McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

COMPOSITION I
ENGLISH - 1301 - 080

DR. KEN WALKER

NOTE: This is a 16-week course.
NOTE: This is an Online/Internet course.

COVID 19 Notice:

AN EQUAL OPPORTUNITY INSTITUTION   FALL 2022

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:
TSI complete in Reading and Writing or the equivalent. ENGL 1301.234 students are also required to be concurrently enrolled in INRW 0402.134 as ENGL 1301.234 and INRW 0402.134 are linked courses.

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 essays 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 and/or TurnItIn (as assigned) before 11:59 p.m. of the due date.
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 style.*
>   *3) They must be the original work of the student-author who is submitting them.*

Instructor Information:
Instructor Name:	**Dr. Ken Walker**
MCC Email:	**kwalker@mclennan.edu**
Office Phone Number:	**(254) 299-8364**
Text/Mobile Phone:	**(254) 826-8042**
Office Location:	**FOB 205 (Faculty Office Building)**
Zoom (Virtual Office Hours):	**Meeting ID: 254 299 8364**
	https://mclennan.zoom.us/j/2542998364
Office/Teacher Conference Hours:	**Monday-Thursday 1-3:00pm (In-Person & Zoom)**
	Friday 1-3:00pm (Zoom)

(I am also available to meet by appointment outside the office hours posted above, including evenings and weekends. Please contact me far enough in advance to adjust my schedule. Also, know that I will do my best to accommodate your schedule, but I cannot guarantee my availability for some days and times.)

Other Instruction Information:	I appreciate texts, emails, office visits, and Zoom meetings.

Required Text & Materials:
Required textbook readings will all be available by clicking on this link. (This link will also be posted in Brightspace.) You will not be required to purchase texts.

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

Methods of Teaching and Learning:
Writing instruction review and exams, writing exercises, written reports/papers, and discussion groups.

Course Objectives and/or Competencies:
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.*

By the end of the semester, students will have written at least 4,000 words and/or 20 pages. The following guidelines serve as the ratio for determining final grades:
- *30% of the grade will come from Essay 1 and Essay 2*
- *15% of the grade will come from attendance, participation in class discussions, and daily assignments/quizzes.*
- *15% of the grade will come from the Research Essay (Essay 3)*
- *10% of the grade will come from Essay 4*
- *30% of the grade will come from the Final (Essay 5)*

Course Grading Information:
A   Excellent   90%-10%
B   Good   80%-89%
C   Fair   70%-79%
D   Poor   60%-69%
F   Failing   <60%
W   Withdrew – This grade is given for an instructor-initiated or student-initiated withdrawal through the fourth week of the semester.
I   Incomplete – This grade is given when a course is incomplete because of student's absence caused by illness or other reasons acceptable by the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course mu be repeated if credit is to be given.

Late Work, Attendance, and Make Up Work Policies:
Late work will not be accepted. Students who miss class are still responsible for submitting content on time. Students may work with the instructor prior to missing class to make arrangements for assignments to be turned in. Otherwise, all assignments must be submitted on or before the designated date and time.

Students must do their own work. The first time a student submits plagiarized work to the instructor, that assignment will receive a score of zero points. The second time a student submits plagiarized work to the instructor, that student will earn an F in the course. For further details, see Academic Integrity Statement below.

