

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**COMPOSITION 1301**

**ENGL - 1301- C47**

**DANIELLE FERRERA**

**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 C47

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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 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:**

Receiving an acceptable score on ACT, SAT, or the TSI/A. Taking this class concurrently with INRW lab.

### **Course Notes and Instructor Recommendations:**

Schedules and assignments are subject to change. Up to date information on assignments should be accessed through Brightspace. You should plan to study about 3-4 hours outside of class a week. ALL papers require conferences with the instructor which will be held during office hours via Zoom.

### **Instructor Information:**

Instructor Name: Danielle Ferrera

MCC Email: [dferrera@mclennan.edu](mailto:dferrera@mclennan.edu) Please allow 24 hours for a response

Cell Phone Number: 956.261.4796 [text/call between 8:00am-9:00pm] Please allow several hours for a response

ZOOM Office: <https://mclennan.zoom.us/j/9994438121>

Or, go to <https://mclennan.zoom.us/join> and enter meeting ID: 999 443 8121

Office/Teacher Conference Hours: TBA and posted in Brightspace

### **Required Text & Materials:**

Title: *Writing is Easier than You Think*

Author: Nick Webb

Edition: e-book

[https://drive.google.com/file/d/1eKoZFn7bPnw9AUxYLU\\_WpAclZ2qxBAE9/view?usp=sharing](https://drive.google.com/file/d/1eKoZFn7bPnw9AUxYLU_WpAclZ2qxBAE9/view?usp=sharing)

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

### **Methods of Teaching and Learning:**

Students will complete readings from the textbook in order to prepare for the class lecture. Students will be instructed in the elements of genre and will utilize online discussion boards where they will be required to interact with their peers on topics in writing. Students to complete original pieces of writing that follows a specific structure or genre, or a hybrid of genres and utilize the [writing process](#). Students will complete revision through peer editing and

## COMPOSITION I

ENGL 1301 C47

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conferencing . Students will complete work that demonstrates their use of grammar and mechanics in writing and speaking as will demonstrate that knowledge through quizzes.

### **Course Objectives and/or Competencies:**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and correct attribution (MLA).
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.

# COMPOSITION I

ENGL 1301 C47

## Course Outline or Schedule:

Changes to the class schedule are anticipated and will be updated on the schedule in Brightspace.

WEEK	DATES	ASSIGNMENTS DUE	
UNIT 1: PERSONAL DESCRIPTIVE ESSAY	WEEK 1 8/23 – 8/29	READING	<i>Personal Descriptive Essay</i> pgs. 1-25
		DISCUSSION	Introduction Discussion
	WEEK 2 8/30 - 9/5	DISCUSSION CONFERENCE	Personal Descriptive Discussion Personal Descriptive Conference
		ASSIGNMENT	MLA FORMAT OF A PAPER
		QUIZ	GRAMMAR QUIZ #1
	WEEK 3 9/6 - 9/12 9/6 No class Labor Day	PEER REVIEW CONFERENCE ESSAY	Personal Descriptive Conference Personal Descriptive Peer Review Personal Descriptive Essay
UNIT 2: FILM ANALYSIS	WEEK 4 9/13- 9/19	READING	Read <i>Film Analysis</i> pgs. 1-21
		QUIZ	GRAMMAR QUIZ #2
		DISCUSSION	Film Analysis Discussion
	WEEK 5 9/20 – 9/26	OUTLINE	Film Analysis Outline Film Analysis Conference
		QUIZ	GRAMMAR QUIZ #3
	WEEK 6 9/27 – 10/3	FILM ANALYSIS PEER REVIEW ESSAY	Film Analysis Conference Film Analysis Peer Review Film Analysis Essay
UNIT 3: RESPONDING TO CRITICS	WEEK 7 10/4 -10/10	READINGS	Read <i>Responding to Critics</i> pgs. 1-7,
		DISCUSSION: RESPONDING TO CRITICS	MLA Critic Sources
		QUIZ	GRAMMAR QUIZ #4
	WEEK 8 10/11 – 10/17	PROPOSAL	Critic Proposal
		QUIZ	GRAMMAR QUIZ #5

