



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN

COMPOSITION I

ENGLISH 1301

DR. PEACHES HENRY**

NOTE: This is a 8-week Online 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 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

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.

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- **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 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 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.

For online courses, attendance will be taken based on submission of assignments. That is, you will be considered **present** when you submit assignments for the week and **absent** when you do not submit assignments for the week.

Late Work, and Special Circumstances Policies:

Late assignments will not be accepted and therefore will not earn points. If you fail to turn in assignments by the due date and time, you will not earn the points for them.

Special Circumstances: Assignments may be made up in the case of illness, emergencies, or other special circumstances. Proof of emergencies is required to make up work (doctor's note, coach's email, funeral program, etc).

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

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attachments via Brightspace unless otherwise noted. If Brightspace is down, you should email your work by the due date & time to 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: The Paragraph

Aug. 21: Take time 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 instruction.
- 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 lists the assignments. The Content section provides the instructions, the models, and the due dates and times for assignments.
- Review the Course Orientation link.
- 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

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support, the food pantry, COVID-19 information, the MCC Foundation, registration, financial aid, etc.

- Aug. 22: **Assignment in Brightspace:** Elements of the Paragraph (**Worth 5 points**)
Assignment in Brightspace: Writing Effective DUCT Paragraphs (**Worth 5 points**)

Unit 2: The Educational Journey Essay

- Aug. 23: Read 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. (**Worth 5 pts.**)

- Aug. 25: **Assignment in Brightspace:** Personal Educational Journey Thesis Statement (**Worth 5 pts.**)

- Aug. 27: **Assignment in Brightspace:** Narrative Methods (**Worth 5 points**)
Assignment in Brightspace: Paragraph using Narrative Methods (**Worth 5 points**)

- Aug. 30: **Assignment in Brightspace:** Educational Journey Essay due as a Word document via Brightspace by Wed, August 30 by 11PM (**Worth 225 points**)

Unit 3: The Profile Essay

- Sept. 5: Read the instructions for the Profile Essay.
Assignment in Brightspace: Identify your subject and list your reasons for selecting your subject. (**Worth 5 pts.**)

- Sept. 6: Submit these assignments separately. **Assignment in Brightspace:** Introduction (**Worth 5 pts.**) & Thesis (**Worth 5 pts.**)

- Sept. 8: **Assignment in Brightspace:** Body Paragraph (**Worth 5 pts.**)

- Sept. 10: **Assignment in Brightspace:** Profile Essay due as a Word document via Brightspace by Sunday, Sept. 10 by 11PM (**Worth 225 pts.**)

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Unit 4: Information Essay

- Sept. 11: Read the instructions for the Information Essay.
Assignment in Brightspace: Select a topic for your information essay and submit it in Brightspace. **(Worth 5 pts.)**
- Sept. 13: Familiarize yourself with the **Research Guide for Dr. Henry's English 1301.**
- Sept. 15: Begin researching your topic
Assignments in Brightspace: Submit a list of your sources. **(Worth 10 pts.)**
- Sept. 18: **Assignment in Brightspace:** Submit your bibliography using the sources from your list and any additional ones you have located **(Worth 5 points)**
- Sept. 20: Submit these assignments separately. **Assignment in Brightspace:** Introduction **(Worth 5 pts.)** & Thesis **(Worth 5 pts.)**
- Sept. 25: **Assignment in Brightspace: Information Essay due as a Word document via Brightspace by Monday, Sept. 25 by 11PM (Worth 225 pts.)**

Unit 5: The Review Essay

- Sept. 27: Read the instructions for the Review Essay.
Submit these assignments separately. **Assignment in Brightspace:** Thesis **(Worth 5 pts.)** and Recap **(Worth 5 pts.)**
- Oct. 2: Listen to my lecture on criteria.
Assignment in Brightspace: Criteria Paragraph **(Worth 5 pts.)**
- Oct. 4: Developing your review
Assignment in Brightspace: Review Paragraph **(Worth 5 pts.)**
- Oct. 9: **Final Exam: Review Essay due as a Word document via Brightspace link by Monday, Oct. 9 by 9AM (Worth 225 pts.)**

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Course Grading Information:

Requirements and Pts.

Homework	100
Personal Essay	225
Profile Essay	225
Information Essay	225
Review Essay	225

Total	1000
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Course Grading Scale

A = 900-1000 pts.

B = 800-899 pts.

C = 700-799 pts.

D = 600-699 pts.

F = 599 pts. and below

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 education opportunity.

Updated 07/18/2023



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.