Basic Research Paper/Project Rubric

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought & logical connections. -Demonstrates excellent ability to describe, analyze, interpret, evaluate, & engage in intellectual inquiry about course materials.	-Shows less originality & may have minor flaws in logic. -Demonstrates good ability to describe, analyze, interpret, evaluate, & engage in intellectual inquiry about course materials.	-Limits focus to ideas discussed in class. -Demonstrates inconsistent ability to describe, analyze, interpret, evaluate, & engage in intellectual inquiry about course materials.	-Fails to comprehend basic & other course concepts. -Unable to describe, analyze, interpret, evaluate, or engage in intellectual inquiry about course materials.
Communication	-Clear main idea with supporting organization, developed examples & explanation. -Communication shows excellent awareness of communication situation, including the audience, topic, and position as speaker/writer.	-Shows a clear main idea but might have minor lapses in organization, less developed examples and explanation. -Communication shows good awareness of rhetorical situation and matches the work to that need.	-Shows competence but has weaker or unfocused main ideas, organization, and few developed examples and explanation. -Communication shows awareness of rhetorical situation but does not fully meet needs.	-Fails to show basic competence in developing, organizing, and/or presenting ideas and supporting content. -Fails to adapt language, content, and structures to match rhetorical situations.
Mechanics	-Demonstrates thorough command of format and language, with few or no grammar, spelling, and diction errors.	-Shows competent command of format and language, with few and generally minor grammar, spelling, and diction errors.	-Shows basic competence with format and language but may have frequent minor or occasional major grammar, spelling, and diction errors.	-Fails to show basic competence with format and language, exhibiting many grammar, spelling, and diction errors.
Social Responsibility	-Consistently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Frequently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Acknowledges and understands connections between choices, actions, and consequences to outcomes affecting others.	-Fails to recognize or acknowledge connections between choices, actions, and consequences to outcomes affecting others.
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough, insightful, and comprehensive.	-Completes almost all assigned tasks by deadlines; work is generally thorough but may show minor shortcomings or gaps.	-Makes most deadlines with occasional major or frequent minor lapses in responsibility; work meets minimum requirements.	-Fails to connect choices, actions, and consequences with ethical responsibilities; work is often late and/or of poor quality.

COMPOSITION I

ENGL 1301.080

Course Outline or Schedule:

Week 1   (08/22 - 08/28)   Orientation, Syllabus, "Intro" Assignment in Brightspace
Week 2   (08/29 - 09/04)   Subjective/Objective, Evaluating Information, Fact & Opinion
Week 3   (09/05 - 09/11)   Personal Essay Due, Thesis, Details & Descriptions
Week 4   (09/12 - 09/18)   Summarizing Information, Outlining
Week 5   (09/19 - 09/25)   Criteria & Analysis, Summary & Response Essay Due
Week 6   (09/26 - 10/02)   Academic Writing, Synthesis = Thesis + Antithesis
Week 7   (10/03 - 10/09)   Editing
Week 8   (10/10 - 10/16)   Problem-Solution: Problem
Week 9   (10/17 - 10/23)   Research: Credible Sources
Week 10 (10/24 - 10/30)   Problem-Solution: Solution
Week 11 (10/31 - 11/06)   Research: Support & Evidence, Problem-Solution Essay Due
Week 12 (11/07 - 11/13)   Argument, Thesis Development
Week 13 (11/14 - 11/20)   Proofreading & Organization
Week 14 (11/21 - 11/27)   Argument, Example, Tips & Tricks
Week 15 (11/28 - 12/04)   Research Essay Due and Prepare for Final
Week 16 (12/05 - 12/11)   Final (Essay)

Student Behavioral Expectations or Conduct Policy:

All work is due at the time and date assigned. Many of the lectures, discussions, and reviews require participation within the group for mastery of content and for the maximum benefit through the entirety of the class. The value added by each individual during each class session extends the value of lectures, discussions, and group activities. In turn, those who attend gain a better understanding of the material and benefit from the experience while those who miss class do not.

For face-to-face classes, 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 assigned class activities will be counted absent for the day. Student who use smartphones in class, or who appear to be using smartphones (as determined by the instructor), will be marked absent for the day. Additionally, two tardies will be counted as an absence.

Student use of electronic devices is prohibited in face-to-face classes, unless prior approval from the instructor is granted. The use of a non-approved device, or the appearance of use (as determined by the instructor), will result in a recorded absence for the student for that day.

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

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
> 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 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. 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 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 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.

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.