McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION 1

ENGL 1301.087

Jennifer Black

NOTE: This is a 16-week course.

COMPOSITION 1

ENGL 1301.087

COURSE DESCRIPTION FOR ALL STATE OF TEXAS ENGL 1301 CLASSES:

The course description below comes from the Texas Higher Education Coordinating Board's *Academic Classroom Guide Manual* for all ENGL 1301 courses in public colleges and universities across Texas:

"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 Co-requisites: Passing score on writing portion of MCC placement test or credit for ENGL 0301.

SPECIFIC REQUIREMENTS FOR THIS COURSE (Course Notes and Requirements):

Requirements for emails:

1. **Use your MCC email account**: Because of Federal privacy laws and MCC's email policy, you must use your MCC email account for all class communication outside of Brightspace.

2. **Use an informative subject line:** Put two items in the subject line of all emails: (a) ENGL 1301 **+** (b) your reason for writing in the subject line for emails. Example: *ENGL 1301 jury duty absence*
   - **IMPORTANT NOTE**: Use email only for personal information. Ask questions about the course in the forums on Brightspace so everyone can see the answer, just like asking in a classroom.

3. **Use the following format in all emails:**
   - **a)** Start your email with a salutation--such as *Hi Professor B*.
   - **b)** Write your message in the body in complete sentences.
   - **c)** Create a closing--such as *Thanks*--and type your first and last names under it.
   - **d)** Proofread and edit—remember that you are writing to your English professor, not a friend.

Requirements for submitting files:

- **Submit files as either MS Word documents (preferred) or PDF files**. **NOTE**: Do not submit Google docs. If you don't have a Word account, see page two for the link to a free account. If you can't download Word and aren't sure how to save your document as a PDF, do a Web search on "How do I save x as a PDF?" or contact the MCC Help Desk. Feel free to ask for help in forums.

INSTRUCTOR INFORMATION: Professor Jennifer Black

- MCC E-mail address: jblack@mclennan.edu
- MCC cell phone number: (415) 754-8788
- Zoom meeting I.D. number (for video conferences): 275-656-6048
- MCC office: Faculty Office building 109
- MCC office number (for messages only): (254) 299-8927

Online Conference Hours

- **By appointment:** Email me to set an appointment for a phone call, email, or Zoom video conference at times other than those listed below or in our course. **NOTE**: I live in California, so I will not be able to meet on campus, but we can talk face-to-face on Zoom. The times below are Central Standard Time (Waco time).
- **Mondays:** 8 - 9 p.m.
- **Tuesdays:** 2 – 3 p.m.
- **Wednesdays:** 8 - 9 p.m.
- **Thursdays** = 6 - 7 p.m.
- **Fridays** = 1 – 2 p.m.

Emergencies: Contact Dr. Bill Matta, the Director of the Language, Literature, and Communication division. Call 254-299-8903, or email him at wmatta@mclennan.edu.

REQUIRED MATERIALS:

There's no required textbook to buy; however, the following are my "textbook" requirements:

1. **You must be able to access our course a minimum of twice a week**: You'll need frequent and stable access to the internet to use materials that serve as the free "textbook" for the course: Our Brightspace course houses information, forums, videos, and links to free Web sites. You may use your MCC email to contact me about personal information, but questions about the class need to be posted in the class forums, and assignments must be submitted as instructed on Brightspace. Assignments will not be accepted by email.

2. **You must have access to video streaming**: If your computer or other devices cannot stream videos (usually 5 – 30 minutes each), you'll need to arrange to view them on another computer.

3. **You must have access to a device with a camera or webcam and a microphone**. These will be necessary o make short video notes on Brightspace and for video chats via Zoom.

    - **Need free computer access?** Free computers are available at MCC and your local public library. You can also find many public places with free Wi-Fi (*e.g.,* Starbucks or McDonald's) for tablets/laptops, and you can also access Brightspace via any smartphone (it's mobile-ready, so no app is needed).

    - **Need free MS Word, PowerPoint, or Zoom apps?**
      Free student version of MS Office 365: https://goo.gl/cAXRsx
      Free Adobe Reader for PDFs: http://get.adobe.com/reader/
      Free Zoom app/link from MCC for video conferences (signing up via this link gets you more "perks": Zoom

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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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 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.

