

# 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**

**Freshman Composition I**

**English 1301.C35**

**Holly Towns, M.Ed. MA.**

**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.

## Freshman Composition I

English 1301.C35

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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. Semester Hours 3 (3 lec.)

### **Prerequisites and/or Corequisites:**

Prerequisite: TSI complete in Writing or the equivalent.

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

Please make sure to access Brightspace often. I recommend checking Brightspace and your email once a day, Monday through Friday. Taking notes will be essential, come to class everyday prepared to write. No cellphone usage during class.

Please note that if your essay is not presented in MLA format (\*unless otherwise noted) the highest grade you can receive is a 50%.

The best way to communicate with me is by e-mail. I usually respond to e-mails within 24 hours. Please feel comfortable to contact me if you have any questions or concerns about the course. When you send an e-mail, include your name, last name, and section number.

\*Cheating and plagiarism will not be tolerated in this course. Plagiarism is defined as using someone else's thoughts, ideas, or words that are not your own without giving due credit to the source. If a student is found to have cheated or plagiarized in an assignment, the student will receive a zero for the assignment and will be reported to the college for academic dishonesty. A second incidence of cheating or plagiarism will result in a failing grade for the course.

### **Instructor Information:**

Instructor Name: Holly Towns

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

Office Phone Number: 254-299-8499

Office Location: SSC 307

Office/Teacher Conference Hours: All office hours for this course will be held via Zoom. Please make an appointment.

Other Instruction Information: cell # 254-644-5220 (Text or call in case of emergency only)

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

1.Title: *Writing Is Easier Than You Think*

Author: Nick Webb

Freshman Composition I

English 1301.C35

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Free Digital Source within Brightspace

If you need a hardcopy of this book, please contact me. (There will be a \$28 fee for printing)

2.Title: Radium Girls

Author: Kate Moore

ISBN-13: 978-1492650959

3.Title: Sir Gawain and The Green Knight

Author: Unknown

Free digital source in Brightspace

**Suggested Text:**

Title: MLA Handbook

Edition: 8<sup>th</sup>

ISBN: 9781603292627

By: Modern Language Association of America

**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 5 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.

**Basic Paper and/or Presentation Rubric**

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections -Demonstrates excellent descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Shows less originality and may have minor flaws in logic. -Demonstrates good descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Expression mostly limited to ideas from class or readings. -Inconsistent description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.	-Does not comprehend course concepts. -Inadequate description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.

# Freshman Composition I

## English 1301.C35

Communication	<ul style="list-style-type: none"> <li>-Clear main idea with supporting organization and developed examples and explanation.</li> <li>-Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.</li> </ul>	<ul style="list-style-type: none"> <li>-Clear main idea but may have minor lapses in organization, less developed examples and explanation.</li> <li>-Good awareness of rhetorical situation and matches work to audience requirements.</li> </ul>	<ul style="list-style-type: none"> <li>-Shows competency but has weak or unfocused main ideas, organization, and few developed examples and explanation.</li> <li>-Awareness of rhetorical situation but work does not meet the need.</li> </ul>	<ul style="list-style-type: none"> <li>-Inconsistent competence in thesis, organization, and content development.</li> <li>-Does not consider or tailor content and structure to rhetorical situation.</li> </ul>
Mechanics	<ul style="list-style-type: none"> <li>-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrates competent command of format &amp; diction. May have minor mechanical, grammar, spelling, or diction errors.</li> </ul>	<ul style="list-style-type: none"> <li>-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.</li> </ul>	<ul style="list-style-type: none"> <li>-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>-Actively assists in meeting group goals.</li> <li>-Treats others respectfully at all times.</li> <li>-Consistently provides assistance and/or encouragement to all team members.</li> </ul>	<ul style="list-style-type: none"> <li>-Contributes to meeting group goals.</li> <li>-Treats others respectfully.</li> <li>-Assists and/or encourages other team members.</li> </ul>	<ul style="list-style-type: none"> <li>-Participates with teamwork requirements but does not actively work beyond the minimum required.</li> <li>-Treats group members respectfully but does not interact fully.</li> </ul>	<ul style="list-style-type: none"> <li>-Does not assist the group and/or fails to treat group members respectfully.</li> </ul>
Personal Responsibility	<ul style="list-style-type: none"> <li>-Completes all assigned tasks by deadlines; work is thorough and comprehensive.</li> <li>-Always shows the ability to connect choices, actions, and consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Completes most assigned tasks by the deadline; work is mostly thorough and shows only minor lapses in accountability.</li> </ul>	<ul style="list-style-type: none"> <li>-Misses deadlines occasionally; work generally meets requirements; shows occasional major lapses in responsibility.</li> <li>-Often shows the ability to connect</li> </ul>	<ul style="list-style-type: none"> <li>-Sometimes fails to show the ability to connect choices, actions and consequences to ethical decision-making</li> </ul>

