McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition I

English 1301.016

Molly Hunt

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.

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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 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 lecture)

Course Notes and Instructor Recommendations:
This course is a lecture format, so attendance is the key to your success. All work and announcements will be posted on Brightspace, so it is up to you to keep track of the assignments and deadlines.

Technical Requirements

- Students enrolled in this course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-todate systems.

Recommended Programs

- Microsoft Office 2007 or newer, Google Drive (available to all students via their MCC email accounts) or OpenOffice.org – please do not use Pages, Word Perfect, or MS Works as your word processing software.
- Adobe Reader
- Java
- PowerPoint Viewer

Using Brightspace:

All course materials are posted on Brightspace, and MOST assignments will be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at brightspace.mclennan.edu.

Turnitin
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (herein after "the Service.") The instructor may use the Service to review all submitted essay assignments.

Instructor Information:

Instructor Name: **Molly Hunt**
MCC Email: **mhunt@mclennan.edu**
Office Phone Number: 254-299-8960 (please leave a voicemail message)
Office Location: FOB 112
Office/Teacher Conference Hours: Tuesdays/Thursdays 10:00-11:00 and 12:30-2:00pm
Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment.

Required Text & Materials:

Title: *Writing is Easier Than You Think*
Author: Nicholas Webb
***This is an online textbook written by an MCC professor. Click the title above to access the full textbook. ***

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's TurnItIn feature, and the MCC library's collection of databases.

Instruction methods will include lecture PowerPoints, class discussion boards, reading assignments, group work, writing assignments, quizzes, and written examinations. Most writing assignments will require multiple drafts and revision.

I will post class announcements, the work for each Unit organized week by week, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. You are responsible for checking Brightspace regularly.

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

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

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:

Week 1

- Introduction. Course Overview, Reading Assignments
- Overview of "Getting Started" on Brightspace
- Discuss Essay #1

Week 2

- Showing, Not Telling
- Outline for Essay 1

Week 3

- Labor Day
- Peer Editing and Revising
- **Essay #1 due Sept.12 by 11:59 pm**

Week 4

- Introduce Essay #2
- Features of the Genre
- Brainstorming

Week 5

- Reading example essays.
- Thesis and Transitions

Week 6

- Outline and Organize
- **Rough Draft for Essay 2**

Week 7

- Editing and Revising
- Writer's Workshop
- **Essay 2 due Oct 10th by 11:59 pm**

Week 8

- Introduce Essay 3 - Informative
- Writer's Purpose. Credible Evidence
- Using Sources Responsibly
- Brainstorming

Week 9

- Paragraph Organization and Academic Language
- MLA Citations and Works Cited
- Plagiarism

Week 10

- Editing and Revising
- Writer's Workshop
- **Essay #3 Due on Oct. 30th by 11:59 pm.**

Week 11

- Introduce Essay 4
- Elements of an Argument
- Ethos, Pathos, Logos
- Brainstorm

Week 12

- Library Skills
- Academic and Credible Sources
- Plagiarism Review

Week 13

- Outline and Rough Draft

Week 14

- Thanksgiving Week
- **Essay 4 due by Nov 28th at 11:59pm**

Week 15

- Designing Presentations

Week 16

Final Exam Week

*This schedule is subject to change as necessary.

Course Grading Information:

Grades in the course will be based on a sum of the weighted average your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam grades will be based on the standards reviewed in class. Note: **To pass the course, students must complete all major essay assignments.**

Final grades will correspond to the following scale:
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

Course grades will be based on the following approximate percentages:

Assignment	Percentage
Daily Work/Quizzes	20%
Essay 1	15%
Essay 2	15%
Essay 3	20%
Essay 4	20%
Final Exam	10%

(Note: I reserve the right to adjust these percentages as necessary)

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students review their grades and determine what question(s) to ask prior to contacting me.

Late Work, Attendance, and Make Up Work Policies:

Late work: Late work is not accepted.

Attendance: Per college policy, students must attend at least 75% of scheduled class meetings. Attending class is the key to success in this course.

Student Behavioral Expectations or Conduct Policy:

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

Academic Integrity

Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

• Cheating: 1) Copying from another student's test paper, essay, assignment, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the assessment; 3) Collaborating with or seeking aid from another student during an assessment without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself.

• Plagiarism: The deliberate appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit.

** For students who are retaking this course, you may not reuse essays written in a previous semester, in part or in whole. All writing that you submit must be new and original work.

• Collusion: The unauthorized collaboration with another in preparing work offered for credit.

*** 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 additional guidelines specific to this course.

* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at 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 notified via 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.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html 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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward 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 be lost or placed in junk or spam filters.

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.