

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

---

## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGL 1301.084**

**SHANNON CASTO**

**NOTE: This is a 16-week course.**

**NOTE: This is an online course.**

**NOTE: This is a linked course with INRW 0402.084**

### **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.

## COMPOSITION I

### ENGL 1301.084

---

#### **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:**

Passing Score on writing portion of MCC placement test or credit for ENGL 0301 or INRW 0402.  
Semester Hours 3 (3 lecture)

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

This course will require commitment on the student's part. How well a student does and how much she/he/they learn is dependent on the student's engagement with the material and ability to complete activities online and in person. Students must be willing and able to devote time to reading and writing nearly every day. There will be multiple hours of study per week. In this course, students may encounter topics that are controversial and uncomfortable. This course will challenge students, helping students develop critical thinking and writing skills.

#### **Instructor Information:**

Instructor Name: Shannon Casto

MCC Email: [scasto@mclennan.edu](mailto:scasto@mclennan.edu)

Cell Phone Number: 713-540-5939 – You may text me, however, please identify yourself.

Office Location: N/A

Office/Teacher Conference Hours: Remote via Zoom or phone. Email for an appointment.

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

Title: Writing Is Easier Than You Think Author: Nicholas Webb (This textbook is free and online. I've provided links in Brightspace.)

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

MCC Library Website: <https://www.mclennan.edu/library/>

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

This class is exclusively online. This means that students need to be vigilant about their work and consistently check Brightspace and email. Writing and reading assignments are the core of the curriculum, so it is expected that all assignments are completed satisfactorily. Throughout the semester, students will write three essays including a research paper and improve upon those essays through the editing process, culminating in a final reflection essay and portfolio. Students will also turn in daily grades, including but not limited to discussion boards, quizzes, exercises, etc. It is expected that written assignments are free of grammatical and spelling errors. All essays should be submitted in MLA format:

## COMPOSITION I

### ENGL 1301.084

---

typed, double-spaced, 12 point Times New Roman font with 1 inch margins. All assignments that require a file submission (exceptions include discussion boards, quizzes, surveys, etc.) should be uploaded to Brightspace in PDF or .doc(x) format.

Lectures will be posted on Brightspace. Students are expected to review all foundational learning and complete all assignments in the allotted weeks; students can work at their own pace during the week as long as they meet all deadlines. **All assignments are due at 11:59 pm on the Thursday of the designated week,** as if we were meeting in person.

Discussion boards will be assigned for every week and will be the means of counting attendance. Failure to post or reply will result in an absence on the attendance register. When students post to the discussion forum, they must first post their thoughts, which should be 150 words. After the original post, students are required to respond to two classmates' posts in 75 words each.

If students have trouble with technology, please contact the professor and IT sooner rather than later. Contact IT at (254) 299-8077 and [helpdesk@mclellan.edu](mailto:helpdesk@mclellan.edu). Classes can be difficult to keep up with, especially when a student has technical difficulties. Students must make sure to organize and allocate enough time for these activities and, most importantly, their writing. Extra credit will be available during the course of the semester.

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

Upon successful completion of this course, students will: 1. Demonstrate knowledge of writing processes through daily grades and essays. 2. Develop ideas and use appropriate support, organization, and citation. 3. Develop writing styles based on audience and purpose. 4. Improve upon both written and spoken communication skills. 5. Read and analyze a variety of texts and apply lessons learned to final grades, essays and portfolio

#### **Course Outline or Schedule:**

Unit 1: Course Orientation

Week 1: August 22-26

Focus: Syllabus, class schedule, and expectations

Ways to be successful in the course

Tasks: Read Syllabus

Diagnostic check

COMPOSITION I  
**ENGL 1301.084**

---

Unit 2: MLA Format

Week 2: August 29-September 2

Focus: MLA format and citations

Plagiarism

Tasks: MLA format and plagiarism discussion board

Direct quote, summary, and paraphrase exercise

Unit 3: The Personal Essay

Week 3: September 5-9

Focus: Introduction to the personal essay

Key components of the personal essay

Tasks: Personal essay outline

Personal essay discussion board

Week 4: September 12-16

Focus: Narrating

Describing

Tasks: Personal essay rough draft

Personal Essay Peer Review

Narration and description discussion board

Week 5: September 19-23

Focus: Editing and revising

Tasks: Final personal essay

Unit 4: The Persuasive Essay

Week 6: September 26-30

COMPOSITION I  
**ENGL 1301.084**

---

Focus: Making an argument

The five-paragraph format and beyond

Counterarguments and responses

Tasks: Persuasive essay outline

Were you convinced discussion board

Week 7: October 3-7

Focus: Selecting and evaluating sources

Evidence and examples

Integrating sources

Tasks: Persuasive essay rough draft

Sources discussion board

Week 8: October 10-14

Focus: Inquiry strategies

Mapping

Making connections

Tasks: Work on persuasive essay

Peer review

Week 9: October 17-21

Focus: Speaking to the reader

Strengthening your thesis

Cueing through transitions and other devices

Tasks: Thesis self-assessment

Final persuasive essay

COMPOSITION I  
**ENGL 1301.084**

---

Unit 5: The Research Paper

Week 10: October 24-28

Focus: Planning and conducting research

Choosing a research topic

Honing your topic

Tasks: Research paper proposal

Why and how we hone research discussion board

Week 11: October 31-November 4

Focus: Organizing your research

Bibliographies

Notetaking strategies

Tasks: Annotated bibliography

Organizing your research discussion board

Week 12: November 7-11

Focus: Reading between the lines

Analysis

Tasks: Research paper outline

discussion board topic TBD

Week 13: November 14-18

Focus: On writing well

What works and what doesn't work

Tasks: Research paper rough draft

Peer review

## COMPOSITION I

### ENGL 1301.084

---

Week 14: November 28-December 2

Focus: Wrapping up your research

Tasks: Final research paper

Unit 6: The Portfolio

Week 15: December 5-9

Focus: How to set up your portfolio

The reflection essay

Tasks: Final portfolio (The final portfolio is due on Thursday, December 8, 2022 at 7:30 am.)

\*This schedule is subject to change as necessary.

#### **Course Grading Information:**

Grades in the course will be based on a sum of the weighted average 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.

**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:

#### Assignment Percentage

Daily Work/Quizzes	20%
Personal Essay	15%
Persuasive Essay	15%
Research Paper	40%
Portfolio	10%

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

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students review their grades and determine what question(s) to ask prior to contacting me.

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

Late work is not accepted. However, if you have an issue BEFORE a due date that you would like to discuss with me, please reach out. If you simply miss a deadline without reaching out, you will receive a zero.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create a comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

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

([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.

**[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  
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](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.