McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COURSE NAME

English Composition I (ENGL 1301)

Sections: 202, 203, 214, 215, 220, 222, 223, 244

Dr. Lisa Martin

NOTE: This is an 8-week course.

NOTE: This is a Blended/Hybrid course.

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:

Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

Course Notes and Instructor Recommendations:

This course will help you become a better writer, reader, and thinker. It requires a lot of hands-on work practicing your writing. The qualities students must have to pass this course are

- Willingness to engage / practice / try / work
- Developed time management skills
- Ability to work independently
- Ability to work with a small group
- Willingness to seek tutoring or extra help when needed.

Course Format: This is a hybrid class. That means half of the time for this course (3 hours per week) is spent on campus, and the other 3 hours of study is spent online, on your own. Homework hours are *in addition* to the three hours of online study.

Getting Help: We will have an embedded Supplemental Instruction (SI) tutor. An SI tutor is a student who has already passed the course or who is doing well in the course and provides help to students who have questions or want someone to work with on the course. The SI tutor in our class is Keyerra Chadwick. We will discuss how to contact Keyerra when we go over the course in the first week in class.

Important Communication Notes: Students will be expected to regularly check their MCC email accounts. To learn how to do this, see https://www.mclennan.edu/student-email/. Students may email the instructor using a personal email account, but replies *may* be sent to the student's MCC email account. Please be diligent about checking your MCC email.

Students will also need to regularly check BrightSpace, as half of the course content will be housed there, as well as the Instructor Plan, a list of due dates, announcements, and so on. To learn how to use BrightSpace, click here: https://www.mclennan.edu/brightspace-students/docs/Navigating_Brightspace_For_Students.pdf

Instructor Information:
Instructor Name: Dr. Lisa Martin
MCC Email: Lmartin@mclennan.edu
Office Phone Number: 254-299-8807 (Please call 254-315-2347, my personal #, instead of office #)
Office Location: FOB 204
Office/Teacher Conference Hours: MW, 9:30 – 10:30 and online by Zoom appt.
Other Instruction Information: You may text me at 254-315-2347. Please identify yourself and your course (ENGL 1301).

Required Text & Materials:
Title: *The Writer's Mindset*
Author: Lisa Hoeffner
Edition: 1st
Publisher: McGraw-Hill
ISBN: 9781260526356

You may rent the book from McGraw-Hill (in either electronic or paper version) at this site below, or you may use the MCC Bookstore.
https://www.mheducation.com/highered/product/writer-s-mindset-hoeffner/M9781260526349.html#buying-options

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

Methods of Teaching and Learning:
This is a hybrid class. That means half of the time for this course (3 hours per week) is spent on campus, and the other 3 hours of study is spent online, on your own. Homework hours are *in addition* to the three hours of online study.

In-class (on campus) work will consist of lectures, demonstrations, discussions, and writing workshops. In writing workshops, students will be composing parts of writing projects and conferring with the instructor and their classmates for the purpose of improving their writing. The writing workshop days are very important because a portion of each essay grade is based on what the student accomplishes in workshop.

The online (hybrid) part of this class will largely consist of preparing for the on-campus work. The online modules will lead you through the preparatory work and will present you with tests that you will take *before* the next class. You will learn how to do this during the first week of class.

Students are expected to have regular access to a computer. Students may use, free of charge, the computers in the MCC Library as well as the computers in the Academic Support and Tutoring Center. For their hours, see:

Academic Support and Tutoring: https://www.mclennan.edu/campus-resource-guide/academic-help.html

MCC Library: https://www.mclennan.edu/library/index.html

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:

This schedule may change. All changes will be announced in class or in the announcements area of our BrightSpace course.

