Classification**
Reading Assignment: *The 12 Most Annoying Types of Facebookers*, *The Truth about Lying*, *Doublespeak*, and *What Secrets Tell*
Writing Assignment: **Rough Draft of Classification Essay**
Unit 04: Vocabulary Quiz
Discussion Board: Response to Unit 04 Thread

Unit 05: **Comparison and Contrast**
Reading Assignment: *Two Views of the Mississippi, The Men We Carry in Our Minds, Neat People vs. Sloppy People*
Writing Assignment: **None**

Unit 05: Vocabulary Quiz
Discussion Board: Response to Unit 05 Thread

Unit 06: **Argument and Persuasion**
Reading Assignment: *Should This Student Have Been Expelled?* and *Shouting "Fire!"*
Writing Assignment: **Final Draft of Classification Essay**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 06 Thread

Unit 07: **Argument and Persuasion**
Reading Assignment: *Global Warming is Eroding Glacial Ice* and *Cold Comfort for 'Global Warming'*
Writing Assignment: **None**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 07 Thread

Unit 08: **Argument and Persuasion**
Reading Assignment: *A Modest Proposal* and *Why I Want a Wife*
Writing Assignment: **Plan of an Argument's Details**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 08 Thread

Unit 09: **Learning and Education**
Reading Assignment: *Superman and Me* and *Texting in Class is Rampant*
Writing Assignment: **None**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 09 Thread

Unit 10: **Global Issues**
Reading Assignment: *China's Biggest Gamble: Can it Have Capitalism without Democracy? A Prediction* and *Shattered Sudan*
Writing Assignment: **Rough Draft of Persuasive Essay**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 10 Thread

Unit 11: **National Issues**
Reading Assignment: *37 Who Saw Murder Didn't Call the Police* and *White Guilt*
Writing Assignment: **None**
Discussion Board: Response to Unit 11 Thread

Unit 12: **Culture and Identity**
Reading Assignment: *Test Day*
Writing Assignment: **Final Draft of Persuasive Essay**
Discussion Board: Response to Unit 12 Thread

Unit 13: **Uses and Abuses of Language**
Reading Assignment: *Meanings of a Word* and *Mother Tongue*
Writing Assignment: **None**
Discussion Board: Response to Unit 13 Thread

Unit 14: **Course Wrap-up**
Reading Assignment: **None**
Writing Assignment: **None**
Discussion Board: Response to Unit 14 Thread

Unit 15: Finals Week

****This syllabus is subject to change at the instructor's discretion. You will be notified of any changes via email.****

Course Grading Information:

Attendance:	150pts.
Syllabus Quiz:	75pts.
Discussion Board:	200pts.
Quizzes:	125pts.
Rough Drafts:	150pts.
Narrative Essay:	100pts.
Classification Essay:	100pts.
Persuasive Essay:	100pts.

Grading Scale:
A = 900 – 1000pts.
B = 800 – 899pts.
C = 700 – 799pts.
D = 600 – 699pts.
F = 0 – 599pts.

Grading Criteria
An **A** paper (90-100%) is excellent in nearly all respects. It shows originality of thought that goes well beyond material presented in class. It is well argued and well organized with a clear, specific, and ambitious thesis. It is well developed with content that is specific, interesting, appropriate, and convincing. It has logical and artful transitions and is marked by stylistic finesse

and varied sentence structures. It demonstrates command of mature diction and has few, if any, mechanical, grammatical, spelling, or diction errors.

A **B** paper (80-89%) is excellent in several respects but may have a less sophisticated thesis, a less distinguished style, some minor lapses in organization and development, some ineffective sentence structures, and some minor mechanical, grammatical, spelling, or diction problems.

A **C** paper (70-79%) is generally competent, but compared to a B paper, it may have a weaker thesis and less effective style and development. It may contain some lapses in organization, poor or awkward transitions, less varied sentence structures that tend toward choppiness or monotony, significant problems with mechanics, grammar, spelling, and diction.

A **D** paper (60-69%) is below average and may present a thesis that is too vague or too obvious to be developed effectively. It generally exhibits problems with organization, support, transitions, sentence structures, mechanics, grammar, spelling, and diction that impede understanding.

An **F** paper (59% and below) is far below average and may have no clear thesis or central topic. It may display a lack of organization, support, and development. It may contain major and repeated problems with mechanics, grammar, spelling, and diction and may fail to fulfill the assignment or may be unacceptably brief.

NOTE: Notice how high the standards for "A", "B", and even "C" papers are. This might be significantly different from your experience in other classes or in high school.