## COMPOSITION I

ENGL 1301 C47

	<b>WEEK 9</b> 10/18 – 10/24 10/18 – No class	ANNOTATED BIBLIOGRAPHY	Critic Sources
		QUIZ	GRAMMAR QUIZ #6
	<b>WEEK 10</b> 10/25 -10/31	READINGS	Compilation essay pgs. 1-2
		QUIZ	GRAMMAR QUIZ #7
		CONFERENCE	Responding to Critics Conference
	<b>WEEK 11</b> 11/1 – 11/7	QUIZ	GRAMMAR QUIZ #8
		PEER REVIEW FILM ANALYSIS w/ RESPONDING TO CRITICS ESSAY	Responding to Critics Peer Review Film Analysis with Responding to Critics Essay
UNIT 4: ARGUMENT ESSAY	<b>WEEK 12</b> 11/8 – 11/14	READING	Read <i>Argument Essay</i> pgs. 1-39
		QUIZ	GRAMMAR QUIZ #9
		DISCUSSION	Argument Discussion
	<b>WEEK 13</b> 11/15 – 11/21	CONFERENCE	Conference
		QUIZ	GRAMMAR QUIZ #10
	<b>WEEK 14: 11/22 -11/28</b> <b>THANKSGIVING BREAK – NO CLASS</b>		
	<b>WEEK 15</b> 11/29 - 12/5	ESSAY	Argument Essay
		PEER REVIEW	Argument Peer Review
	<b>WEEK 16</b> 11/29 - 12/6	REFLECTION	Argument Reflection

## COMPOSITION I

ENGL 1301 C47

**Course Grading Information:**

CATEGORY	DUE DATE	ASSIGNMENT	POINTS
SKILLS ASSIGNMENTS <sup>^</sup> 200	9/5	MLA formatting	40
	9/26	Film Analysis Outline	40
	10/24	Critic Analysis Proposal	40
	11/17	Critic Analysis Annotated Bibliography	40
	12/8	Writing Reflection: Argument Essay	40
GRAMMAR QUIZ 100	Week 2	Quiz #1: Capitalization	10
	Week 4	Quiz #2: Punctuation	10
	Week 5	Quiz #3: Possessive	10
	Week 7	Quiz #4: Homophones	10
	Week 8	Quiz #5: Paragraphs	10
	Week 9	Quiz #6: Commas	10
	Week 10	Quiz #7: Contractions	10
	Week 11	Quiz #8: Semicolon	10
	Week 12	Quiz #9: MLA formatting	10
	Week 13	Quiz #10: Quote Integration & Intext Citations	10
DISCUSSIONS <sup>^</sup> 100 points	8/29	Introduction Discussion	20
	9/5	Personal Descriptive Discussion	20
	9/19	Film Analysis Discussion	20
	10/10	Responding to Critics Discussion	20
	11/14	Argument Discussion	20
ESSAYS <sup>^</sup> 400 points	9/12	Personal Descriptive Essay	100
	10/3	Film Analysis Essay	100
	11/7	Film Analysis Essay with Responding to Critics	100

# COMPOSITION I

ENGL 1301 C47

	12/5	Argument Essay	100
<b>CONFERENCES</b> <b>100 points</b>  All conferences are student prompted to be held during office hours or during class.	<i>Conferences can be completed any time during a unit, but must be completed before the due date of the Essay</i>	Personal Descriptive Conference	25
		Film Analysis Conference	25
		Responding to Crititics Conference	25
		Argument Peer Conference	25
<b>PEER REVIEWS*</b>  <b>100 points</b>  *All peer reviews are conducted in class	9/8	Personal Descriptive Peer Review	25
	9/29	Film Analysis Peer Review	25
	11/3	Responding to Crititics Peer Review	25
	12/1	Argument Peer Review	25

**^ALL SKILLS ASSIGNMENTS, DISCUSSIONS, AND ESSAYS ARE DUE ON SUNDAY NIGHT BY 11:59 PM CST TURNED INTO BRIGHTSPACE, UNLESS SPECIFIED OTHERWISE.**

## GRADE CALCULATION:

Throughout this course you accumulate points to obtain a final grade. To find your grade during the course, you take the number of points you have and divide it by the number of points available in the class. Then multiply the answer you get by 100 to get your grade percentage. This grade percentage will correlate with a letter grade.

