McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGL 1301.294

ENGL 1301.295

NICHOLAS WEBB

NOTE: This is an 8-week course.

NOTE: This is an online 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.

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, 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.

Course Notes and Instructor Recommendations:
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.

All student essays and writing assignments (unless specifically stated by the instructor) will be typed and submitted in electronic form. *No hardcopies* will be submitted. The electronic copy is due to Brightspace and/or TurnItIn (as assigned) before 11:59 p.m. of the due date.

All written responses (homework, quizzes, in-class writing assignments, essays, tests, etc.) must be three things. 1) They must be presented in complete, grammatically correct sentences. 2) They must conform to standard style. 3) They must be the original work of the student-author who is submitting them.

Instructor Information:
Instructor Name: Nicholas Webb
MCC E-mail: nwebb@mclennan.edu
Office Phone Number: 254-299-8945
Office Location: FOB 105
Office/Teacher Conference Hours: Available by appointment via email or Zoom

Required Text & Materials:
Required textbook readings will all be available by clicking on this link. (This link will also be posted in Brightspace.) You will *not* be required to purchase texts.

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

Methods of Teaching and Learning:
All English 1301 instructors will assign a research project with shared parameters that will be graded by a common rubric. The project will include both a written product and a presentation. To meet core objectives, students will accurately evaluate, compare, and integrate at least three secondary sources; cite sources correctly and appropriately using MLA documentation style; and work together to improve the product through shared data collection, peer review, and self and team-member analysis.

Course Objectives and/or Competencies:
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.

Basic Paper and/or Presentation Rubric

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

Criteria	Outstanding	Proficient	Basic	Below Expectations
Mechanics	-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors.	-Demonstrates competent command of format & diction. May have minor mechanical, grammar, spelling, or diction errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.
Teamwork	-Actively assists in meeting group goals. - Treats others respectfully at all times. - Consistently provides assistance and/or encouragement to all team members.	-Contributes to meeting group goals. -Treats others respectfully. -Assists and/or encourages other team members.	-Participates with teamwork requirements but does not actively work beyond the minimum required. -Treats group members respectfully but does not interact fully.	-Does not assist the group and/or fails to treat group members respectfully.
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 deadlines 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

Course Outline or Schedule:

The following table outlines the semester's major due dates. Please note, however, that additional assignments, readings, and quizzes (not listed below) may be added to this schedule as the semester progresses. Further, adjustments to due dates—if determined to be necessary by the instructor—may also occur. If changes are made, these will be communicated to students both in class and via Brightspace announcements.

WEEK 1		
Tues., Oct. 19		**DUE: Unit 1A — Syllabus Quiz** **DUE: Unit 1B — Plagiarism Agreement**
Fri., Oct. 22		**DUE: Unit 1C — First Paragraph** (Identity Essay)
Sun., Oct. 24		**DUE: Unit 2 — Textbook-Chapter Quiz** (**"Introduction"**)
WEEK 2		
Fri., Oct. 29		**DUE: Unit 3 — Revised First Paragraph with First-Seeing Scene** (Identity Essay) **DUE**: Assigned Textbook Reading (**"How to Format Your Document"**)
Sun., Oct. 31		**DUE: Unit 4 — Textbook-Chapter Quiz** (**"Film Analysis"**)
WEEK 3		
Fri., Nov. 5		**DUE: Units 5 and 6 — Completed Identity Essay**
Sun., Nov. 7		**DUE: Unit 7 — Textbook-Chapter Quiz** (**"Personal-Descriptive Essay"**)
WEEK 4		
Fri., Nov. 12		**DUE: Unit 8 — Completed Personal-Descriptive Essay**

Sun., Nov. 14		**DUE: Unit 9 — Textbook Chapter Quiz** (**"Citing Sources"**) includes a Plagiarism Quiz
WEEK 5		
Fri., Nov. 19		**DUE: Unit 10 — Completed Responding-to-Critics Essay**
Sun., Nov. 21		**DUE: Unit 11 — First Paragraph** (Argument Essay)
WEEK 6		
Tues., Nov. 23		**DUE: Unit 12 — Textbook Chapter Quiz** (**"Argument Essay"**)
WEEK 7		
Tues., Nov. 30		**DUE: Units 13 and 14 — Completed Argument Essay**
WEEK 8		
Tues., Dec. 7		**FINAL EXAM**

Course Grading Information:

By the end of the semester, students will have written five essays totaling between 25 and 40 pages. The following guidelines serve as the ratio for determining final grades:

- 45% of the grade will come from the major essays, at least one of which may be written in class with little or no preparation;
- 25% of the grade will come from the research-based argument essay, between 5-10 pages long and utilizing at least 5 sources;
- 20% of the grade will come from the final exam, of which at least one half will be an essay written in class;
- 10% of the grade will come from daily work, such as homework, quizzes, in-class writing assignments, and workshop participation.