Discussion Board Rubric

Item	Guidelines	Possible Points
Ideas/Content	Ideas should be clear, complete, and well-developed	3
Word Choice:	The writer uses specific words and phrases to convey the intended message in an interesting, precise, and natural way; personal	3
Conventions	The mechanics of writing (i.e. spelling, capitalization, punctuation, and paragraph breaks) are correct	4
Response(s)	The student responds to the comments of at least one peer using all of the aforementioned	10

	guidelines in a respectful way that moves the discussion forward	

Basic Essay Rubric		
CATEGORY	**Above Standards A/B**	**Meets Standards B/C**
Analytic Writing	Mastered ability to formulate a defendable assertion; used effective arguments; developed a thorough, logical outline; organized ideas logically and smoothly	Demonstrated satisfactory ability to formulate a defendable assertion; used effective arguments; developed a thorough, logical outline; organized ideas logically and smoothly
Research Skills	Mastered ability to: locate sources effectively and evaluate sources appropriately	Demonstrated standard ability to: locate sources effectively and evaluate sources appropriately
Documentation	2+ sources listed in correct MLA format; identified borrowed data correctly; incorporated borrowed data correctly	2+ sources listed in mostly correct MLA format; minor errors in identifying borrowed data correctly; minor errors in incorporating borrowed data correctly
Critical Reading	Demonstrated ability to identify: Logical fallacies, inferences, rhetorical techniques, and methods of reasoning	Standard ability to identify: logical fallacies, inferences, rhetorical techniques, and methods of reasoning
Correct English	No errors in spelling or diction, verb or pronoun use, use of punctuation, or sentence structure	Almost no errors in spelling or diction, verb or pronoun use, use of punctuation, or sentence structure
Manuscript Form	Follows MLA format in all categories: page formatting; sectioned parts of the research; prepared manuscript neatly	A few minor errors in: page formatting; sectioned parts of the research; prepared manuscript neatly

Plagiarism: We will discuss the correct ways of quoting and paraphrasing another's work for proper use in your assignments. Blatant use of someone else's work without giving appropriate credit, without the person's consent or with the intent of passing someone else's work off as your own will not be tolerated. Plagiarism will result in an automatic "F" for the assignment for the first offense. A second offense will result in failure of that assignment as well as the course.

Late Work, Attendance, and Make Up Work Policies:

Students must submit all assignments for each unit by 11:55pm CST each Monday in order to be considered present. Students will be withdrawn from the class when they have failed to submit work equal to 25% of the final grade before the last day for student-initiated withdrawals. Students who reach the 25% limit after the last day for student-initiated withdrawals will receive a grade of F. Absences will be recorded starting with the very first unit.

There are no substitutes or make-up assignments for missing discussions, exercises, quizzes or having your Rough Drafts reviewed. Not having an essay reviewed via Smarthinking will result in a loss of **50 points**. Please email me immediately if you have any issues submitting your assignments to Smarthinking.

Smarthinking Access and Expectations:

Smarthinking is an online tutoring program that is located in Brightspace. Once logged into Brightspace, students should be able to access this free service. Rough drafts are to be uploaded onto the Smarthinking site at least **24 hours** before the due date listed on the Assignment Sheet to allow the tutor to review the document, provide feedback, and then email the student with instructions on how to access the report. Smarthinking, while integrated into Brightspace, **is not connected to the Gradebook**; this means that the instructor will need time to review the report before issuing a grade. This process will generally take 24-48 hours after the due date. Rough Drafts that are submit correctly will be graded **Credit/No Credit**; meaning students will receive full points for submitting the report correctly and on time and will not receive credit if the report is not turned in, turned in incorrectly, or turned in late. Students may use the service **as many times as they'd like**, but are only required to submit **one** report for grading.

Keep these things in mind:

1. Typically, it takes 24 hours to get the report back from Smarthinking.
2. Students should receive an email from Smarthinking when the report is ready.
3. Students should follow the instructions in the email to retrieve the document.
4. Students should download and save the document to their computer or cloud program.
5. Students should upload the report onto Brightspace under the correct Rough Draft assignment.

If this process does not work, students should contact MCC's technology help desk for assistance.

Student Behavioral Expectations or Conduct Policy:

Any assignments due that day must be turned in on or before the time specified by the instructor. Late assignments will lose **one letter grade** for each day following the due date that they are late, unless otherwise noted for a particular assignment.

In order to maintain an environment that is conducive to learning, no biased or prejudicial language will be tolerated in the Discussion Board forums.

*** 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.*