

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**COMPOSITION 1301**

**ENGL - 1301-088**

**DANIELLE FERRERA**

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

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

## COMPOSITION I

ENGL 1301

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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 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:**

Receiving an acceptable score on ACT, SAT, or the TSI/A. Taking this class concurrently with INRW lab.

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

This class is fully online and asynchronous, which means you can log on at any time and complete the work for that week. Each week there will be a due date. Schedules and assignments are subject to change. Up to date information on assignments should be accessed through Brightspace. You should plan to study about 3-4 hours outside of class a week, and to complete at least 3 hours of work outside of class.

### **Instructor Information:**

Instructor Name: Danielle Ferrera

MCC Email: [dferrera@mclennan.edu](mailto:dferrera@mclennan.edu) Please allow 24 hours for a response

Cell Phone Number: 956.261.4796 [text/call between 8:00am-9:00pm] Please allow several hours for a response.

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

Title: *Writing is Easier than You Think*

Author: Nick Webb

Edition: e-book

[https://drive.google.com/file/d/1eKoZFn7bPnw9AUxYLU\\_WpAclZ2qxBAE9/view?usp=sharing](https://drive.google.com/file/d/1eKoZFn7bPnw9AUxYLU_WpAclZ2qxBAE9/view?usp=sharing)

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

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

Students will complete readings from the textbook in order to prepare for the class lecture. Students will be instructed in the elements of genre and will utilize online discussion boards where they will be required to interact with their peers on topics in writing. Students to complete original pieces of writing that follows a specific structure or genre, or a hybrid of genres and utilize the [writing process](#). Students will complete revision through peer editing and conferencing. Students will complete work that demonstrates their use of grammar and mechanics in writing and speaking as will demonstrate that knowledge through quizzes.

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## Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and correct attribution (MLA).
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 essay.

## Course Outline or Schedule:

Changes to the class schedule are anticipated and will be updated on the schedule in Brightspace.

WEEK	DATES		ASSIGNMENTS DUE
UNIT 1: PERSONAL DESCRIPTIVE ESSAY	WEEK 1 8/22 – 8/28	READING DISCUSSION	<i>Personal Descriptive Essay</i> pgs. 1-25 Introduction Discussion
	WEEK 2 8/29 – 9/4	DISCUSSION MLA FORMAT QUIZ	Personal Descriptive Discussion MLA FORMAT OF A PAPER GRAMMAR QUIZ #1
	WEEK 3 9/5 - 9/11	PEER REVIEW ESSAY	Personal Descriptive Peer Review Personal Descriptive Essay
UNIT 2: FILM ANALYSIS	WEEK 4 9/12 – 9/18	READING DISCUSSION REFLECTION	Read <i>Film Analysis</i> pgs. 1-21 Film Analysis Discussion Personal Descriptive Essay Reflection
	WEEK 5 9/19 – 9/25	OUTLINE QUIZ	Film Analysis Outline GRAMMAR QUIZ #2
	WEEK 6 9/26 – 10/2	PEER REVIEW QUIZ	Film Analysis Peer Review GRAMMAR QUIZ #3
	WEEK 7 10/3 -10/9	ESSAY	Film Analysis Essay
UNIT 3: RESPONDING TO CRITICS	WEEK 8 10/10 – 10/16	READINGS DISCUSSION QUIZ REFLECTION	Read <i>Responding to Critics</i> pgs. 1-7 MLA Critic Sources GRAMMAR QUIZ #4 Film Analysis Reflection
	WEEK 9 10/17 – 10/23	PROPOSAL QUIZ	Critic Proposal GRAMMAR QUIZ #5

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UNIT 3: RESPONDING TO CRITICS <i>continued</i>	WEEK 10 10/24 -10/30	ANNOTATED BIBLIOGRAPHY  QUIZ	Annotated Bibliography: Critic Sources  GRAMMAR QUIZ #6
	WEEK 11 10/31 – 11/6	READINGS QUIZ PEER REVIEW	Compilation essay pgs. 1-2 GRAMMAR QUIZ #7 Responding to Critics Peer Review
	WEEK 12 11/7 – 11/13	QUIZ RESPONDING TO CRITICS ESSAY	GRAMMAR QUIZ #8 Film Analysis with Responding to Critics Essay
UNIT 4: ARGUMENT ESSAY	WEEK 13 11/14 – 11/20	READING DISCUSSION REFLECTION	Read <i>Argument Essay</i> pgs. 1-39 Argument Discussion Responding to Critics Essay Reflection
	WEEK 14 11/21 - 11/27	QUIZ PEER REVIEW	GRAMMAR QUIZ #9 Argument Peer Review
	WEEK 15 11/28 - 12/4	ESSAY QUIZ	Argument Essay GRAMMAR QUIZ #10
	WEEK 16 12/5 - 12/6	REFLECTION	Argument Essay Reflection <b>DUE WEDNESDAY 12/6</b>