## Freshman Composition I

English 1301.C35

	to ethical decision-making.	-Usually shows the ability to connect choices, actions, and consequences to ethical decision-making.	choices, actions, and consequences to ethical decision-making.	
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### **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 or Schedule:**

*\*Course schedule is subject to change, students will be notified via student email, in-class announcements, and/or Brightspace announcement.*

<b>Week:</b>	<b>Topic:</b>
<b>Week:1</b>	Read the syllabus and work your way through the submodules of Orientation labeled Syllabus and Navigating Brightspace and the submodule Plagiarism. Post in the Introduction Discussion Board and in the Plagiarism board.
<b>Week:2</b>	Complete the Grammar review sub-module.  Begin Module 1  Read Pages xvii-55 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:3</b>	Finish Module 1

Freshman Composition I

English 1301.C35

	Read pages 56-112 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:4</b>	Begin Module 2  Read pages 113-169 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:5</b>	Continue Module 2  Read pages 170-226 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:6</b>	Finish Module 2  Read pages 227-283 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:7</b>	Begin Module 3  Read pages 284-340 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:8</b>	Midterm.  Continue Module 3  Read pages 341-398 in <i>Radium Girls</i> . Post in the Reading Reflection Discussion Board.
<b>Week:9</b>	Finish Module 3
<b>Week:10</b>	Begin Module 4  Read pages 287-319 in <i>Sir Gawain</i> . Post in the Reading Reflection Discussion Board.
<b>Week:11</b>	Continue Module 4  Read pages 320-352 in <i>Sir Gawain</i> . Post in the Reading Reflection Discussion Board.
<b>Week:12</b>	Finish Module 4
<b>Week:13</b>	Begin Module 5

## Freshman Composition I

English 1301.C35

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<b>Week:14</b>	Continue Module 5
<b>Week:15</b>	Finish Module 5
<b>Week:16</b>	Final Exam/ Project

**Course Grading Information:** *\*Review expectations of what is due with the final drafts of essays*

By the end of the semester, students will have written at least 5 essays totaling approximately 4000 words and/or 20 pages. The following guidelines serve as the ratio for determining final grades:

- 40% of the grade will come from 4 essays, at least one of which will be written in class with little or no preparation.
- 20% of the grade will come from a research-based essay of between 6 and 10 pages long, utilizing at least 5 sources.
- 20% of the grade will come from the midterm, and final projects.
- 10% daily work and participation.
- 10% of the grade will come from quizzes, tests.

\*Cheating and/or plagiarism will not be tolerated for any reason. Any assignments found to have plagiarism will receive a 0 for the assignment. The student will receive a warning and will be reported for academic dishonesty. If plagiarism occurs again during the timeframe of this course, the student will receive a 0 for the course and asked not to return to class.

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

All work is due by the beginning of the class period it has been assigned. Late work will not be accepted. If you have an emergency that prohibits you from turning in work, please contact me as soon as possible.

\*On-campus students will be withdrawn from the class when they have missed 25% of the class before the last day for student-initiated withdrawals. Absences will be recorded from the first-class meeting. In a sixteen-week course this is as many as 7 days of class.

\*Online courses will count attendance via assignments turned in. A minimum of two assignments must be turned in each week to be counted fully present.

\*Hybrid courses will count attendance for each class day present as well as one assignment turned in per week to be counted fully present.

Extra credit will only be offered at the discretion of the professor. If extra credit is offered, it will be available to the class via Brightspace. Extra credit will be given in two forms when offered, one will be an essay that substitutes your lowest essay grade and the other is a report used to substitute your two lowest daily grades.

**Student Behavioral Expectations or Conduct Policy:**

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 education opportunity. Phone calls and texts will not be tolerated in class. If you have an emergency situation arise, please take your conversation into the hallway.

**[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.