* **Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

METHODS OF TEACHING AND LEARNING:

ENGL 1301 is a hands-on, interactive class that requires reading, thinking, discussing with others, planning, drafting, offering peer advice, and revising and editing. **The course is not self-paced nor individualized**, so you will need to adhere to stated deadlines and work in groups with your classmates; **however**, you will be able to work *ahead* for most assignments.

CORE OBJECTIVES and COMPETENCIES FOR COMMUNICATION:

The objectives and outcomes below are from the Texas Higher Education Coordinating Board's *Academic Classroom Guide Manual* for all ENGL 1301 courses in public colleges and universities across Texas

ENGL 1301 focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. As mandated by the State of Texas, the course will involve command of the oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience:

- **Critical Thinking (CT) --** includes creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM) --** includes effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW) --** includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- includes the ability to connect choices, actions and consequences to ethical decision-making

State-set Learning Outcomes for ENGL 1301:

By the end of the semester, students receiving passing grades will be able to do the following:

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/SCHEDULE:

The complete course schedule is posted in the Content section of our course. It is subject to change based on the needs of the class, but any changes will be emailed to the class and posted in the announcements on Brightspace. Below are the major sections of the class:

- **Orientation** = Weeks 1 + 2
- **Project 1: Analysis** = Weeks 2 - 5
- **Project 2: Comparison** = Weeks 6 - 9
- **Project 3: Evaluation** = Weeks 10 - 12
- **Project 4: The Capstone Report** = Weeks 13 - 15
- **Final Exam**: Week 16

COURSE GRADING INFORMATION:

The course consists of a total of 1000 points. The total number of points you've earned by the end of the semester determines your grade. The point value of each task can be found in the calendar and in the overview for each project.

- 900-1000 points = excellent = A
- 800-899 points = good = B
- 700-799 points = average = C
- 600-699 points = below average = D
- 0-599 points = unacceptable = F

Quizzes + the Final Exam:

There are 12 quizzes throughout the semester worth 20 points each; the final exam is worth 100 points. The quizzes are open book and untimed; their purpose is to encourage you to fully engage in studying the content that will help you become a better expository writer. The final exam is open book but timed. You'll find each quiz, the final, and the instructions by clicking on the QUIZZES link in the course Navbar. **WARNING**: Quizzes + the final cannot be taken late under any circumstances because the answers are made available at the deadline.

Process Tasks:

There are 8 process tasks through the semester worth 20 points each (prewriting, topic proposal, outlines, drafts, SmarThinking feedback, and questions). You'll find the instructions for each task by clicking on the ASSIGNMENTS link in the course Navbar. **WARNING**: Process tasks will not earn points if submitted late because (1) your classmates won't have time to wait for you and (2) we will have moved to the next step in the process.

Revised Essays:

There are 4 revised essays worth a total of 500 points. You'll find instructions and submission links by clicking on the ASSIGNMENTS link in the course Navbar. **WARNING**: Late revised essays will receive a penalty of -20% of the point value per 24-hour period, starting at 8:05 a.m. on the day they are due.

Department Capstone requirement: All MCC English 1301 courses include a capstone research project that will be graded by the rubric below. In this class, that is Project 4. To meet the state-mandated core objectives of the capstone, you must accurately evaluate, compare, and integrate at least 3 secondary sources; cite sources correctly and appropriately, using MLA 8 documentation style; and work together to improve the product through shared data collection, peer review, and self and team-member analysis.

Grading Rubric for ENGL 1301 Essays:

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.
Communication	-Clear main idea with supporting organization and developed examples and explanation. -Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.	-Clear main idea but may have minor lapses in organization, less developed examples and explanation. -Good awareness of rhetorical situation and matches work to audience requirements.	-Shows competency but has weak or unfocused main ideas, organization, and few developed examples and explanation. -Awareness of rhetorical situation but work does not meet the need.	-Inconsistent competence in thesis, organization, and content development. -Does not consider or tailor content and structure to rhetorical situation.
Mechanics	-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors	-Demonstrates competent command of format & diction. May have minor mechanical, grammar, spelling, or diction errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.

