

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

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGLISH 1301**

**DR. PEACHES HENRY**

**NOTE: This is a 16-week 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 1

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 will be 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.

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

None

### **Instructor Information:**

Instructor Name: Dr. Peaches Henry

MCC E-mail: [phenry@mclennan.edu](mailto:phenry@mclennan.edu)

Office Phone Number: 254-299-8948

Please use email to contact me with questions and concerns. Also, if necessary, I will be happy to schedule a Zoom meeting with you to discuss questions and concerns.

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

None

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

### **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 3 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.

### **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

## COMPOSITION 1

ENGL\_1301

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- **Teamwork (TW)** -- to include the ability to consider different pts. 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 or Schedule:**

Note regarding **writing** assignments: All **writing** assignments are uploaded in Brightspace and should be accessed through Brightspace. All writing assignments should be uploaded as Word attachments via Brightspace unless otherwise noted. If Brightspace is down, you should email your work by the due date & time to [phenry@mclennan.edu](mailto:phenry@mclennan.edu). **If you can email me that Brightspace is down, you can email me your assignment.**

**Note regarding changes to syllabus:** This schedule, assignments, and points available are subject to change. Students will be notified by any of the following methods: Zoom announcement, Brightspace announcement, and email on the MCC system. You must activate and use your MCC email account in order to receive emails about possible changes. I will send emails to **only** your MCC email (not to other email accounts you might have); therefore, check your MCC email **daily**. Also, check the Brightspace announcement link daily.

**Brightspace Announcements:** I use Brightspace Announcements as an integral instructional tool. Therefore, it is crucial that you read all announcements and that you check announcements daily.

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

#### **Unit 1: Course Orientation**

Aug. 22: **Take the next two days to familiarize yourself with the college and this course.**

- **Log in to Brightspace.**
- **Read all the announcements every day. I use the announcements to convey important information. I also use the announcements to provide instructions.**
- **Go to the Content link and review all links provided there. This is where you will find the instructions for each of your assignments. You can access your assignments from the Content section. The Assignments link simply list the assignments. The content section provides the instructions, the models, and the due dates and times for assignments.**
- **Review the Course Orientation link.**

## COMPOSITION 1

ENGL\_1301

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- **Read all the information provided under the Resources for Students link.**
  - **You should come back to this information frequently, because this is where you will find help with Brightspace, MCC email logins, IT support, the food panty, COVID-19 information, the MCC Foundation, registration, financial aid, etc.**

Aug. 24:      Orientation Continued

### **Unit 2:      The Paragraph**

Aug. 29:      **Assignment in Brightspace:** Elements of the Paragraph

Aug. 31:      **Assignment in Brightspace:** Identifying DUCT

Sept. 5:      Labor Day Holiday

Sept. 7:      **Assignment in Brightspace:** Writing Effective DUCT Paragraphs

### **Unit 3:      The Parts of an Essay**

Sept. 12:      Read the Parts of an Essay flier

Sept. 14:      **Quiz: Covering the Paragraph and Parts of an Essay**

### **Unit 4:      The Educational Journey Essay**

Sept. 19:      Read the written instructions and watch the video of the instructions for the Educational Journey Essay

**Assignment in Brightspace:** Read the excerpt from Frederick Douglass' *Narrative of the Life of Frederick Douglass* and post to the Discussion Board in Brightspace.

Sept. 21:      **Assignment in Brightspace:** Personal Educational Journey Introduction

Sept. 26:      **Assignment in Brightspace:** Thesis Statement

Sept. 28:      **Assignment in Brightspace:** Narrative Methods

Oct. 3:      **Assignment in Brightspace:** Body Paragraph using Narrative Methods

## COMPOSITION 1

ENGL\_1301

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Oct. 5:       **Assignment in Brightspace: Educational Journey Essay due as a Word document via Brightspace by Wednesday, October 5 by 11PM**

**Unit 5: Profile Essay**

Oct. 10:       Read the written instructions and watch the video of the instructions for the Profile Essay

**Assignment in Brightspace:** Identify your subject and list your subject's qualities that caused you to select him/her

Oct. 12:       **Assignment in Brightspace:** Introduction

Oct. 17:       **Assignment in Brightspace:** Thesis

Oct 19:       **Assignment in Brightspace:** Body Paragraph

Oct. 23:       **Assignment in Brightspace: Profile Essay due as a Word document via Brightspace by Sunday, October 23 by 11PM**

**Unit 6: Information Essay**

Oct. 24:       Read the instructions for the Information Essay and review the **Research Guide for Dr. Henry's English 1301**.

**Assignment in Brightspace:** Select a topic for your information essay and submit it in Brightspace.

Oct. 26:       Familiarize yourself with the **Research Guide for Dr. Henry's English 1301**. Begin researching your topic

Oct. 31:       Use **Research Guide for Dr. Henry's 1301** to help you find sources.

**Assignment in Brightspace:** Submit a list of your sources.

Nov. 4:       **Assignment in Brightspace:** Using the list of your sources, create a bibliography. Use **Research Guide for Dr. Henry's 1301** to create our bibliography.

Nov. 6:       **Assignment in Brightspace:** Introduction & Thesis

Nov. 9:       **Assignment in Brightspace:** Write one of your body paragraphs

## COMPOSITION 1

ENGL\_1301

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Nov. 13:      **Assignment in Brightspace: Information Essay due as a Word document via Brightspace by Sunday, Nov. 13 by 11PM**

**Unit 7 :      The Review Essay**

Nov. 14:      Read the instructions for the Review Essay.

Nov. 16:      **Assignment in Brightspace:** Thesis and Recap

Nov. 21:      Listen to my lecture on criteria.  
**Assignment in Brightspace:** Criteria Paragraph

**Thanksgiving Holiday:      Nov. 23-27**

Nov. 28:      Developing your review  
**Assignment in Brightspace:** Review Paragraph

Nov. 30:      Revision work on Review Essay

Dec. 5:      **Review Essay (Final Exam) due as a Word attachment via Brightspace link by Monday, December 5 by 9AM**

**Course Grading Information:**

**Requirements and Pts.**

Homework	200
Personal Essay	200
Profile Essay	200
Information Essay	200
<b>Review Essay (Final Exam)</b>	<b>200</b>
	1000

**Course Grading Scale**

A = 900-1000 pts.

B = 800-899 pts.

C = 700-799 pts.

D = 600-699 pts.

F = 599 pts. and below

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

**Late assignments** will not earn points.

**Make-up Work:** Homework assignments, class assignments, and quizzes not completed by the due dates/times may **NOT** be made up. If you fail to turn in those assignments, you will not earn the points for them. Major assignments may be made up in the case of illness or emergencies. Proof of emergencies is required to make up work (doctor's note, coach's email, funeral program, etc).

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular submissions, and an attitude that seeks to take full advantage of the educational opportunity.

**[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 [www.mclennan.edu/disability](http://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 <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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 [www.mclennan.edu/academic-integrity](http://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](http://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](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) (<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) (<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](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.