MᶜLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGL 1301.O181

DR. YOLANDA J. GONZALEZ

NOTE: This is an 8-week course.
NOTE: This is an Online course.

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:
Passing score on writing portion of MCC placement test or credit for INRW 0401 or INRW 0301

Course Notes and Instructor Recommendations:
Technical Requirements
- **Students enrolled in this online course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer)**. Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

Recommended Programs
- [Microsoft Office 365](#) (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*
- [Adobe Reader](#)
- [Java](#)

Using Brightspace:
All course materials are posted on Brightspace, and all assignments must be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at [brightspace.mclennan.edu](#).

Turnitin
https://www.turnitin.com/
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by [Turnitin](#) (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Instructor Information:
Instructor Name: Dr. Yolanda J. Gonzalez
MCC E-mail: ygonzalez@mclennan.edu
Office Phone Number: (254) 299-8904 (please leave a voicemail message during office hours, listed below)
Office Location: FOB 112
Office/Teacher Conference Hours: In-person office hours are Mondays & Wednesdays from 9 am to 12 noon. I can be reached via email or Instant Messages on Brightspace Tuesdays & Thursdays from 10 am to 3 pm. MCC holidays will be observed, and office hours will not be held on those days.
I return emails/phone calls within 48 hours. If you do not hear back from me within that time frame, feel free to email/call again.
Other Instruction Information: Video conferencing on Zoom is also available. Please use this link to schedule an appointment: Virtual Office Hours

Required Text & Materials:
Title: *English Composition I* (Waymaker bundle)
Author: Lumen Learning et al.
Publisher: Lumen, Inc.
ISBN: 9781640872752

This is an **Inclusive Access** course, which means that the cost for the course textbook is included in your tuition payment. You do not need to purchase any additional materials for the course.

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

Methods of Teaching and Learning:
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:

- 40-50% of the grade will come from 3 essays, at least one of which will be written in class with little or no preparation
- 20-30% of the grade will come from a research-based essay of between 5 and 10 pages long, utilizing at least 5 sources. To meet core objectives, students will accurately evaluate, compare, and integrate these 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. The essay will be graded by a common rubric
- 10-20% of the grade will come from the final exam, of which at least one-half will be an essay written in class
- 10-20% of the grade will come from daily work, such as homework, quizzes, tests, journals, and participation

Basic Paper and/or Presentation Rubric

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections. -Demonstrates excellent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Shows less originality and may have minor flaws in logic. -Demonstrates good ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Understands readings but limits focus to ideas discussed in class. -Demonstrates inconsistent ability to describe, analyze, interpret, evaluate, and engage in intellectual inquiry about course materials.	-Fails to comprehend basic and other course concepts. -Unable to describe, analyze, interpret, evaluate, or engage in intellectual inquiry about course materials.

Communication	-Clear main idea with supporting organization, developed examples & explanation. -Communication shows excellent awareness of communication situation, including the audience, topic, and position as speaker/writer.	-Shows a clear main idea but might have minor lapses in organization, less developed examples and explanation. -Communication shows good awareness of rhetorical situation and matches the work to that need.	-Shows competence but has weaker or unfocused main ideas, organization, and few developed examples and explanation. -Communication shows awareness of rhetorical situation but does not fully meet needs.	-Fails to show basic competence in developing, organizing, and/or presenting ideas and supporting content. -Fails to adapt language, content, and structures to match rhetorical situations.
Mechanics	-Demonstrates thorough command of format and language, with few or no grammar, spelling, and diction errors.	-Shows competent command of format and language, with few and generally minor grammar, spelling, and diction errors.	-Shows basic competence with format and language but may have frequent minor or occasional major grammar, spelling, and diction errors.	-Fails to show basic competence with format and language, exhibiting many grammar, spelling, and diction errors.
Social Responsibility	-Consistently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Frequently recognizes and connects choices, actions, and consequences to outcomes affecting others.	-Acknowledges and understands connections between choices, actions, and consequences to outcomes affecting others.	-Fails to recognize or acknowledge connections between choices, actions, and consequences to outcomes affecting others.
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough, insightful, and comprehensive.	-Completes almost all assigned tasks by deadlines; work is generally thorough but may show minor shortcomings or gaps.	-Makes most deadlines with occasional major or frequent minor lapses in responsibility; work meets minimum requirements.	-Fails to connect choices, actions, and consequences with ethical responsibilities; work is often late and/or of poor quality.

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

Learning Outcomes:

Students will

1. Produce academic essays in edited American English.
2. Demonstrate knowledge of individual and collaborative writing processes.
3. Employ writing styles that are appropriate to their audience and purpose.
4. Analyze, synthesize, and evaluate a variety of texts.
5. Develop ideas with appropriate support and attribution.

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.