Teamwork	-Actively assists in meeting group goals. - Treats others respectfully at all times. - Consistently provides assistance and/or encouragement to all team members.	-Contributes to meeting group goals. -Treats others respectfully. -Assists and/or encourages other team members.	-Participates with teamwork requirements but does not actively work beyond the minimum required. -Treats group members respectfully but does not interact fully.	-Does not assist the group and/or fails to treat group members respectfully.
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough and comprehensive. -Always shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Completes most assigned tasks by the deadline; work is mostly thorough and shows only minor lapses in accountability. -Usually shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Misses deadlines occasionally; work generally meets requirements; shows occasional major lapses in responsibility. -Often shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Sometimes fails to show the ability to connect choices, actions and consequences to ethical decision-making

LATE WORK, ATTENDANCE, AND MAKE UP WORK POLICIES:

Deadlines for tasks are needed to keep everyone moving forward, to build on skills as we go, and because the State of Texas requires collaboration with other students.

- **Working Ahead:** Deadlines are not due dates; instead, they are the point at which an assignment must be completed or suffer a penalty. You are encouraged to work ahead of the deadlines to read assignments, ask questions or help each other, and submit projects. I will grade and respond to posts, drafts, and essays in chronological order, as assigned.

  WARNING about deadlines: As a reminder, the deadlines are the last possible moment to submit assignments. You will need to start each task long before the deadlines.

- **Late Penalties:** To earn full points, all assignments must be submitted by the deadlines found in the course calendar in the Orientation module in Brightspace. Late penalties depend on the task:
  - **Quizzes and the final exam** cannot be taken late because the answers are made available at the deadline. There are no exceptions to this policy; if you miss a quiz or exam the grade will be a zero.
  - **Process Tasks** (prewriting, outlining, and drafts) will not earn points if submitted after their deadlines because (a) during group tasks, your classmates will not have time to go back to your group and (b) we will have moved to the next step in the process. If you submit a process task late, the grade will be a zero.
  - **Late revised essays will** lose 20% of their point value per 24-hour period, beginning at 8:05 a.m. on the day they are due. When they are 5 days late, they cannot earn above a zero.

- **Attendance**: Failure to submit an assignment by the deadline counts as an absence. Failure to submit 25% of the assignments will result in being withdrawn, per MCC and State of Texas regulations. That means you will be withdrawn at your 7th zero before the drop date. Zeros after the drop date do not count towards the attendance percentage:

  - **ALERT**: It is the student's responsibility to withdraw before March 27 if you do not intend on completing the course. Because of this, you will not be withdrawn after the drop date even if you accrue 7 or more zeros after March 27.

- **Make up Work/Extenuating Circumstances:** Sometimes life gets in the way of our good intentions. If you know a task will be late—or if you've fallen behind--contact me immediately, and let's make a plan to

salvage the semester. If there are extenuating circumstances, let me know as soon as possible so we can work out a solution. Don't forget that you'll need to provide documentation of the extreme and unavoidable situation that prevented you from submitting a task before the deadline.

- **Bonus Opportunities (extra credit):** You can earn up to 25 points toward your course grade (i.e., potentially a 2.5% bonus) by completing the bonus activities noted on the course calendar. Bonus activities will not earn points if submitted late. There are no exceptions to this policy.

BEHAVIORAL EXPECTATIONS and CONDUCT POLICY:

Here's What You Can Expect from Me:

- **Competence**: You can expect that I know my subject. I've been teaching college-level writing for over 30 years. I've won a state college-level teaching award, and my online ENGL 1301 course was chosen as a "best-practice" model for Texas community colleges. I have degrees and graduate course work in composition, rhetoric, and social psychology, and I regularly read articles about writing, the brain, and learning theory. I also study current trends in writing—in college *and* the workplace—both for print and online tasks. My goal is to help you become a better thinker and writer this semester and for life.

- **Privacy**: You can expect that I will respect your privacy. Due to the Family Educational Rights and Privacy Act of 1974 (FERPA), I am prohibited from talking with anyone other than you about your classwork or grades ***unless you have completed a Student Release of Records form***: Click here to read about the release.

