McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Freshman Composition II

ENGL – 1302_187

Linda Crawford

NOTE: This is an 8-week 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.

FRESHMAN COMPOSITION II

ENGL_1302_187

Course Description:

ENGL 1302 focuses on the intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts; Emphasis is on the following:

- effective and ethical rhetorical inquiry, including primary and secondary research methods;
- critical reading of verbal, visual and multimedia texts;
- systematic evaluation, synthesis, and documentation of information sources;
- and critical thinking about evidence and conclusions.

Note: ENGL 1302 is a prerequisite for all 2000-level literature courses.

Prerequisites and/or Corequisites: Prerequisite: ENGL 1301 or its equivalent with a grade of C or better or consent of division chair. Semester Hours 3 (3 lec).

Course Notes and Instructor Recommendations:

An Internet course requires a great deal of personal discipline and work. Students should look at the course website frequently. During short semesters, students should plan to study for a major part of every day. During long semesters, students should expect to study at least 9 to 12 hours per week. Reading is the primary means by which the Internet course works. Internet students must read assignment instructions carefully, must read lectures and assigned book chapters, and must read independently in order to succeed. Additionally, students must be capable of presenting everything in writing, since writing is the primary communication mode in this course. Students should have a solid, satisfactory grade in all course prerequisites.

Instructor Information:

Instructor Name:	Linda Crawford
MCC E-mail:	lcrawford@mclennan.edu
Office Phone Number:	254-299-8940 **Messages go to my email.**
Office Location:	Faculty Office Building, Room 103

Office/Teacher Conference Online Only Monday thru Thursday 10:00 am to 11:00 am

Tuesday and Thursday 5:30 pm to 6:30 pm

AND BY APPOINTMENT.

I WILL NOT BE ONLINE ON WEEK-ENDS and holidays.

Required Text and Materials:

St. Martin's Guide to Writing Edition: 12th

Author: Axelrod Publisher: Bedford Saint Martin's (MPS) Copyright Year: 2019

ISBN: 9781319104375

Researched articles from the library

Access to an academic library (such as the MCC Library) is required. As an MCC student, students will

have online access to the MCC library databases. Go to the MCC Homepage and click "Library." This course does not require visits to the campus. All work will be done on the student's choice of computers.

For campus resources available to students, please visit the "Students" area of the MCC Homepage, at www.mclennan.edu/students.

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

Methods of Teaching and Learning:
All English 1302 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 5 primary and/or 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.

Library Use Requirements: Since this course requires the writing and researching of research papers, students will need to know how to use the library. Students may use any library—college libraries, city libraries, online libraries, etc. Many of the assignments require that students know where a library is and know how to navigate it. If students do not feel comfortable using the library, they **should contact one of the MCC reference librarians for an orientation to the** MCC library.

Learning the Material: There are two standard methods for learning the course material. First, students should read the assigned chapters in the texts. Students will find it very helpful to have a learning journal as they read. In the learning journal, they should summarize book chapters, make notes of the main points of each lesson, and summarize each lecture, especially the material in the margins of the unit assignment documents. Summarizing the material helps students put it in a form they can more easily remember it. This information will help them do well on the tests and on the essays.

Doing Well on Tests and Essays: Only 4 tests are required for the entire semester. To do well on these tests (which are always open book), students should have read and outlined chapters, and they should thoroughly know the required material beforehand. They should also have marked significant passages or taken notes. Even open book tests can be difficult if students do not have the material marked up so they can find information easily. The tests themselves will help to prepare students for writing. An Internet course requires a high level of motivation and independence. Depending upon the individual situation and characteristics, an Internet course can be an excellent way to learn. If students follow the guidelines given in this syllabus, students have a good chance of succeeding in this Internet class. All course information is on the website. Students are responsible for consulting the website daily to read announcements and emails and to note any changes to course structure, assignments, etc.

Units:

This course is organized into six units. Each unit will have a specific due date. These dates are deadline dates, not turn-in-dates, meaning work should be completed and turned in by the date specified. If the date falls on a weekend and you don't want to work on weekends or on holidays, you should work ahead to get everything in before the weekend or holiday. Students will find "due by" information in each Unit Folder. Students are responsible for carefully reading everything, following the instructions, submitting the assignments according to those instructions, and for reading announcements daily. Any changes will be posted in the announcements. Students will read and have practice doing assignments before the actual assignment is due. Students will also write some assignments in tiny chunks, as this method also helps students recall information.

Essays and Assignments:
ALL ASSIGNMENTS SHOULD BE IN WORD. DO NOT SEND A GOOGLE.DOC file, or a PDF or anything other than Word. If I can't open a file, you will receive a zero. Please use Word. Five major research-based essays are required in this course. Each essay is fully explained in the unit lecture assignments document. Each essay must be written within the specified time period. Topic-related information will be discussed, including details on the assignment or essay. The topics for essays 3, 4, and 5 will be posted and the essays will be written over a period of time. I will provide much more information on the essays in the assignment instructions.

