McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGLISH 1301.003

LESLIE MICHAELS

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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

COMPOSITION I

ENGL 1301.003

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:

Passing Score on writing portion of MCC placement test or credit for ENGL 0301 or INRW 0402. Semester Hours 3 (3 lecture).

Course Notes and Instructor Recommendations:

This course will require commitment on the student's part. How well a student does and how much she/he/they learn is dependent on the student's engagement with the material and ability to complete activities online and in person. Students must be willing and able to devote time to reading and writing nearly every day. There will be multiple hours of study per week. In this course, students may encounter topics that are controversial and uncomfortable. This course will challenge students, helping students develop critical thinking and writing skills.

Instructor Information:

Instructor Name:	Leslie Michaels
MCC E-mail:	lmichaels@mclennan.edu
Office Location:	Faculty Office Building, #119
Office/Teacher Conference Hours:	Mon. & Wed. 11:00 am-12:00 pm Remote via Zoom or phone. Email for an appointment.

Language, Literature, and Communication Division:

Divison Chair:	Dr. Matta
MCC E-mail:	wmatta@mclennan.edu
English Coordinator:	Dr. Waller
MCC E-mail:	pwaller@mclennan.edu

Required Text & Materials:

Title: *Writing Is Easier Than You Think*
Author: Nicholas Webb
(This textbook is free and online. I've provided links in Brightspace.)

Title: *Never Let Me Go*
Author: Kazuo Ishiguro
Publisher: Vintage
ISBN: 9781400078776

MCC Bookstore Website: http://www.mclennan.edu/bookstore/
MCC Library Website: https://www.mclennan.edu/library/

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/

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Backup Plan for Technology:
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*** 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.

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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:
This class is face-to-face on campus on Mondays and Wednesdays. We will have lecture and discussion portions of class meetings, often supplemented by small group discussions, feedback, and exercises. Attendance will be taken every day. Refer to the MCC attendance policy. If you are sick, do not come to class. Contact the professor to get caught up.

Students need to be vigilant about their work and consistently check Brightspace and email. Writing and reading assignments are the core of the curriculum, so it is expected that all assignments are completed satisfactorily. Throughout the semester, students will write three essays and improve upon those essays through the editing process, culminating in a final reflection essay and portfolio. Students will also turn in daily grades, including but not limited to reading responses, quizzes, exercises, etc. It is expected that written assignments are free of grammatical and spelling errors. All essays should be submitted in MLA format: typed, double-spaced, 12 point Times New Roman font with 1 inch margins. All assignments that require a file submission (exceptions include discussion boards, quizzes, surveys, etc.) should be uploaded to Brightspace in PDF or .doc(x) format.

Lectures will be given in person and additional learning materials will be posted on Brightspace. Students are expected to review all foundational learning and complete all assignments in the allotted weeks; students can work at their own pace during the week as long as they meet deadlines. **Assignments are due before students come to class on Mondays and Wednesdays.** See the course outline below and Brightspace for specific due dates.

If students have trouble with technology, please contact the professor and IT sooner rather than later. Contact IT at (254) 299-8077 and helpdesk@mclennan.edu. Classes can be difficult to keep up with, especially when a student has technical difficulties. Students must make sure to organize and allocate enough time for these activities and, most importantly, their writing. Extra credit will be available during the course of the semester.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of writing processes through daily grades and essays.
2. Develop ideas and use appropriate support, organization, and citation.
3. Develop writing styles based on audience and purpose.
4. Improve upon both written and spoken communication skills.
5. Read and analyze a variety of texts and apply lessons learned to fail grades, essays, and portfolio.