**ex.** Juan has 716/1000 points.  $716 / 1000 = 0.716$   $0.716 \times 100 = 71.6\%$ , MCC does not round up, so Juan receives a 71%. Juan's letter grade is a C.

**GRADING SCALE:** The following scale serves as the ratio for determining final grades.

POINTS	PERCENTAGE	LETTER GRADE
900 -1000 points	90.0% - 100%	<b>A</b>
800 - 899.9 points	80.0% - 89.9%	<b>B</b>
700 - 799.9 points	70.0% - 79.9%	<b>C</b>
600 - 699.9 points	60.0% - 69.9%	<b>D</b>
599.9 points & below	59.9% and below	<b>F</b>

## COMPOSITION I

ENGL 1301 C47

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**Your grade consists of 1000 points which are broken down by assignments on the previous page. Rubrics are usually provided for each assignment except for quizzes where each question is assigned a point value.**

### **ACADEMIC HONESTY & PLAGIARISM:**

Students will be evaluated only on their own original academic work. A plagiarized paper will receive a zero and there will be no opportunity to submit another assignment its place. Plagiarism is defined as using the intellectual or actual work of another person without properly giving credit to that individual, this includes copying, paying for someone to write your paper or portions of it, incorrectly citing information or sources, as well as using a paper from another class at the collegiate or secondary level. **All writing assignments are run through TURNITIN when submitted in Brightspace. This engine searches for similar information from other sources including: websites, books, webpages, submitted papers, papers that have been purchased. This report is used to determine acts of plagiarism or academic dishonesty.** All academic dishonesty is reported MCC and can be reported to the school the student attends in case of Dual Enrollment. Plagiarism and academic dishonesty are serious issues that can follow students on their permanent academic record.

### **Late Work, Attendance, and Make Up Work Policies:**

**LATE WORK:** Late work is not accepted. All writing assignments will be turned in on Brightspace and are due on the day before the next week begins at 11:59PM CST. In class assignments (like peer reviews) are available only on the assigned day to those in class or who can join via Zoom. If you find yourself in an extenuating circumstance, please email the instructor as soon as possible about the situation, all decisions are left up to the instructor's discretion.

**ATTENDANCE:** Attendance is required for 70% of classes in order to get credit. You are expected to attend class weekly in person; if you are placed in quarantine by the school or a public health official, you will be Q [quarantined] but please make contact with the instructor at least 24 hours before class. If the class at any time shifts to online meetings only, then you will be notified and expected to join the class at the expected start time through the end time of the class meeting with your camera on. Failure to do so will cause you to be marked absent.

**MAKE UP WORK:** Make up work is not typically assigned or accepted, all due dates are final and are given in advanced via Brightspace. If you anticipate being out, plan ahead. If you have an extenuating circumstance I require notice before the due date or as soon as possible via email.



**Student Behavioral Expectations or Conduct Policy:**

**GENERAL CONDUCT:**

Students are expected to be respectful in words and actions toward everyone in the class.

Disrespectful words or actions will not be tolerated and the student will be asked to leave class.

As this is a blended class, there are some guidelines for online decorum.

**In class presence:** Phones should be put on silence and placed away when possible. If there is a need to take a call occasionally, please excuse yourself into the hallway. Masks are required only by local ordinance, however social distancing is encouraged, with either requirement subject to change.

**Online presence:**

**Discussions:** Please follow the guidelines for discussions and stick to answering the question with evidence, rather than just giving your opinion. See the rubric to help you. Do not argue with classmates, but rather engage in discussion; all opinions are welcome, but those delivered in a ungracious tone will be corrected. Two warnings will cause you to be muted in Brightspace, which will make you unable to interact in the Discussion, an essential portion of your grade.

**Zoom/video conferencing:** Make sure you put your microphone on mute when joining the chat. If you have a question, it is best to type it in the chat function, I try my best to monitor this during the class. You should have your camera on and be engaged in the class discussion or lecture as much as possible. If you are unable to have your camera on, please let me know ahead of time, this is how I establish participation. If you are joining from home, join timely try to limit distractions and feel free to use an appropriate background if you want to limit what is shared.

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

**(<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

# COLLEGE

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## 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](mailto: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](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](mailto: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](http://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](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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.