MCC Grading System

A Excellent..... 100%-90%
B Good..... 89%-80%
C Fair..... 79%-70%
D Poor 69%-60%
F Failing..... below 60%

W Withdrew — This grade is given for an instructor- or student-initiated course withdrawal through the 9th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term).

I Incomplete — This grade is given when a course is incomplete because of student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

The first time a student submits plagiarized work to the instructor, that assignment will receive a score of zero points. The second time a student submits plagiarized work to the instructor, that student will earn an F in the course. For further details, see Academic Integrity Statement below.

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

All work is due at the time that it was assigned to be turned in. A deadline is a deadline. All late work will automatically lose 10 percent of its total value beginning at the moment the task is due, and will continue to lose 10 percent per day until the grade is a zero. After the assignment is three days late, it will *not* be accepted and will earn a score of zero points.

The following possible penalties will be enforced on all applicable assignments:

- Failure to submit a digital copy of an assignment results in a 100% deduction.
- Failure to double space an assignment results in a 15% deduction.

Unless arrangements are made in advance with the instructor, there will be no make-ups for missed daily work, quizzes, or exams.

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.

Student Behavioral Expectations or Conduct Policy:

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty. 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.

For face-to-face classes, any behavior that disrupts the learning process will be grounds for dismissal from the class for that day. Unacceptable behavior includes (but is not limited to) excessive lateness, walking out of class without the instructor's permission, talking in class, reading or doing outside work in class, listening to music, making and/or receiving phone calls and/or text messages, and eating in class. Students who are sleeping, who appear to be sleeping, or who refuse to participate in assigned class activities will be counted absent for the day. Student who use smartphones in class, or who appear to be using smartphones (as determined by the instructor), will be marked absent for the day. Additionally, two tardies will be counted as an absence.

Student use of electronic devices is prohibited in face-to-face classes, unless prior approval from the instructor is granted. The use of a non-approved device, or the appearance of use (as determined by the instructor), will result in a recorded absence for the student for that day.

ENGL 1301 Academic-Integrity Statement:

Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty:

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Students who submit

plagiarized work (in part or in whole) will receive a grade of zero on that work. Further, students who allow their work to be plagiarized will also receive a zero on the work in question. Students who submit plagiarized work (in part or in whole) a second time, or who allow their work to be plagiarized a second time, will receive a grade of F for the course.

Some plagiarism is determined very objectively, that is to say, the instructor finds matching sequences of text (phrases, sentences, paragraphs) published by another author. Other plagiarism is determined more subjectively, that is to say, the instructor will evaluate the text's authenticity and originality. One tool the instructor may apply to determine authenticity and originality is comparing and contrasting the text to other work the student has generated in the class. This includes, but is not limited to, discussion, homework, quizzes, in-class writings, essays, and exams. Additionally, a meeting with the student to discuss the paper may be another tool the instructor employs to assess a text's authenticity and originality.

All texts that contain plagiarism will be presented to MCC's Coordinator of Discipline. The Coordinator may determine additional penalties.

MCC Attendance Policy:

* **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.

ENGL 1301 Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Please refer to the Highlander Guide for the complete policy.

For online courses, a student earns an absence for each assignment that is not turned in.

Students with recorded absences that equal or exceed 25% of the semester's scheduled classes will be withdrawn from the course. For a 16-week semester, eight absences exceeds the 25% plateau. For a 16-week hybrid semester, four absences exceeds the 25% plateau. For a summer class, five absences exceeds the 25% plateau. For a minimester class, three absences exceeds the 25% plateau.

Students who fail to attend three consecutive classes (in a 16-week course) or two consecutive classes (in a hybrid, summer, or minimester course) without communicating valid reasons (as determined by the instructor) in writing for each absence will be withdrawn from the class.

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Guidelines for Avoiding Plagiarism

Plagiarism is the intentional—or unintentional—use of someone else's work without adequate documentation. Whenever writers want to include another's ideas, key terms, or copied text into their own papers, they must always use that borrowed information accurately and ethically.

Documentation, an agreed upon style of providing credit to others' work, is necessary in order to avoid plagiarism. Plagiarism is a serious offense in college-level writing, for it is intellectually dishonest, robbing authors of their property.

All documentation styles include internal citations, a works cited list, and **quotation marks** around copied terms and information.

To consider: As we would never borrow one of our neighbor's possessions without asking permission, we should never use someone's words or ideas without permission. Correctly documenting someone else's material permits us legal use of words and ideas not belonging to us.

It should be obvious that buying papers, using someone else's papers, and similar activities are plagiarism at its worst.

Each instructor will determine penalties for plagiarized work.

Tip: As many documentation styles exist (MLA, APA, and Chicago are used in colleges and universities), be certain to ask your professor which type of documentation style is required for the class.

Document when

- You use someone's ideas from any traditional or web source
- You copy sentences and phrases from a source
- You copy a key term from a source
- You use information from an interview or survey
- You copy pictures, charts, and diagrams from sources
- You use information you did not originate

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.