Additionally, each essay will require a research component. The essays can be considered miniature research papers, as finding and reading research will be required for each one. The use of MLA style is required and the USE OF SOURCES FROM THE LIBRARY WILL BE REQUIRED, USUALLY EBSCO HOST. You will also complete additional research projects. **Each major essay will be turned in** through the ***Assignment*** link. Failure to turn in the essay through ***the link*** will result in a grade of zero. **ESSAYS or any other assignments SHOULD NOT BE SENT TO MY MCC EMAIL UNLESS DIRECTIONS TELL YOU TO DO SO. ASSIGNMENTS SENT TO MY EMAIL WILL NOT BE GRADED. ALL ASSIGNMENTS SHOULD BE IN WORD.**

Characteristics of Essays:

A 90-100

Clear, specific, and restricted thesis
Clear sense of purpose and of audience
Logical, original, and completely developed content
Effective and appropriate strategies of development
Effective, clear organization with definite, well-integrated transition
Excellent control of grammar and spelling
Varied, effective sentence structure
Appropriate, precise, and specific diction
Interesting and functional introduction and conclusion
Original and thought-provoking application of assignment

B 80-89

Specific thesis with a clear sense of purpose and of audience
Logical, well-developed content
Logical organization with clear transition
Good control of grammar and spelling
Varied sentence structure

Appropriate, specific diction
Functional introduction and conclusion
Appropriate application of assignment

C 70-79

Clear thesis and purpose but little consideration of audience
Adequate but perfunctory content
Clear organization with mechanical transition
Adequate control of grammar and spelling
Acceptable diction
Minimal or redundant introduction and conclusion
Adequate application of assignment

D 60-69

Unclear purpose or imprecise thesis with a lack of audience awareness
Trite or illogical content with a minimum of development
Illogical organization which lacks transition
Poor control of grammar or spelling
Repetitious or vague sentence structure
Inappropriate diction
Missing or inadequate introduction and conclusion

F 0-59

No unifying thesis
No clear purpose
Insufficient development of ideas
Indiscernible organization
Grammar or spelling errors
Repetitious simple or compound sentences
No introduction or conclusion
Failure to meet requirements of the assignment

Unit tests and a final are required. These tests will be taken on the students' choice of computer. The Works Cited assignments count as daily grades. The Brightspace software automatically grades the unit tests. It is very important to gather required test information, if any, *before* starting a test. It is also very important to use a computer that will not likely lose its Internet connection. Otherwise, this loss may result in receiving a zero for the test. Some tests will not appear available until certain dates. Do not open a test until you are ready to take it.

Several Discussion Board (DB) postings will be required during the semester. These postings are graded on the basis of quality and quantity. In terms of quality, students are graded for originality, accuracy, and clear thinking. Students are also given credit for writing follow-up posts to other students' DB postings. The DB grade is given at the end of the semester. The specific DB assignments are found in the unit lecture assignments. Two extra credit assignments are worth 2 points each and will be added to students' final class average. **Students will complete 2 required critiques. Extra critiques will count as .5 extra credit towards students' final class average. Students may complete up to 6 extra critiques, including their own.**

Final Exam

There will be a cumulative, final exam in this class. The final exam will consist of **50 objective** questions. These will be taken directly from the text and will require that students have knowledge of

course concepts and be able to apply/use such concepts. This exam will be administered online, and the student will have 60 minutes to complete the exam. **It will be removed at the specified time of assigned completion.**

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

Learning Outcomes

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

Basic Research Project 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	-Clear main idea but may have minor lapses in organization, less	-Shows competency but has weak or unfocused main ideas, organization,	-Inconsistent competence in thesis, organization,

	examples and explanation. -Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.	developed examples and explanation. -Good awareness of rhetorical situation and matches work to audience requirements.	and few developed examples and explanation. -Awareness of rhetorical situation but work does not meet the need.	and content development. -Does not consider or tailor content and structure to rhetorical situation.
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/Calendar/Schedule

