

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

### **Composition I**

**English – 1301.047/048**

**Kyle Whitecotton**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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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 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 completion in Reading or Writing or the equivalent.

Semester Hours 3 (3 lecture)

### **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 essay's 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 before 11:59pm of the due date. I will not accept emailed submissions for any assignments.

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 MLA documentation style. 3) They must be the original work of the student-author who is submitting them. (This also means you cannot submit an assignment you wrote for another class.)

### **Instructor Information:**

Instructor Name: **Kyle Whitecotton**

MCC Email: **kwhitecotton@mclennan.edu**

Office Phone Number: **254-299-8807**

Office Location: **FOB 204**

Office/Teacher Conference Hours: **MTWR 11:00-12:00 and T 4:00-5:00pm**

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

- For this course, I will provide all necessary reading materials throughout the semester. Although I do not require it, I do recommend you find a good grammar guide to reference throughout this class and your college career.
- You will be expected to bring paper and a writing utensil to every class.

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

**Methods of Teaching and Learning:**

Instruction methods will include lecture PowerPoints, class discussions, reading assignments, group work, writing assignments, quizzes, and written examinations. Most writing assignments will require multiple drafts and revision.

I will post relevant class announcements and work for each week, all major essay assignments, some video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. You are responsible for checking Brightspace regularly.

**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

**Course Outline/Schedule:**

**Week 1**

- Introduction & Course Overview
- Overview of Brightspace
- In-Class Activity

**Week 2**

- Perceptions of Writing: Discuss “Shitty First Drafts”
- **Begin Critical Narrative Essay** & Brainstorm Ideas

**Week 3**

- Labor Day Holiday (For MW Classes)

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- Discuss Focus/Unity: Levi's Essay vs. Camp Big Horn Essay

**Week 4**

- Revision Activity/Peer Review
- Writer's Workshop
- **Critical Narrative Essay Due**

**Week 5**

- Transition/Community Activity
- **Begin Interview Essay** & Brainstorm Ideas

**Week 6**

- Asking the Right Questions
- Reading TBA

**Week 7**

- Feedback from Interviews
- The Art of Quoting (and Paraphrasing)

**Week 8**

- Revision Activity/Peer Review
- Writer's Workshop
- **Interview Essay Due**

**Week 9**

- Transition/Community Activity
- **Begin Passion Project** & Brainstorming

**Week 10**

- Elements of an Argument
- Ethos, Pathos, Logos

**Week 11**

- Library Skills
- More Library Skills

**Week 12**

- MLA Citations and Works Cited

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- Plagiarism
- Academic and Credible Sources

**Week 13**

- Revision Activity/Peer Review
- Writer's Workshop
- **Passion Project Essay Due**

**Week 14**

- Thanksgiving Week
- **Assign Passion Project Presentation**
- Discuss Genres

**Week 15**

- Designing Presentations Workshop

**Week 16**

- Final Exam Week

\*This schedule is subject to change as necessary; however, I will notify you of any changes in class and/or on Brightspace.

**Course Grading Information:**

Grades in the course will be based on the weighted average of your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam grades will be based on the standards reviewed in class and on each assignment sheet.

Note: **To pass the course, students must complete all major essay assignments.**

Final grades will correspond to the following scale:

A = 90-100    B = 80-89    C = 70-79    D = 60-69    F = 0-59

Course grades will be based on the following approximate percentages:

<u>Assignment</u>	<u>Percentage</u>
<b>Daily Work/Discussions</b>	20%
<b>Essay 1 – Critical Narrative</b>	15%
<b>Essay 2 – Interview Essay</b>	20%

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**Essay 3 – Passion Essay** 30%

**Final Exam** (Presentation + In-class Essay) 15%

(Note: I reserve the right to adjust these percentages as necessary)

NOTE: I am a very tough grader. Please expect to work in this class. I am not lenient on grading assignments. A ‘C’ grade is average work in my class; a ‘B’ is for work I believe shows promise and strong effort, skill, and logical arguments. ‘A’ work shows all of this but is *exceptional* work. That means it is clear, logical, focused, and shows a strong effort to engage in themes and class discussions. Shoddy/incomplete/messy/slapped-together/missed-the-assignment work earns a ‘D’ or lower. Enrolling in this course does not entitle you to any grade. You will earn your grade in this course. Nevertheless, I am more than happy to discuss any questions you may have concerning the grades you receive.

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

- **Late work:** Assignments that miss the due date by more than three days will automatically receive an F. Assignments turned in after the due date (no more than three days after) will automatically lose 10 points per day.
- **Make-up Work:** Unless arrangements are made in advance with the instructor, there will be no make-ups for in-class assignments and daily work, quizzes, or exams.
- **Attendance:** Per college policy, students must attend at least 75% of scheduled class meetings. Attending class is the key to success in this course.

[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 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 educational opportunity.

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

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assigned class activities will be counted absent for the day. Additionally, two tardies (arriving more than 10 minutes late), will be counted as one absence.

### **Academic Integrity**

Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

- **Cheating:** 1) Copying from another student's test paper, essay, assignment, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the assessment; 3) Collaborating with or seeking aid from another student during an assessment without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself.
- **Plagiarism:** The deliberate appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit.  
\*\* 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.
- **Collusion:** The unauthorized collaboration with another in preparing work offered for credit.

**[Click Here for the MCC Academic Integrity Statement](#)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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## 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 <https://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 <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://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](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).

**MCC Academic Integrity Statement:**

Go to <https://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 regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. 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 <https://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](mailto: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](#)
- [Email Setup for Androids](#)

**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](mailto: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.