Week / Day for On-Campus Sessions	Actual Date	What We're Doing in Class	What's Due Before the Next on-Campus Class
1M	10/18	Introduction to Course	Complete Module 1 in BrightSpace. (This is due before class on 1W.)
1W	10/20	Chapters 1 and 2; Qualities of Good Writing	Complete Module 2 in BrightSpace. (This is due before class on 2M.)
2M	10/25	Chapter 3; Overview of MLA Style; Discussion of Essay #1; Intro to Chapter 5	Complete Module 3 in BrightSpace (Use due date pattern established above for remaining Modules.)
2W	10/27	Workshop #1: Planning and Drafting	Complete Module 4 in BrightSpace
3M	11/1	Workshop #2: Revision Strategies	Complete Module 5 in BrightSpace
3W	11/3	Chapter 7; Introduction to Research; Discussion of Essay #2	Complete Module 6 in BrightSpace
4M	11/8	Workshop #3: Using Research	Complete Module 7 in BrightSpace
4W	11/10	Workshop #4: Revising	Complete Module 8 in BrightSpace
5M	11/15	Chapter 7; Integrating Research; Conducting Self-Assessment of Writing Strengths and Weaknesses; Discussion of Essay #3	Complete Module 9 in BrightSpace

5W	11/17	Workshop #5: Addressing Personal Weaknesses in Your Writing	Complete Module 10 in BrightSpace
6M	11/22	Chapter 8; Team-based Writing Projects	Complete Module 11 in BrightSpace
6W Holiday	11/24 No Class		Complete Module 12 in BrightSpace
7M	11/30	Workshop #6: Working as a Team	Complete Module 13 in BrightSpace
7W	12/1	Workshop #7: Presenting Team-Based Projects; Writing on Demand (Timed Writing)	Complete Module 14 in BrightSpace
8M Last Class Day	12/6 Last Class Day	Essay #5 (in class) – Timed Writing Assignment	
Final Exam	12/8	See announcements for more info on the final exam time/date/method.	

Course Grading Information:

BrightSpace Modules (Average of all work in BrightSpace modules)	20%
Essay #1 Workshop	5%
Essay #1 Product	5%
Essay #2 Workshop	7.5%
Essay #2 Product	7.5%
Essay #3 Workshop	7.5%
Essay #3 Product	7.5%
Essay #4 (Team-Based) Peer Evaluation	7.5%
Essay #4 Product	7.5%
Essay #5 (Timed Writing)	10%
Final Exam	15%

Late Work, Attendance, and Make Up Work Policies:

Late Work: No late work is accepted.

- If you miss class on a workshop day, your grade for that workshop is a zero.
- If you miss only one (or no) class, all semester, I will drop your lowest workshop grade.

The BrightSpace modules have "open" and "closed" dates/times. In general, the work for a class closes on 12:00 am on the day of the class. For example, if Module 3 is due before Wednesday's class, Module 3 will be available until 11:59 pm of the Tuesday night before Wednesday's class. At 12:00 am on Wednesday, the module is no longer available.

- I will drop your two lowest assignment grades that come from module work (regardless of your attendance).

Late Attendance: Students are expected to be on time to class.
- Students who are late to class will receive -5 points on the week's workshop grade for each day late that week, regardless of whether the day they were late was a workshop or not.
- No excuses are accepted for lateness, so make arrangements to be on time.

Early Departure: Students are expected to stay in class the full class length.
- Students who leave early will receive -5 points on the week's workshop grade for each day they leave early.

Drop Policy: Students are expected to *both* attend class and participate online in hybrid courses. Online participation counts as attendance. There are 14 BrightSpace modules and there are 14 on-campus sessions. This totals 28 "units." Missing an in-class session is equivalent to missing one unit. Not completing *every assignment in a BrightSpace module* is equivalent to missing one unit. Students who miss 20% of the course (6 units) will be automatically dropped by the instructor.

Student Behavioral Expectations or Conduct Policy:

Some actions and behaviors produce a negative classroom environment or an environment not conducive to learning. As such, these behaviors have an impact on a student's grade. Additionally, students who exhibit these behaviors may be summoned for a conference, or if the behavior is severe, may be administratively withdrawn from the course. This list is not meant to be conclusive but to provide an overview of the kinds of behaviors to avoid:

- Demonstrating a lack of respect for fellow students or the instructor
- Using language that makes others uncomfortable (profanity, vulgarity, comments that are racist, sexist, and so on)

- Sleeping in class, eating in class, texting in class, using the computers in class for non-course related activities, leaving class for breaks, leaving early, and so on. These activities will result in point deductions from the week's workshop grade.
- Not having assigned drafts, books, or supplies necessary to do classwork will result in point deductions from the week's workshop grade.
- Not fully participating in workshopping activities (such as critiquing a peer's paper, joining in discussion groups, etc.) will result in point deductions from the week's workshop grades.

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

C O M M U N I T Y

C O L L E G E

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.