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## OUTLINE OF ASSIGNMENTS

GRADING <sup>^</sup>			
WRITING	ESSAYS 400 points	100 points each	Personal Descriptive Essay Film Analysis Essay Responding to Critics Argument Essay
SKILLS	ASSIGNMENTS 100 points	25 points each	MLA Formatted paper Brightspace Narrative Proposal Outline for Film Analysis Responding to Critics Annotated Bibliography
GRAMMAR	QUIZZES 100 points	10 points each	Grammar Quizzes #1-10
PARTICIPATION	DISCUSSIONS 200 points	50 points each	Introduction Discussion Film Analysis Discussion MLA Critics Discussion Argument Discussion
	REFLECTIONS 100 points	25 points each	Unit 1: Reflection Unit 2: Reflection Unit 3: Reflection Unit 4: Reflection
	PEER REVIEWS 100 points	25 points each	Unit 1: Peer Review Unit 2: Peer Review Unit 3: Peer Review Unit 4: Peer Review

<sup>^</sup>ALL ASSIGNMENTS, DISCUSSIONS, AND ESSAYS ARE DUE ON SUNDAY NIGHT BY 11:59PM CST  
TURNED INTO BRIGHTSPACE, UNLESS SPECIFIED OTHERWISE.

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**GRADING SCALE:** Your grade consists of 1000 points which are broken down by assignments on the previous page. Rubrics are usually provided for each assignment except for quizzes where each question is assigned a point value. The following scale serves as the ratio for determining final grades:

**GRADING SCALE**

POINTS	LETTER GRADE	PERCENTAGE
1000 – 895 points	<b>A</b>	90.0% - 100%
894.9 - 795 points	<b>B</b>	80.0% - 89.9%
794.9 - 695 points	<b>C</b>	70.0% - 79.9%
694.9 - 595 points	<b>D</b>	60.0% - 69.9%
594.9 points and below	<b>F</b>	59.9% and below

#### **GRADE CALCULATION:**

Throughout this course you accumulate points to obtain a final grade. There are 1000 points available. To find your grade during the course, you take the number of points you have and divide it by the number of points available in the class. Then multiply the answer you get by 100 to get your grade percentage. This grade percentage will correlate with a letter grade.

**ex.** Juan has 768 out of 1000 points.  $768/1000=0.768$   $0.768 \times 100 = 76.8\%$ , MCC does not round up, so Juan receives a 76%. Juan's letter grade is a D.

#### **ACADEMIC HONESTY & PLAGIARISM:**

Students will be evaluated only on their own original academic work. A plagiarized paper will receive a zero and there will be no opportunity to submit another assignment its place. Plagiarism is defined as using the intellectual or actual work of another person without properly giving credit to that individual, this includes copying, paying for someone to write your paper or portions of it, incorrectly citing information or sources, as well as using a paper from another class at the collegiate or secondary level. **All writing assignments are run through TURNITIN when submitted in Brightspace. This engine searches for similar information from other sources including: websites, books, webpages, submitted papers, papers that have been purchased. This report is used to determine acts of plagiarism or academic dishonesty.** All academic dishonesty receives a ZERO as a grade and is reported to MCC through the appropriate channels. Plagiarism and academic dishonesty are serious issues that can follow students on their permanent academic record.

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

**LATE WORK:** Late work is not accepted. **All assignments will be turned in on Brightspace and are due on the day before the next week begins at 11:59PM CST** (there will be more about this during the first week). If you find yourself in an extenuating circumstance, please email the instructor as soon as possible about the situation, all decisions are left up to the instructor's discretion.

**ATTENDANCE:** Since this is an online class, attendance is monitored through posting participation.

**MAKE UP WORK:** Make up work is not typically assigned or accepted, all due dates are final and are given in advanced via Brightspace. If you anticipate difficulties completing work on a specific week, be proactive and contact the instructor giving relevant information as well as a reasonable timeline to hand in the work. **If you have an extenuating circumstance I require notice before the due date or as soon as possible via email**, however, all decisions are left up to the instructor's discretion.

**Student Behavioral Expectations or Conduct Policy:**

**GENERAL CONDUCT:**

Students are expected to be respectful in and the words they use in their pones that are shared with everyone in the class. Disrepectful words or actions will not be tolerated and the student will be dropped from the class.

**Online presence:**

Discussions: Please follow the guidelines for discussions and stick to answering the question with evidence, rather than just giving your opinion. See the rubric to help you. Do not argue with classmates, but rather engage in discussion; all opinions are welcome, but those delivered in a ungracious tone will be corrected. Two warnings will cause you to be muted in Brightspace, which will make you unable to interact in the Discussion, an essential portion of your grade.

**Email Decorum:**

Please make sure any email you is sent from your MCC email and contains: a greeting, the section # of the class you are in, a closing, your full name.

**[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.

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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.