

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

English 1301 Sections 88 and 89

Dr. Lisa Hoeffner

NOTE: This is an 8-week 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

Appropriate score on MCC placement test or credit for INRW 0402.

Course Notes and Instructor Recommendations

You are enrolled in either an online or hybrid course. Online and hybrid courses are not easier than traditional face-to-face courses. They require more organization and motivation on the student's part. Use the tips in this Instructor Plan to succeed in this course, and make note of the section that presents your options for extra help.

Instructor Information

Instructor Name: Dr. Lisa Hoeffner

MCC E-mail: Lhoeffner@mclennan.edu

Office Phone Number: 299-8807

Personal Cell Phone: 254-315-2347 (Feel free to text me; please include your name.)

Office Location: FOB 204

Office/Teacher Conference Hours: by appointment, by Zoom (online videoconferencing), and by phone.

Required Text & Materials

See our course website on Brightspace for a guide that will show you options for purchasing your text.

1. Text and Software: *The McGraw-Hill Guide*, Roen, ebook packaged with Connect. The MCC Bookstore is selling the correct package. It is simply an access card that enables you to access McGraw-Hill Connect online, and you'll find the textbook within McGraw-Hill Connect. If you would like to have a "real" book, they are available for an additional charge. Just email me and I'll explain. **I also have information available on methods for buying your book and saving money. This information is in the BrightSpace announcements.**
2. Here is a link to the [MCC Bookstore](#). PLEASE: Please DO NOT purchase your books *by mail* from the MCC Bookstore. Long delays in receiving texts have been reported.

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

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](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

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

Where does this course take place?

- This is an **all online** course.
- In this course, students will read interact with the instructor about how to improve their writing. They will also read, practice, receive feedback and comments for improvement, watch videos, and work on grammar improvement by using McGraw-Hill Connect.
- Students will be expected to complete **independent** homework assignments, but help is always available.

What do we do in this course?

- You will need to set aside some time each week, preferably for 3-4 days a week, to work on this course. You will do all of your work online through a computer. If you do not feel comfortable working on a computer alone, you can work on this course on campus in the library or in the Academic Center for Excellence.
- You will write papers in this course and submit to me for grading and feedback.
- You will work with your peers or SmarThinking (a tutorial program) in the course to get feedback on your writing.
- You will also use Connect, an online program designed to help you learn how the read and write well.
- You will take a final exam at the end of the semester.
- To access the course and learn what to do each week, enter your user information at this link: <https://brightspace.mclennan.edu/d2l/login>. (Click on ENGL 1301 once you have logged in to Brightspace. Don't worry about the section #. All of my ENGL 1301 classes meet in the same section, and the program can use only one section #. If the ENGL 1301 course appears in your Brightspace, it's the right course.)

How Will I Know What to Work On?

- Always read announcements first. Next, click on CONTENT (on the upper menu bar). You will see a list of modules and a list of due dates in Brightspace. You'll work on each module and submit it by the due date.

What if I have problems?

- If you have **academic problems**, use the resources available at MCC. MCC offers all kinds of help for students. For drop-in help, visit the Center for Academic Excellence.

For more information, see this link: <http://www.mclennan.edu/center-for-academic-excellence/>.

- To get a tutor, visit the Center for Academic Excellence. More information is provided at this link: <http://www.mclennan.edu/center-for-academic-excellence/>.
- You can use **online tutoring** called Smarthinking free of charge. For more information, click here: <http://www.mclennan.edu/center-for-academic-excellence/smarthinking>.
- You can get assistance with the research/library tasks required in this course. For more information, click here <http://www.mclennan.edu/library/#> and look at menu of services on right-hand column. You can even make an appointment with a librarian.
- You can get technical support if you have computer, password, or technology issues. Click here: <http://www.mclennan.edu/tech-support/>.
- If you have **personal problems** that are keeping you from getting your work done, please contact me by email as soon as possible. Maybe we can work out a solution!

Course Objectives and/or Competencies

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

Course Outline or Schedule

There **might be changes** to this course schedule. All changes are announced in the Brightspace announcements area. Students are responsible for reading the information on Brightspace to learn about any course schedule changes.

There are 15 modules in this course. Each module is due on a Sunday night by 11:59 pm. **NO LATE WORK IS ALLOWED.**

Semester Dates Jan. 13 – May 3. Final Exam: May 4 or May 5. Final exam is taken online and you may take it at any time on May 4 or 5. You may work ahead: meaning, you may submit work earlier than the due dates.

Due Date	What's Due
Sun., 1/19, by 11:59 pm	Module 1
Sun., 1/26, by 11:59 pm	Module 2
Sun., 2/2, by 11:59 pm	Module 3 (including Essay #1)
Sun., 2/8, by 11:59 pm	Module 4
Sun., 2/15, by 11:59 pm	Module 5
Sun., 2/22, by 11:59 pm	Module 6 (including Essay #2)
Sun., 3/01, by 11:59 pm	Module 7
Sun., 3/08, by 11:59 pm	Module 8

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Sun., 3/15, by 11:59 pm	Nothing Due because of Spring Break
Sun., 3/22, by 11:59 pm	Module 9 (including Essay #3)
Sun., 3/29, by 11:59 pm	Module 10
Sun., 4/5, by 11:59 pm	Module 11
Sun., 4/12, by 11:59 pm	Module 12 (including Essay #4)
Sun., 4/19, by 11:59 pm	Module 13
Sun., 4/26, by 11:59 pm	Module 14
Sun., 5/3, by 11:59 pm	Module 15 (including Essay #5)
Monday, May 4 (from 12:00 am) through Tuesday, May 5 (through 11:59 pm)	Final Exam. You will take the final exam online within a 48-hour period. It is timed at 2 hours and is taken online. For more info, click on “Final Exam” on the menu bar in Brightspace.

Course Grading Information

Course grades will be calculated using these percentages:

Assignment	Percentage of Final Grade	Your Grade	To calculate your course grade, multiply your grade times the percentage. Be sure to convert the percentage to a decimal. For example, 5% = .05; 20% = .20, etc. Add all the numbers in this column, and you will have your course grade.
Essay 1	10%		
Essay 2	10%		
Essay 3	15%		
Essay 4	15%		
Essay 5	15%		
Connect Average	15%		
Final Exam	20%		
Final Course Grade Final Grade			(Add products)

Final Grade Determination

- 90 – 100 % = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- 59% or lower = F

Penalties for Plagiarism or Cheating

Plagiarism occurs when you use the work of another person or entity without giving credit to that person or entity. Plagiarism can occur in many ways, including but not limited to using a source's ideas without giving credit to the source, using a source's words without giving credit to the source, having someone write a paper for you, purchasing a paper and submitting it as if you had written it, and so on. Cheating occurs when students have someone else take a course or a portion of a course for them.

Plagiarism or cheating will result in penalties ranging from zero on the assignment in question to being dropped from the course. The punishment for plagiarism is entirely at the professor's discretion. Students who cheat or plagiarize will be referred to McLennan Community College's disciplinary officer.

Late Work, Attendance, and Make Up Work Policy

I have set up five due dates in this course. On each of the due dates, you'll need to have finished a certain number of modules and to have submitted an essay. For example, by the first due date, you will need to submit modules 1, 2, and 3, including Essay #1 (which is explained in these modules).

No late work is accepted. Do not put it off until the last minute. Doing so is often disastrous.

* **[Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

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

* **[Click Here for the MCC Attendance/Absences Policy](#)**

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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

*** [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.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*