Course Outline or Schedule:

Unit 1:	**Course Orientation and MLA Format**
Week 1:	*August 23 & 25*
Focus:	Syllabus, class schedule, and expectations
	Ways to be successful in the course
	MLA format and citations
	Plagiarism
Tasks:	Review foundational learning in Brightspace
	Diagnostic check and writing exercise
	Course agreement
	Direct quote, summary, and paraphrase exercise
	Plagiarism quiz
Unit 2:	**The Personal Essay**
Week 2:	*August 30 & September 1*
Focus:	Introduction to the personal essay
	Story arc
	Narrating
Tasks:	Review foundational learning in Brightspace
	Practice reading response
	Personal essay outline (due September 1)
Week 3:	*September 8**
Focus:	Describing
Tasks:	Review foundational learning in Brightspace
	Personal essay draft (due September 8)
	Submit to SmarThinking

*September 6 is Labor Day and there will be no on-campus classes.

Week 4:	*September 13 & 15*
Focus:	Active voice vs. passive voice
	Significance
	Explaining a concept
Tasks:	Review foundational learning in Brightspace

	Freewriting in active voice exercise
	Final personal essay (due September 20)
Unit 3:	**The Persuasive Essay**
Week 5:	*September 20 & 22*
Focus:	Making an argument
	The five paragraph format and beyond
	Counterarguments and responses
Tasks:	Review foundational learning in Brightspace
	Persuasive essay outline (due September 22)
	September reading responses (due September 27)
Week 6:	*September 27 & 29*
Focus:	Selecting and evaluating sources
	Evidence and examples
	Integrating sources
Tasks:	Review foundational learning in Brightspace
	Persuasive essay draft (due October 4)
Week 7:	*October 4 & 6*
Focus:	Selecting and evaluating sources
	Evidence and examples
	Integrating sources
Tasks:	Review foundational learning in Brightspace
	Peer review
Week 8:	*October 11 & 13*
Focus:	Inquiry strategies
	Mapping
	Making connections
Tasks:	Review foundational learning in Brightspace
	Begin *Never Let Me Go*
	Submit to SmarThinking
	Freewrite and/or cluster map exercise
	Work on persuasive essay
Week 9:	*October 18 & 20*
Focus:	Speaking to the reader
	Cueing through transitions and other devices
	Strengthening your thesis
Tasks:	Review foundational learning in Brightspace
	Continue reading *Never Let Me Go*
	Thesis self-assessment

	Final persuasive essay (due October 25)
Unit 4:	**The Research Paper**
Week 10:	*October 25 & 27*
Focus:	Planning and conducting research
	Choosing a research topic
	Honing your topic
Tasks:	Review foundational learning in Brightspace
	Continue reading *Never Let Me Go*
	Share persuasive essays
	October reading responses (due October 27)
	Research paper proposal (due November 1)
Week 11:	*November 1 & 3*
Focus:	Organizing your research
	Bibliographies
	Notetaking strategies
Tasks:	Review foundational learning in Brightspace
	Continue reading *Never Let Me Go*
	Annotated bibliography (due November 8)
Week 12:	*November 8 & 10*
Focus:	Reading between the lines
	Analysis
Tasks:	Review foundational learning in Brightspace
	Finish reading *Never Let Me Go*
	Research paper draft (due November 15)
Week 13:	*November 15 & 17*
Focus:	*Never Let Me Go* discussion
	On writing well
	What works and what doesn't
Tasks:	Review foundational learning in Brightspace
	Peer review
	Submit to SmarThinking
	Work on research paper
	Perfect sentence assignment (due November 17)
Week 14:	*November 22**
Focus:	Wrapping up your research
Tasks:	Review foundational learning in Brightspace
	Final research paper (due November 29)

*Thanksgiving break is November 24 - 26.

Unit 5:	**The Portfolio**

Week 10:	*November 29 & December 1*
Focus:	How to set up your portfolio
	The reflection essay
Tasks:	Review foundational learning in Brightspace
	Share research papers
	November reading responses (December 1)
	Final portfolio (due December 6)

This schedule is subject to change. All changes will be announced in class and adjusted on Brightspace.

