

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Introduction to Composition

English - 1301: C33

Angela Cuba

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
English 1301: C33

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 complete in Writing or the equivalent. Semester hours 3 (lec 3)

Course Notes and Instructor Recommendations:

Our goal is the same: to help you become a better writer so you can successfully complete your college courses in the near future. Our work in Composition I will be challenging. You must prepare yourself mentally to develop habits of preparation, discipline, and hard work well in advance of the deadlines. I understand that for many of you, this is your first college course. I always want to be fair to you. If you have a question for me about an assignment, a grade, or anything we've discussed in class, I encourage you to come and speak with me. I am with you every step of the way and will do whatever I can to help you succeed--but you must do your part as well!

Instructor Information:

Instructor Name: Angela Cuba

BLR Email: acuba@bishopreicher.com

Office Phone Number: 254-752-8349

Office Location: Bishop Louis Reicher Catholic School

Office Hours: Immediately following class on Mondays and Wednesdays

Required Text & Materials:

Title: *The Writer's Workshop*

Author: Roper, Gregory

Edition: 2007

Publisher: ISI Publications

ISBN: 978-1933859330

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

Methods of Teaching and Learning:

Composition I utilizes the following methods of instruction, including daily critical reading, note-taking, discussion, and writing: Lecture, note-taking, discussion groups, peer-editing, student performances/presentations, portfolio, written reports/papers, exams, annotations, daily writing assignments

Course Objectives and/or Competencies for Communication (composition courses):

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

Course Outline or Schedule:

- Aug 29--MA 1
- Sept 27--MA 2
- Oct 4--Midterm Exam
- Oct 13--MA 3
- Nov 10--MA 4
- Nov 10-18--Presentations
- Dec 6--Final Exams

Please see the course schedule for a weekly outline of course material. The schedule is subject to change. These changes may be announced in class, through email, and/or Brightspace. Please attend to the schedule and take note of any changes.

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Course Grading Information:

By the end of the semester, students will have written at least 5 essays totaling approximately 4000 words and/or 20 pages. The following guidelines serve as the ratio for determining final grades:

- 40-50% of the grade will come from 3 essays, at least one of which will be written in class with little or no preparation
- 20-30% of the grade will come from a research-based essay of between 5 and 10 pages long, utilizing at least 5 sources
- 10-20% of the grade will come from the final exam, of which at least one-half will be an essay written in class
- 10-20% of the grade will come from daily work, such as homework, quizzes, tests, journals, and participation

In order to pass Composition I, students must:

1. *Turn in all major assignments*
2. *Turn in their portfolio at the final exam*
3. *Earn at least a "C" as the final grade*

Notebooks:

Students will be required to keep a notebook for daily writing assignments. These assignments may be entered in a spiral or loose-leaf in a folder with brads. These assignments will be hand-written, not typed. Notebook assignments include pre-writing, journal entries, reflections, self-evaluations, annotations, vocabulary assignments. Notebooks may be periodically checked for completion. They will be turned in with the portfolio at the final exam. See attached rubric for grading information. 200pts total

Short Writing Assignments:

Short Writing Assignments develop the students' ability to apply critical thinking as well as respond effectively to a variety of texts. Students will analyze the structures and techniques used by authors to communicate meaning. Each assignment will vary in its instruction. The minimum length of each assignment is 300 words. Short Assignments will be typed and graded according to the standards and conventions of academic writing. They will be due in digital form at 11:59 on the due date listed on the calendar. See the attached rubric for grading information. 200pts total.

Major Writing Assignments:

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The five Major Writing Assignments assess the students' ability to put into practice in a substantial way the daily lessons of the course. Two in-class writing assignments will be administered at the beginning and end of the semester. Major Assignment 2 will be a rhetorical analysis of a persuasive essay, Major Assignment 3 a revision of Major Assignment 2, and Major Assignment 4 will be an academic research essay. The word length, requirements, prompts, and points total for each assignment will vary. Separate rubrics will be provided for each assignment. Major Assignments will be typed and graded according to the standards and conventions of academic writing. They will be due in digital form at 11:59 on the due date listed on the calendar. 900pts total.

Portfolio

The portfolio is a combined assessment of the work and progress completed by the student throughout the semester. It includes the hand-written work, tests, and notes (notebook) and the digital work (Short Assignments and Major Assignments). It will include the final self-evaluation of the semester. See the attached rubric for grading information. 200pts total.

In summary:

Notebooks--200pts

Short Assignments--200pts

Major Assignments--900 pts

Portfolio--200pts

A more complete breakdown of the points is given on the calendar.

Grading Scale

1327-1500 points = A

1178-1326 points = B

1028-1177 points = C

Below 1028 = F

Participation:

Exemplary participation is expected of all students in Composition 1. Participation will be assessed in conjunction with the seven self-evaluations assigned throughout the semester. Participation points will be assessed as a part of the final grade for the course according to the rubric I have given you. I reserve the right to issue the final grade in consideration of the overall level of participation shown by the student. This means that underperformance in participation will negatively affect the student's grade, while habits of good participation and effort will be rewarded.

Academic Integrity:

Academic Integrity is integral to the study of rhetoric and composition. Simply put, if you don't do your own work, you won't learn and improve your writing. All violations of academic integrity, including, but not limited to:

Plagiarism: Using words, ideas, and or grammatical structure other than your own

Falsification: Inventing evidence or wrongly attributing evidence to a source

Cheating: Using unauthorized notes or aids before, during, or after a test, or giving someone unauthorized notes or aids before, during, or after a test.

Prohibited collaboration: Working with others or with the help of others when the assignment is specifically assigned to the individual

Failure to use the conventions of the MLA in the citation of sources: Using or referencing sources (ie, paraphrasing), but without the proper citation

Each of these violations may be grounds for failure of the assignment and disciplinary action, as well as dismissal from the course. See the course catalog and the BLR handbook for more information.

Late Work, Attendance, and Make Up Work Policies:

Attendance is mandatory to pass the course. More than three absences may be grounds for failure and/or dismissal from the course. PLEASE TAKE NOTE: I will maintain the MCC policy for excused absences for sports and illness. You must inform me promptly of such absences, either in-person or through email. You must be on time in order to pass the course. Arrival after 5 minutes from the start of the class is considered tardy. More than three tardies will constitute an absence.

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Work will be turned in by 11:59pm on the day indicated on the calendar. Late work will normally not be accepted. A failure to turn in a major assignment will result in a consultation with me and a possible dismissal from the course. You may request a consultation after failure of a test or a major assignment, however, I am not obligated to give consultations to students who have demonstrated a habit of not attending class, being tardy, or not turning in work. The highest grade possible for re-taking or re-writing a major assignment is a C. Additionally MCC policies concerning attendance and make-up work may be found here:

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Student Behavioral Expectations or Conduct Policy:

Students of Bishop Louis Reicher Catholic School will exemplify the core values of Joy, Unity, Excellence, and Relationship at all times. In Composition, that means that they will follow the rules of the BLR handbook, including those regarding dress-code, academic honesty, attendance. Taking a college course is a privilege. The students of Bishop Louis Reicher will demonstrate charity for one another and reverence for the Catholic faith in their speech. During debates or discussions, they will attend to the contributions of their classmates with good-will and with moderation. They should express their opinions with the same spirit. These expectations will also be required of written responses. Any serious violations of these expectations will result in a consultation and have a critical effect on your participation grade.

From the Highlander guide: "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."

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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C O M M U N I T Y

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 Requirements 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.