- **Fairness & equity**: You can expect to be treated fairly, which means that everyone will be held to the same set of standards and policies, but that truly extenuating circumstances will be taken into consideration.

- **Reasonable response times**: You can expect to hear from me fairly quickly most week days, definitely within 24 hours. I am generally not available on weekends, though, so if you write me on a Friday evening, you probably won't hear back until Monday.

    - **Helpful Hint**: The world is at your fingertips. If I am not available, do one or more of the following:
        - Ask questions in the forums in our course.
        - Check with MCC's technology helpline.
        - Search the World Wide Web.

    - **Haven't heard from me?** You should expect to hear from me within 24 hours of your contact--except on weekends. **NOTE**: I am not always at the computer, and I do not have MCC emails set to come to my phone. If you have not heard from me for longer than 24 hours during the work week, check your spam filter in case my response got caught. Then check your sent items to make sure your email was sent. Then contact me again by *forwarding* the original email and explaining the situation.

Here's What I Expect from You:

- **Active engagement**: You are expected to spend the same amount of time and effort on this online course as you would if you were coming to an on-campus class—more if needed. Because writing is an interactive subject, you can expect to devote 6 - 9 hours per week to this course (maybe more if English or technology is difficult for you). During these hours, you will read, watch videos, think, plan, discuss, write, revise, and participate in class activities--as well as ask and answer questions, and submit finished projects.

    Warning! To award credit for a 3-credit-hour class, the State of Texas requires 48 hours of attendance. In an online class, *attendance is defined as participation*, i.e., engaging in conversations on the forums,

emailing me, and timely completion of assignments. I am required to withdraw you for lack of participation at the 25% non-participation point, i.e., when you have missed 7 assignments before the drop date.

- **Responsible Behavior**: You are expected to behave as an adult who *chose* to enroll in an online class in an accredited college funded by tax-payer dollars. These responsibilities include . . .
  - **Demonstrating appreciation** of the fact that the hard-earned dollars of McLennan County taxpayers paid a chunk of your tuition bill.
  - **Showing respect** for other students, the course materials, and the instructor.
  - **Engaging in prompt and regular participation**—including asking for help--in a way that furthers not only your own knowledge and skill level but that of your classmates as well.
  - **Focusing on the point of the course** = to learn the knowledge and skills deemed necessary by the State of Texas, the college system across the U.S, and most businesses.

  FYI: See MCC's General Conduct Policy in the *Highlander Guide* for detailed information about your rights and requirements as a student at MCC.

Click here for the MCC Academic Integrity Statement: This link will provide you with information about the value of academic integrity, dishonesty, and cheating—and the consequences for not adhering to these values.

Specific Academic Integrity Rules for this section:

1. Students caught cheating the first time (this includes acts of plagiarism as well as getting too much help from others) will receive a zero for the assignment without the chance to redo the work and will be reported to the Director of Language, Literature, and Communication and to the Office of Student Discipline.
2. Students caught cheating a second time will be removed from the class and receive a grade of F for the course—not a W-- as well as be required to meet with a representative from the Office of Student Discipline. Students may be placed on academic probation depending on the offense.

Click here for the MCC Attendance/Absences Policy: Click on the link for the college policies on attendance and absences.

Attendance rules specific to this section:

- Because online classes don't meet face-to-face, the State has defined online attendance as *participation*, signified by the timely completion of assignments. **If your absences total 25% of the course (7 assignments) before the drop date, you will be withdrawn for non-participation.**

- **WARNING**! If you reach the point of non-participation (7 zeros) after the drop date, you will not be withdrawn. Instead, you will receive the grade that corresponds to the number of points you have earned at the end of the semester, usually an F.

The 6-Course Drop Limit: If you took your first college class after the Fall of 2007, you are subject to the 6-course drop limit. This is a rule from the State of Texas that says you will not be allowed to withdraw from any classes after you have accrued 6 drops.

DISABILITIES/ADA STATEMENT

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

TITLE IX

* **Click Here for more information about Title IX** (**www.mclennan.edu/titleix**)

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 or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.