Course Grading Information:

- 30% Daily grades (e.g. reading responses, perfect sentences, quizzes, exercises, peer review, etc.)
- 15 % Personal essay (including outline, draft, and SmarThinking report)
- 15% Persuasive essay (including outline, draft, and SmarThinking report)
- 15% Research paper (including outline, draft, SmarThinking report, and bibliography)
- 25% Portfolio

Students will be graded on a point system for every assignment. Essays will be graded on use of language, style, organization, sources, argumentation, and MLA style. All essays should meet the minimum word count assigned. Students are required to make changes to essays based on feedback from tutors, peers, and the professor or else they will receive significant point deductions. Throughout the semester, it is expected that students 'writing shall improve, which should be reflected in each subsequent draft and essay. For any questions on grading policies, please contact the professor.

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.

Throughout the course, you will develop skills in the areas of communication, composition, mechanics, personal responsibility, and critical thinking. Here is how your progress in each of these areas will be evaluated with each paper, the portfolio, and your resulting final grade:

Criteria	Outstanding	Proficient	Basic	Below Expectations
Communication and Composition	-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 and syntax errors.	-Demonstrates competent command of format and diction. May have minor mechanical, grammar, spelling, or diction and syntax errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction and syntax errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.
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 deadline 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.

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections. -Demonstrates excellent descriptive, analytic, interpretive, evaluative, and engaged intellectual inquiry.	-Shows less originality and may have minot flaws in logic. -Demonstrates good descriptive, analytic, interpretive, 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 engage with course concepts. -Inadequate description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.

Essay Related Guidelines:
All graded work done outside of class must be typed, double-spaced in 12 pt Times New Roman. Papers not meeting specified length may receive a reduced grade. Students are required to make changes to essays based on feedback from tutors, peers, and the professor or else they will receive significant point deductions, most likely resulting in a failing 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:

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

Portfolio Related Guidelines:
Your final will be a portfolio of your best work this semester. It must be in MLA format. It must include:

- Your two best papers, edited and revised according to feedback.
- A 500 word reflection essay about what you learned in the class.
- A title page and table of contents.

CHEATING

Plagiarism or collusion could lead to a failing grade for the course, so please read the next two paragraphs carefully and ask questions when needed.

PLAGIARISM

Plagiarism is the use of someone else's—and in cases your own—work without crediting or properly adapting materials from that work. If students use quotes, ideas, opinions, arguments, examples, summaries, paraphrases, statistics, outlines, graphs, etc. from sources, they must cite their sources. Information not cited is considered plagiarized unless it is common knowledge or a student's original personal observation or idea. Students may not reuse papers written for other classes; this is called "recycling" a paper and is a form of self-plagiarism. If a student "recycles" a paper, that student will receive a failing grade on that paper. Students should contact the professor if there is a question about plagiarism. Plagiarism is easy to detect and almost as easy to prove. Please cite sources and ask the professor if questions arise.

COLLUSION

Collusion is getting another person to do the student's work. Students may get help outside of class (visit the Writing Center), but if students let others actually do their work, the professor will probably notice. As a result, the student may fail the course.

Late Work, Attendance, and Make Up Work Policies:

Homework assignments will always be graded. All assignments must be turned in on time, excepting special circumstances with proper documentation. Contact the professor via email if problems arise. Attendance will be taken during weekly face-to- face meetings. Late work will not be accepted; the only exception is if the student communicates with the professor and the professor grants an extension on the assignment. (Life happens.) There will be opportunities for extra credit throughout the semester.

Student Behavioral Expectations or Conduct Policy:

Students are expected to behave with decorum and respect their classmates and professor. Students must be punctual and regularly attend face-to-face class, coming to class ready to learn and engage. Participation is a must. The dress policy for this course is as follows: come to class fully dressed (no pajamas!) and do not wear anything that may hinder others 'ability to learn in the classroom. **Face masks are not require, but are encouraged.** No food or gum is allowed in the classroom, although beverages are allowed. If a student needs to eat during class for medical reasons, the student should let the professor know. Disrespect of these rules may result in a failing grade and/or dismissal from the class.

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 additional guidelines specific to this course.

McLennan COMMUNITY COLLEGE

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MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. For additional information, please visit www.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

Title IX:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.