	Most Major Assignments **Due by 11:59 PM Central Standard Time**
Introductory Unit and Unit 1—Due by calendar date, 11:59 P.M.	• Read Chapters; • Do About Me Assignment • Take Orientation Test • Sample Works Cited Due
Unit 2— Due by calendar date, 11:59 P.M.	• Read Chapters; • Find and Print Research Articles • Do Unit 2 Test Substitute • Complete Works Cited for Essay 1 • **Essay 1 Due by calendar date, 11:59 P.M.**
Unit 3— Due by calendar date, 11:59 P.M.	• Read Chapters; **Find new source** listed in content • Take Unit 3 Test
Unit 4-- Due by calendar date, 11:59 P.M. Selfie and **Essay 2 Due by calendar date, 11:59 P.M.**	• Read Chapters • Do Unit 4 Test Substitute • Complete Works Cited for Essay 2 Hard Copy Source Selfie Assignment • **Essay 2 by calendar date,**
Unit 5 DB 1— Due by calendar date, 11:59 P.M.	• Read Chapters; Do Unit 5 #1 Discussion **(Essay 3)** • Complete Understanding the MLA assignment.
Unit 5 DB 2— Due calendar date, 11:59 P.M.	• Unit 5 #2 Discussion "Post Essay Anonymously Here" **Essay 4**
Unit 5 DB 3— Due by calendar date, 11:59 P.M. **Essay 4 becomes Essay 5**	• Unit 5 #3 Discussion "Anonymous Essay Critiques" • **Critique up to 6 essays for extra credit, including your own if no one critiques your essay (2 Required)**
Unit 5— Essay 5 due by calendar date, 11:59 P.M. AND Study for final	
Unit 6— Due by calendar date, NOON	Complete **Unit 6 DB** and take **final by NOON**

Course Grading Information:

Daily Work (Assignments/Tests)	15%

Essay 3 and 4 are included in this category. They do not count as major essays.

Researched Essays/Analysis = 65% Total

Essay 1=	20%
Essay 2=	20%,
Essay 5=	25%
Final Exam	20%
TOTAL	100%

Course grades will be in the Grade Center. To obtain your final grade for the course, check your WebAdvisor. **Note:** The average you will see in the Weighted Total of the **Grade Center will NOT** be correct until all of the assignment grades are posted, and BS has done the average. I do not use the point system **so I will not** have an average until the last grade has been calculated THROUGH the Brightspace Grade Center.

Late Work, Attendance, and Make Up Work Policies:

All assignments are given a "due by" date in the Unit Folder. Please don't ask me to take late work.

Once the link is disabled, it will not be reopened. If you miss a deadline for the test, essay, or an assignment, the penalty will be a zero for whatever is missed. If you miss a deadline, check to see if the assignment is still available. If it is, complete it. Works Cited assignments cannot be turned in late for any reason at all because the answer keys post immediately after the due date expires. In some cases, these misses will mean being withdrawn from the course. Because this is an Internet class, students will not be given make-up work for missed assignments. In other words, late work is unacceptable because of the time and the freedom allowed in an Internet course. Essays cannot be made up. **Unit 5 Discussion Board is a collaborative assignment that MUST BE done on time. It will do no good to ask me for an extension because students will be completing the work together.**

Student Behavioral Expectations or Conduct Policy:

Academic maturity is a must in this course. Students are expected to maintain classroom decorum to include respecting other students and the instructor, exercising prompt and regular attendance, communicating in a polite and respectful manner, and **maintaining an attitude** that seeks to take full advantage of the education opportunity. Discriminatory comments, profanity, and any type of threatening/disruptive communication will be grounds for instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. Email responses, discussion board responses, etc. should be courteous at all times. Discussion boards are considered classroom discussions. If certain behavior would not be acceptable in a classroom, it is not acceptable on a discussion board. I ask that all students treat everyone in the class the way they wish to be treated, behaving like a mature ADULT WHO CHOSE TO TAKE THIS CLASS. I will be respectful to everyone at all times, and I ask for the same from each person in this class. Please be respectful of each other and of the fact that we all have feelings. Having a bad day and stressful experiences are not excuses for anyone to write nasty E-mails or discussion board responses.

Communication Students should use MCC email (lcrawford@mclennan.edu) for communication. You may also call me at 254-299-8940. This message will also go to my email. While it is appropriate to wait up to 48 hours for a response to a message, you will usually receive a response the same day you send your email. After 48 hours, if no response is received, you should resend the message to make sure I received it.

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* **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.

Instructor's Guidelines on Attendance/Absence Policy: Regular and punctual attendance is expected of all students, and I 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. **MCC requires that instructors of Internet classes devise a method** for checking attendance *and* that they drop students who fail to attend more than 25% of the course. For an online course, attendance will be measured by assignments. If students turn in all the assignments by the due date, they will be marked present for the week prior. If they do not, they will be marked absent. If students turn in the work after the due dates, the absence will not be removed. Students, whether present or absent, whether face to face or online, 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 and withdrawals. If students fail to sign on in an online class for two weeks, they may be dropped.

After the last day for student initiated withdrawals, students will not be withdrawn, but will, instead, receive the grade that they have in the course. I ask students to inform me if they plan to drop the course. Maybe we can find a way to make the course work! If we can't, I can still help by doing the paperwork involved. Please click on the link above for the complete policy.

Please keep in mind that students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas. That means a student may only drop six classes in Texas institutions, regardless of the college he/she attends. For example, if a student dropped six classes at University of Texas last year, that student is not eligible to drop any more classes at MCC or anywhere else in the state of Texas.

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.