

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COMPOSITION 1**

**ENGLISH 1301 D043; ENGLISH 1301 D045; ENGLISH 1301 D046**

**SUSAN GIDDINGS**

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

**NOTE: This is a Blended/Hybrid course.**

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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.

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

TSI completion in Reading or Writing or the equivalent.

Semester Hours 3 (3 lec)

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

Attendance, reading, and writing are keys to success in this class. Come prepared for class with supplies: laptop, notebook, pens, and highlighters.

### **Instructor Information:**

Instructor Name: Susan Giddings

MCC E-mail: [sgiddings@mcclennan.edu](mailto:sgiddings@mcclennan.edu)

Office Phone Number: 254-776-1150 ext. 7628

Office Location: Waco High School room 254

Office/Teacher Conference Hours: 4:20 – 5:00 Tuesday – Thursday or by appointment

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

Title: *Writing is Easier Than You Think*

Author: Nicholas R. Webb

Edition: 1st

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

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

Instruction methods will include lectures and video, discussion boards, reading assignments, writing assignments, quizzes, extended essays, reflections, and written examinations. Most writing assignments will require multiple drafts and revision.

### **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 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.

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

<i>Week #1</i>	<i>August 21</i>	<i>Module 1</i>	<i>Writing Assessment / Intro to Rhetoric</i>
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Syllabus and expectations

Learning strategies and orientation to Brightspace

Grading criteria and discussion board

Writing assessment

Rhetorical situation

Vocabulary

<i>Week #2</i>	<i>August 28</i>	<i>Module 2</i>	<i>Grammar Review / Personal Narrative</i>
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Grammar pretest

Grammar Webquest

Features and Analysis of Personal Narrative

First Draft of Personal Narrative

<i>Week #3</i>	<i>September 5</i>	<i>Module 3</i>	<i>Profile Essay</i>
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Features and Analysis of Profile Essay

Pronoun – Antecedent

First draft of Profile Essay

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*Week #4      September 11      Module 3      Writing Process*

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Peer review

Adding descriptive details

Second draft of Personal Narrative or Profile essay

Writing effective sentences

Revising and editing

**Final Draft of Personal Narrative or Profile Essay due September 15**

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*Week #5      September 18      Module 4      Film Analysis*

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Features of Film Analysis

Determining criteria

Vivid verbs

Simple, compound, complex, compound-complex sentences

First draft of Film Analysis

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*Week #6      September 26      Module 4      Film Analysis*

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Organization of Film Analysis

Second draft of Film Analysis

Literary present

**Final Draft of Film Analysis due September 29**

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*Week #7      October 2      Module 5      Responding to Critics*

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Writer's purpose and audience

Credible evidence

Rhetorical analysis

Draft one of Critical Response

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*Week #8      October 9      Module 5      Responding to Critics*

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Incorporating quotes

Second draft of Critical Response

Revising for clarity

**Final Draft of Critical Response due October 16**

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*Week #9      October 16                      Module 6      Compilation/Synthesis Essay*

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Summary

Chunk writing with evidence

Draft one of Compilation/Synthesis Essay

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*Week #10      October 23                      Module 6      Compilation/Synthesis Essay*

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Peer review

Adding commentary

Second draft of Compilation/Synthesis Essay

Editing

**Final Draft of Compilation/Synthesis Essay due October 27**

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*Week #11      October 31                      Module 7      Argument Essay*

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Types of arguments

Select research topic for Argument Essay

Research strategies

Finding and evaluating sources

Annotated Bibliography

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*Week # 12      November 6                      Module 7      Argument Essay*

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Supporting claims

Paraphrase vs. plagiarize

Citing and documenting using MLA

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*Week #13      November 13                      Module 8      Argument Essay*

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Draft one of Argument Essay

Peer review

Revising

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*Week #14      November 20                      Module 8      Argument Essay*

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Revise Draft One

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*Week #15      November 27                      Module 9              Reflection and Final Exam*

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Draft two of Argument Essay

Editing

**Final Draft of Argument Essay due November 29**

Self- Reflection

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*Week #16      December 4                      Module 9              Reflection and Final Exam*

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Portfolio and Reflection

Final Exam Review

**Final Exam**

### **Course Attendance/Participation Guidelines:**

**[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.

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.

Students who miss 25% of class meetings or fail to submit 25% of class work may be withdrawn from the class.

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### **Course Grading Information: 1000 points**

1. 150 will come from daily work, such as homework, quizzes, tests, and participation;
2. 100 will come from Discussion Board;
3. 100 will come from a personal or profile essay;
4. 100 will come from a film analysis essay;
5. 100 will come from a responding to critics essay;
6. 100 will come from a compilation/synthesis essay;
7. 200 will come from a research-based argument essay, between 4 – 8 pages long and using at least 5 sources; and
8. 150 will come from the final exam, of which at least one half will be a portfolio assessment and reflection.

### MCC Grading System

A (90-100)	EXCELLENT
B (80-89)	GOOD
C (70-79)	FAIR
D (60-69)	POOR
F (Below 60)	FAILING

You must earn a C or better in order to take English 1302.

### Essay Related Guidelines:

All graded work done outside of class must be typed, double-spaced in 12 point Times-New Roman and follow MLA style. Papers not meeting specified length may receive a reduced grade. Keep a back-up copy of each essay.

Out of class essays may be rewritten and regraded. To earn a higher grade on a rewrite, your paper must:

1. Have been originally submitted on time;
2. Contain revised or reorganized content (grammar must be corrected, but grammar itself is not content);
3. Be resubmitted no later than one week from the day returned; and
4. Be accompanied by the previously graded paper upon which the rewrite is based.

Plagiarism or Collusion could lead to an “F” for the course, so please read the next two paragraphs carefully and ask questions when the topic comes up in class.

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### PLAGIARISM

Plagiarism is the use of someone else's work without crediting or properly adapting materials from that work. If you use quotes, ideas, opinions, arguments, examples, summaries, paraphrases, statistics, outlines, graphs, etc., you must cite your sources. Information not cited is considered plagiarized unless it is common knowledge or your personal observation or ideas. Plagiarism is easy to detect and almost as easy to prove. Please cite sources.

### COLLUSION

Collusion is getting someone else to do your work. You may get help outside of class (visit the Writing Center), but if you let others actually do your work, I will probably notice and you may fail the course. **Note: Large discrepancies in quality between in-class writing and out-of-class writing may result in a course grade based entirely on in-class work.**

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

Attendance will be taken daily. Students need to come to class and complete the required tasks. Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official school functions, (2) personal illness, (3) an illness or death in the immediate family, or (4) observance of a religious holy day. It is the student's responsibility to inform the instructor of the reason for the absence in a timely manner. The student has **one** day for each day absent to make up the assignment. \*\*\* Daily assignments / discussion boards are due by the beginning of class. No late work will be accepted. \*\*\* **Major writing assignments are due the day originally assigned by 11:59 p.m. 5 points from the final grade will be deducted for each day late.**

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students cc the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students should check Brightspace daily for updates and reminders. **Cellphones should be silent and not visible during instruction.**



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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) 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](mailto: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/](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/>

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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](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. 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](http://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](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.