How Attendance Works in This Course:
- For this online course, attendance is recorded at weekly intervals. You must submit at least one course assignment (i.e. an activity that has a corresponding grade item in the grade book) each week to be counted present for that week.
- Failure to complete a course assignment by Saturday, August 26 will result in a course drop. This can negatively impact your financial aid package now and/or your ability to qualify for financial aid in the future.
- Alternatively, you may choose to drop this course by August 26. In this circumstance, the course will not appear on your transcript. *Please speak with me, your advisor, and the Financial Aid Office before making this choice so we can address your concerns and inform you about the ways in which this decision may affect you.
- You may choose to withdraw from this course any time between August 27 and September 21. A grade of W will appear on your transcript for the course if you withdraw. *Please check with your advisor and the Financial Aid Office before requesting a withdrawal to ensure you understand how the decision will impact you.
- A student who fails to submit any course assignments for two weeks prior to September 21 may be withdrawn by the instructor. A grade of W will appear on their transcript for the course.
- After September 21, a student who accumulates 2 or more absences may earn a failing grade in the course.

Course Outline or Schedule:
Course Schedule:
This course has regular deadlines, and assignments become available once you have met specified grade criteria or submitted assignments. Please see below and refer to the "Content" or "Calendar" portion of Brightspace for specific course deadlines. Also, any updates or changes to the schedule will be communicated on Brightspace "Announcements." Plan to check that page regularly to stay up-to-date on what's going on in the course.

Getting Started Unit; due 8/26
- Course Orientation
- Succeeding with Waymaker
- Success Skills

Week 2: Unit 1: Reading and Writing Basics; due 9/2
- Reading Strategies
- Writing Essentials

Week 3: Unit 2: Grammar; due 9/9
- Grammar Essentials

Weeks 4-5: Unit 3: Writing Process and Academic Argument
- The Writing Process; due 9/16
- Academic Argument; due 9/23

Weeks 6-8: Unit 4: Research and Revision
- The Research Process: Finding and Evaluating Sources; due 9/30
- The Research Process: Using and Citing Sources; due 10/7
- The Writing Process: Revising and Proofreading; due 10/9

Course Grading Information:

Grades in the course will be based on a sum of the weighted average of your discussion boards, daily work, essays, and grammar quiz grades. Daily work grades will be based on the thoroughness and quality of the student's work. Discussion board and essay grades will be based on the standards reviewed in class.

Note: To pass the course, students must complete all major essay assignments.

Final grades will correspond to the following scale:
A = 90-100   B = 80-89   C = 70-79   D = 60-69   F = 0-59

Course grades will be based on the following approximate percentages:

Assignment	Percentage
Discussion Board	20%
Daily Work	20%
Essays 1-2	30% (15% each)
Grammar Quiz	10%
Essay 3	20%

(Note: I reserve the right to adjust these percentages as necessary)

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students review their grades and determine what question(s) to ask *prior* to contacting me.

Course Requirements:

Assignments: All assignments for this course will be posted in the "Content" section on
Brightspace. Students should access assignments via the "Content" section of
Brightspace and are responsible for all the work listed there.

Discussion Boards: At least once in each unit, students will be required to participate in discussions on Brightspace that are relevant to the material being discussed in that unit. Your discussion board posts must be substantive. In other words, posts that say things like "I like that idea" or "I don't know" will not receive credit.

Discussion Board Rubric: All discussion boards are worth 10 points. The following rubric will be used to determine discussion board grades:
- 8-10 points – substantive posts that contribute to the class's overall understanding of the material. Minimum of three posts.
- 7 points - thoughtful post that attempts to develop the class's overall understanding of the material. Minimum of three posts.
- 6 points – posts that demonstrate a basic level of understanding of the material. Minimum of two posts.
- 1 to 5 points – only one post for the unit
- 0 points – no posts for the unit

Daily Work: Daily work consists of any work students do for this course that is not a final draft of a discussion board post, grammar quiz, or a final draft of an essay. **All daily work must be created with an approved word processing software (such as MS Word) should be typed in 12 pt. Times New Roman black font, double-spaced, have 1-inch margins on all sides, and include the student's name, course number, and date in the upper left hand corner of the page.** Daily work will count as 20% of the course grade.

Essays: In addition to daily work, students will complete three major essay assignments. Again, all written assignments must be typed and conform to the MLA format (12 pt. Times New Roman black font, 1-inch margins, double spaced). **All major essay assignments must be submitted for a grade in order to pass the course.**

Grammar Quiz: The grammar unit contains one grammar quiz that tests your understanding of the assigned readings and concepts covered in that unit. It is worth 10% of your course grade.

Submitting Work: Only work that is submitted to Brightspace will be accepted for credit.

Late Work and Make Up Work Policies:
Late work: Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family; observance of a religious holiday). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence. An extension on the late work will be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

Student Behavioral Expectations or Conduct Policy:
Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create a comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

Course Policy on Academic Dishonesty
Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another as their own, copying from sources without documentation, purchasing papers, utilizing AI to create portions or full drafts of essays, copying another's work, and gaining illegitimate access to quiz/exam passwords and/or quiz/exam questions or answers prior to taking the assessment) are subject to college policy as found in the general catalog. In addition, in this class, students may be subject to the following discipline:

- First Offense: Warning & failing grade on the assignment.
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

Click Here for the MCC Attendance/Absences Policy
(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.

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.