

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Composition I: Thinking and Writing**

**Engl -1301-210**

**Dr. Reid Makowsky**

**NOTE: This is an 8-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.

**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 Co-requisites:**

Passing score on writing portion of MCC placement test or credit for ENGL 0301 or INRW 0402

**Instructor Information:**

Instructor Name: Dr. Reid Makowsky  
MCC E-mail: [rmakowsky@mclennan.edu](mailto:rmakowsky@mclennan.edu)  
Office Phone Number: 299-8908  
Office Location: FO 218  
Office Hours: Zoom by appointment

**Required Text & Materials:**

Title: St. Martin's Guide to Writing  
Author: Axelrod  
Edition: 11th  
Publisher: St. Martin's  
ISBN: ISBN-13: 978-1319087715

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

**Methods of Teaching and Learning:**

We will learn together both in person and online. In the classroom, our time will split between lecture and class discussion/questions. Online, you will read additional material, submit assignments, and use discussion boards.

**ENGL 1301 Essay Guidelines:**

The great majority of your grade depends on four major essays. Here are some things to remember about these assignments:

1. You lose one letter grade each day an essay is late.
2. All essays involve prewriting.
3. I grade these essays using the questions on the Peer Review sheet.
4. **All essays must be submitted to Brightspace. If you need help, contact the Help Desk at 299-8077.**

**Course Grading Information:**

The grades will be distributed as follows:

## Composition 1: Thinking and Writing

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Essay 1: 10%

Essay 2: 15%

Essay 3: 20%

Essay 4: 25%

Response Essays: 20% (5% Each)

Daily Grades and Class Participation: 10%

**Intentional plagiarism on any of these essays will result in an irrevocable grade of 0 for that assignment. Two instances of plagiarism will result in failure for the course, and referral to College authorities.**

### **Course Outline or Schedule:**

#### Unit 1: Personal Essay

Week of 3/15: Read Syllabus, Read Introduction to Unit 1 on Brightspace. Read Ch. 1 of St. Martin's Guide.

In class: Discuss Syllabus and Chapter 1.

Week of 3/22: Read Ch. 2. **Response Essay 1 due Monday night.**

**Outline for Major Essay 1 due Thursday night.**

In class: Discuss Chapter 2 and Major Essay 1.

#### Unit 2: Explanation Essay

Week of 3/29: **Major Essay 1 Due Monday night (submit SmartThinking report at the same time). Response Essay 2 due Thursday night.**

In class: Begin discussing Unit 2 and Essay 2

Week of 4/5: Read Ch. 4. **Outline for Major Essay 2 due Monday night. Major Essay 2 Due Thursday night (submit SmartThinking report at the same time).**

In class: Discuss chapter 4. Begin discussing Essay 3

#### Unit 3: Review Essay

Week of 4/12: Read Ch. 8 pp. and film and restaurant reviews posted on BS. **Response Essay 3 Due Monday Night. Outline Major Essay 3 due Thursday night (submit SmartThinking report at the same time).**

In class: Discuss reviews posted in Bright Space, citing sources.

#### Unit 4: Proposal Essay

Week of 4/19: **Major Essay 3 Due Monday Night.** Read Wendell Berry's "Solving for Pattern" (on Brightspace). **Response Essay 4 due Thursday night**

In class: Discuss “Solving for Pattern,” begin discussing Essay 4, doing research

Week of 4/26: Read ch. 7. **Outline 4 due Thursday night (turn in earlier if possible).**

In class: Continue discussion of Essay4, discuss Chapter 7.

Week of 5/3: **Major Essay 4 Due Monday night.**

**Late Work, Attendance, and Make Up Work Policies:**

No make-up daily work is permitted except in special cases. If you want to do well in this course, you must do all of the reading and should plan to attend all class meetings. Failure to attend at least three quarters of all meetings will result in a grade of “W” or “F”, depending on whether you were passing. Failure to submit an assignment counts as an absence. If you arrive after class has begun you will be counted tardy. Three tardies equal one absence. If you arrive more than 10 minutes late, you will be counted absent. Students use their phones in class will be counted absent. Students who do not bring the necessary books to class will also be counted absent.

**Student Behavioral Expectations or Conduct Policy:**

You should observe common courtesy by treating others with dignity and respect. Be prepared for class by having done the reading and completed the assignments. Arrive on time. Listen to others when they are speaking. If your phone is distracting you, put it in your bag.

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

**([www.mclennan.edu/academic-integrity](http://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](#)**

**(<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.

***\* 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.***

# McLennan

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# COLLEGE

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## 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](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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](http://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

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[titleix@mclennan.edu](mailto: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.*