



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition 1
ENGL 1301, section .087
Professor Jennifer Black

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

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 Corequisites:

Passing score on writing portion of MCC placement test or credit for ENGL 0301.

Course Notes and Instructor Recommendations:

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 communication. Ask questions about the course in the forums on Brightspace so everyone gets the answer—just like raising your hand in class.
3. **Use the following format in all emails—to practice writing in a more formal style than text messaging:**
 - a) Start your email with a salutation--such as *Hi Prof B*.
 - b) Write your message in the body in complete sentences.
 - c) Create a closing--such as *Thanks*--and type your first name 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 aren't sure how to save your document, do a Web search on "How do I save x as a PDF?" Feel free to ask for help in forums.

Instructor Information:

- **MCC E-mail address:** jblack@mclennan.edu
- **Work hours cell phone number:** (415) 712-1341
- **MCC office:** Faculty Office building 109 (see note below). **Voice Mail at MCC:** To leave a voice mail at my MCC phone number: (254) 299-8927
- **Zoom meeting I.D. number** (for video conferences): 275-656-6048, or use the following link in your Web browser: <https://mclennan.zoom.us/j/2756566048>

Online Conference Hours

- **By appointment:** Email me to set an appointment if you need to meet other than the times listed below. **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 listed in Waco time zone (Central Standard).

Mondays: 11 a.m. - noon.

Tuesdays: noon – 1 p.m.

Wednesdays: 8 - 9 p.m.

Thursdays: 7 - 8 p.m.

Fridays: 9 - 10 a.m.

Or by appointment

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 Text & Materials:

There's no required textbook to buy; however, note the requirements below:

1. **Required:** 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.
 2. You may use your MCC email to contact me about personal information, but questions about the class need to be posted in the forums, and assignments must be submitted as instructed on Brightspace. Assignments will not be accepted by email.
 3. **Required:** You must have access to video streaming: If your computer or other devices cannot stream instructional videos (usually 3 – 30 minutes each), you'll need to arrange to view them on another computer.
 4. **Optional:** You will need access to a device with a camera or webcam and a microphone in order to participate in optional Zoom sessions. You are welcome to use your smartphone if needed.
- **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., the MCC parking lot, Starbucks or McDonald's), and you can access Brightspace and MCC's email 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](#)

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.**

Course Objectives and/or Competencies:

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.

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4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

Course Outline or Schedule:

The course is divided into 5 sections, defined below. You'll find a week-by-week calendar on the *Assignments* page for each project. NOTE: You are welcome to submit outlines and rough drafts for feedback, but they are not required and will not earn points. You'll see more information on the calendar for each project.

- **Project 1 = Weeks 1-3 (140 points):** The purpose of this project is to familiarize yourself with the course materials, rules, and processes, and to review essay structure. You'll take 3 quizzes and an analysis test.
- **Project 2 = Weeks 4-6 (180 points):** The purpose of this project is to use the source information from P1 to write on an assigned topic. You'll take 4 quizzes and write a short analysis essay.
- **Project 3 = Weeks 7-9 (230 points):** The purpose of this project is to learn about and practice writing a problem/solution essay, including using the information from P1 and 2 as well as additional secondary source material. You'll take 4 quizzes and write a problem/solution essay.
- **Project 4 = Weeks 10-12 (260 points):** The purpose of this project is to learn about and practice using a science-based writing format to present the results of an experiment you will conduct as well as practice academic writing style (format and citation). You'll also use the information from P1-3. You'll take 3 quizzes and write the Capstone essay.
- **Project 5 = Weeks 13-16 (190 points):** The purpose of this project is to practice writing an argumentative essay in a less academic format. You'll use the information from P1-4 as well as new materials for the unit. You'll take 2 quizzes and submit a short argumentative essay.

Note: There is also an optional, comprehensive make-up quiz.

Course Grading Information:

There are a total of 1000 possible points in the class. The total number of points you've earned by the end of the semester determines your course grade. The point value of each task can be found on the calendars, in the instructions, and in the gradebook. You'll access the tasks via the navbar at the top of the course home page.

- 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

Department Capstone requirement: All MCC English 1301 courses include a capstone research project that will be graded by the standardized rubric below. To meet the state-mandated core objectives of the capstone, you must accurately evaluate, compare, and integrate at least 4 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.

The standardized grading rubric for all ENGL 1301 capstone essays is on the next page. I use the first three sections as the rubric for the final draft of all essays during the semester.

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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.

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- **Late Penalties:** To earn full points, all assignments must be submitted by the deadlines found in the course calendar for each project. Late penalties depend on the task:
 - **Quizzes** cannot be taken late under any circumstances because the answers are made available at the deadline. There are no make-up assignments for each quiz because (a) it's possible to lose 100 points and still earn an A in the course, (b) there are 20 points in bonus tasks (which can make up for a missed quiz), and (c) there is a comprehensive—and optional--comprehensive make-up quiz at the end of the semester that can replace a zero or low grade on a quiz.
 - **Late essays** will lose 10% of their point value per 24-hour period, beginning at 8:01 a.m. on the day they are due.
- **Attendance:** Failure to participate 75% of the time will result in being withdrawn, per MCC and State of Texas regulations. Because MCC requires that online classes count "attendance" weekly, you will be withdrawn when you have failed to participate a total of 4 weeks. Because there is more than one task due most weeks, I will count you present if you have submitted at least one of those tasks. If there is not an assignment due on a week, I do not count attendance.
 - **ALERT:** It is your responsibility to withdraw before March 26 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 6 or more zeros after March 26.
- **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. I know we are in unprecedented times, and I will work with you as much as I can to help you complete the course. Don't forget that you might need to provide documentation of the extreme and unavoidable situation that prevented you from submitting a task before the deadline.
- **Extra Credit Opportunities:**
 1. You may earn up to 20 points by doing the bonus tasks that will be presented with each Projects 2-5. This can add a potential 2% to your grade and/or make up for lost points. Bonus tasks do not earn points if they are submitted late.
 2. There is an optional, comprehensive make-up quiz on final exam week you can use to replace a low quiz grade. It will contain information from the whole semester.

Student Behavioral Expectations or Conduct Policy:

Here's What You Can Expect from Me:

- **Competence:** You can expect that I know a lot about writing—and about teaching writing. I've been teaching college-level writing for over 30 years. I've won a college-level state 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

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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 as needed.
- **Reasonable response times:** You can expect to hear from me fairly quickly most weekdays, 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—and 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 instructional 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 failed to participate for 4 weeks before the drop date. After March 26, you will not be withdrawn.
- **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 practice the 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](#)**

(www.mclennan.edu/academic-integrity)

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

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](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. See the attendance section of Late Work, Attendance, and Make-up Policies for specifics about attendance in this class.

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

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.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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](http://www.mclennan.edu/titleix)
(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 (Chief of Staff for Equity & Inclusion/Title IX) 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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*