

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGL - 1301 - 020

DR. KENNETH WALKER

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

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ENGL 1301.020

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.

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 unless otherwise instructed. 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 103 (Faculty Office Building)**
Zoom (Virtual Office Hours): **Meeting ID: 254 299 8364**
<https://mclennan.zoom.us/j/2542998364>

Office/Teacher Conference Hours: (In-Person and Zoom)

Monday & Wednesday	3pm – 5pm (Zoom)
Tuesday & Thursday	9:30am – 2pm (Office & Zoom)
Friday	1pm – 4pm (Zoom)
By Appointment	

(I am also available to meet via Zoom by appointment outside the office hours posted above, including evenings and weekends. I am here to help, and that requires us to communicate!)

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

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NOTE: *You MUST include your course and section number in the subject of an email. For example, ENGL 1301.020. You should also include an appropriate subject line after the course and section number. Failure to include the course and section number may delay or block communication. Also, you should include the course and section number in text communication.*

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.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through 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.

NOTE: *Course and schedule changes will be posted in Brightspace.*

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)*

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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 must be repeated if credit is to be given.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

NOTE: *This is a hybrid/blended course, and **ATTENDANCE IS TAKEN FOR FACE-TO-FACE MEETINGS AND BY COMPLETING AND SUBMITTING ASSIGNMENTS ONLINE.** If you do not complete and submit assignments, particularly daily assignments, you will be counted absent and subsequently **DROPPED FROM THE COURSE ONCE YOU MISS 25% OF THE COURSE.***

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Course Outline or Schedule:

Week 1	(08/21 - 08/27)	Orientation, Syllabus, "Intro" Assignment in Brightspace
Week 2	(08/28 - 09/03)	Subjective/Objective, Evaluating Information, Fact & Opinion
Week 3	(09/04 - 09/10)	Personal Essay Due, Thesis, Details & Descriptions
Week 4	(09/11 - 09/17)	Summarizing Information, Outlining
Week 5	(09/18 - 09/24)	Criteria & Analysis, Summary & Response Essay Due
Week 6	(09/25 - 10/01)	Academic Writing, Synthesis = Thesis + Antithesis
Week 7	(10/02 - 10/08)	Editing
Week 8	(10/09 - 10/15)	Problem-Solution: Problem
Week 9	(10/16 - 10/22)	Research: Credible Sources
Week 10	(10/23 - 10/29)	Problem-Solution: Solution
Week 11	(10/30 - 11/05)	Research: Support & Evidence, Problem-Solution Essay Due
Week 12	(11/06 - 11/12)	Argument, Thesis Development
Week 13	(11/13 - 11/19)	Proofreading & Organization
Week 14	(11/20 - 11/26)	Argument, Example, Tips & Tricks
Week 15	(11/27 - 12/03)	Research Essay Due and Prepare for Final
Week 16	(12/04 - 12/05)	Final (Essay)

NOTE: *This schedule is subject to change.*

Late Work and Make Up Work Policies:

Late work is NOT accepted. Students who miss class are still responsible for submitting content on time.

NOTE: *If unforeseen events prevent you from completing a task on time, **CONTACT ME BEFORE THE DEADLINE** with an explanation and a timeline to complete the assignment if you need an extension. Extensions are granted on a case-by-case basis. Extensions are not always granted.*

*All work is to be turned in via Brightspace, unless otherwise noted. **Emailing me an assignment is not considered turning in an assignment.***

Unfortunately, some students may suffer a familial tragedy during the semester that prevents them from completing an assignment on time. If this is the case, please contact the MCC Student Counseling Services and ask them to contact your professors. Doing so will save you time,

document your situation for your professors, and prevent you from repeatedly having to explain a painful situation.

MCC Student Counseling Center

counseling@MCC.edu

254.299.8210

Hours of operation: Monday – Friday, 8:00 am – 5:00 pm

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.

A SPECIAL NOTE ON PLAGIARISM:

You are responsible for generating original content for all your assignments in this class. Plagiarized papers, quizzes, and discussion questions will not be accepted and will automatically be counted as a zero. Also, plagiarized papers and assignments may be submitted for disciplinary action.

Unless instructed, use of AI will be considered plagiarized work. We will use AI for at least one assignment, and you will be given instructions and guidelines to follow for that assignment. However, as a writing course, you are required to do the work yourself, without the aid of AI or

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other assistive technology. Again, use of AI as with other forms of plagiarized work may be submitted for disciplinary action.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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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.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/. 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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 www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail.

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.