McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FRESHMAN COMPOSITION I

ENGLISH 1301-025

DR. ARVIS SCOTT

NOTE: This is a 16-week On-Campus Lecture 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 at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html 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:
Prerequisite: Passing Score on writing portion of MCC placement test, credit for INRW 0402, or concurrent enrollment in INRW 0402.

Course Notes and Instructor Recommendations:
In the event a student does not feel he or she comprehends the material or is struggling with any aspect of the writing process, please contact me immediately. See contact information below. A student may also seek assistance in the Writing Center. For technical support—issues with Brightspace, email, etc.—please call 299 8077.

Instructor Information:
Instructor Name: Arvis Scott Ph.D.
MCC Email: ascott@mclennan.edu
Office Phone Number: 254 299 8899
Office Location: FOB 111
Office/Teacher Conference Hours: On campus office hours: Noon-1:00 p.m., MW. I am also available via email or phone at any point. A student may also request a ZOOM meeting with the instructor.
Other Instruction Information:

****You are not required to purchase a textbook.**

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

Methods of Teaching and Learning:
For traditional face-to face courses--lecture, discussion groups, group projects, written essays and other assignments. For blended courses—one lecture per week, online notes and lectures. For online courses-- online notes and lectures, supplemental videos, and, if needed, ZOOM.

All lecture notes will be posted to Brightspace. I will also post grades to Brightspace in addition to keeping a hard-copy record of grades.

Course Objectives and/or Competencies:

ENGL

1301:

Core Objectives for Communication:
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:
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.

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 4- 5 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.

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.
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.

Course Outline or Schedule:

Week	Date	Assignment
1		Course Orientation Orientation Quiz Writing Sample
2		Grammar Review Begin Essay One: The Causal Analysis Essay Complete the pre-writing assignment for the essay
3		Complete the outline for the Causal Analysis Essay
4		Review the format for writing the final copy of the Causal Analysis Essay. ***Submit the Final Copy of the first major essay.**
5		Begin discussing the second major essay—The Evaluation/Review Essay. Choose a topic for the essay. Develop an Evaluation Grid for the essay.

6		Write an outline and introduction for the Evaluation/Review Essay.
7		Review the format for writing the final copy of the Evaluation/Review Essay ****Submit the Final Copy of the Evaluation/Review Essay (Major Essay Two)** .
8		Begin the third major essay—The Summary/Response Essay. Read the article, " Working at McDonald's," posted on our Brightspace course page under Content. Answer questions based upon the article. See the questions in Lesson Three of our Brightspace course page. Write a summary of the textbook article.
9		Develop a pro/con list of arguments related to the issue of teens working for fast food establishments. Take notes from the article on note cards. Complete an outline for the Summary/Response Essay. ..

10		Review the format for writing the final copy of the Summary/Response Essay. Review internal documentation and the works cited page. ****Submit the Final Copy of the Summary/Response Essay**
11		Begin the Argumentative Essay with Sources. Choose a topic for the essay. Use the MCC library website to find four sources related to the topic you chose for the topic; sources must represent both sides of the issue; and the sources must come from the MCC Library website. Develop a Works Cited page for the four article sources.
12		Develop a Source Analysis on note cards.
13		Complete the outline for the Argumentative Essay with Sources.
14		Review the format for writing the final copy of the Argumentative Essay with Sources. Review MLA Documentation Rules for the essay.
15		******Submit the final copy the Fourth Essay: The Argumentative Essay with sources** **Receive topics for the Final Exam Essay.**

		Optional Replacement essay due by 5:00 p.m., Friday, December 2.
16		*****Final Exam Essay due by Noon**

**I have posted a more detailed and specific list of assignment and due dates in our Brightspace course site under "Content."

Submission of Assignments: You will submit assignments by submitting a printed hard copy or my email at ascott@mclennan.edu. If required to email the assignment, please copy and paste the assignment or essay into the email. I DO NOT accept attachments.

Course Grading Information:

Grades will be determined as follows:

10% Daily grades including outlines, drafts, book assignments, note cards.

50% Major essays—3 essays from 900---1200 words in length

20% Research Paper with 4 required sources

20% Final exam essay to be completed the Monday of finals week.

Grades are based on a traditional 100 point scale.

Plagiarism Statement

Plagiarism is the intentional or unintentional use of someone else's material, ideas, or language without giving credit to the source. If students plagiarize on any assignments, the penalty will be a failing grade. Repeated acts of plagiarism may result in a student failing the class.

For the first two major essays in our course, you must not use any type of information from a source which includes online sources of information. If you do, you will receive a failing grade. For essays three and four, you will not be allowed to use any information from an online search via google, yahoo. Etc.

Late Work, Attendance, and Make Up Work Policies:

I will accept late assignments; however, I will deduct 10 points per day the assignment is not submitted. **Students have a five-day window to submit late work. If an assignment is late beyond five days, I will not accept it.** I will make an exception under extreme circumstances such as a major illness of event in your life; however, you must submit documentation.

For Traditional Lecture courses, you are expected to attend class twice a week and adhere to the current MCC attendance policy of not missing more than 25% of your class days.

For Blended classes, you will attend class once a week. A significant portion of the course will be conducted online. I will take roll based upon the one day of attendance in the classroom.

For an online course, I will take attendance via your weekly assignment. If you do not submit assignments over a two-week period, I will assume you no longer wish to remain in the class. It is best to communicate with me in terms of missing work.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain decorum—whether online or in the classroom- 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, including submitting work in a timely manner.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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.

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.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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. For more information about your student email account, go to www.mclennan.edu/student-email.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads (https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us)
- Email Setup for Androids (https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us)

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.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

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.