

McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition II

English 1302.C07

Mrs. Molly Hunt

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid 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 the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisites and/or Corequisites:

ENGL 1301 or its equivalent with a grade of C or better, or consent of Division Chair.

Course Notes and Instructor Recommendations:

This course is a blended format, so we will meet on campus one day a week. The other day of the week, you will complete work online.

Technical Requirements

- Students enrolled in this **hybrid** 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 2007 or newer, Google Drive (available to all students via their MCC email accounts) or OpenOffice.org – please do not use Pages, Word Perfect, or MS Works as your word processing software.
- Adobe Reader
- Java
- PowerPoint Viewer

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

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (herein after “the Service.”) The instructor may use the Service to review all submitted essay assignments.

Instructor Information:

Instructor Name: Mrs. Molly Hunt

MCC Email: mhunt@mclennan.edu

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Office Phone Number: 254-299-8960

Office Location: FOB 112

Office/Teacher Conference Hours: Tuesday & Thursdays 10:00-12:00

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment.

Required Text & Materials:

Title: [*Writing is Easier Than You Think*](#)

Author: Nicholas Webb

***This is an online textbook written by an MCC professor. Click the title above to access the full textbook. ***

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

Methods of Teaching and Learning:

Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's TurnItIn feature, and the MCC library's collection of databases.

Instruction methods will include online lecture videos, class discussion boards, reading assignments, on-line group work, writing assignments, quizzes, and written examinations. Most writing assignments will require multiple drafts and revision.

I will post class announcements, the work for each Unit organized week by week, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. You are responsible for checking Brightspace regularly.

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

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. 4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

Course Outline or Schedule:

Week 1

- Introduction. Course Overview, Reading Assignments
- Discuss Essay #1

Week 2

- Elements of an Argument
- Critical Thinking strategies

Week 3

- Peer Editing and Revising
- **Essay 1 due**

Week 4

- Introduce Essay #2
- Introduction to Developing a claim; conducting research.

Week 5

- Reading example essays.
- Essay 2 - Outlining and Drafting

Week 6

- Paragraph Organization and Academic Language
- **Rough Draft Due for Essay 2** – Writing Workshop

Week 8

- **Essay #2 Due.**
- Introduce Essay 3

Week 9

Spring Break!!

Week 10

- Analyzing Position Arguments,

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- Review research and evaluating sources and MLA Format.

Week 11

- Introduce Planning a Research Project.

Week 12

- Library class. Finding and Evaluating Sources.
- Essay #3 Due

Week 13

- Discuss Essay 4
- Annotated Bibliography
- Citing and Documenting Sources

Week 14

- Writing Workshop and Editing Practice

Week 15

- Peer Review

Week 16

- Presentations

FINAL EXAMS - May 3-6

*This schedule is subject to change as necessary.

Course Grading Information:

Grades in the course will be based on a sum of the weighted average your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam 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

Participation	10%
Weekly Work	10%
Essays 1-3	45% (15% each)
Essay 4	25%
Final Exam	10%

(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.

Late Work, Attendance, and Make Up Work Policies:

Late work: Late work is not accepted.

Attendance: Since a blended course combines face-to-face instruction and online work, tracking attendance will include participation in face-to-face sessions and completion of online assignments. Students are expected to attend 1.5 hours of classroom instruction per week and complete weekly assignments in Brightspace. No online participation during a week or not a single submission of weekly assignments will equal one class absence.

According to MCC attendance policy, 25% of absences (eight class sessions) may result in being withdrawn from the course with the grade of W or F, depending on whether a student is passing. An absence from a class session will be excused if it is caused by authorized participation in official College functions, personal illness, an illness or a death in the immediate family, or the observance of a religious holy day. Please notify me via e-mail in advance if you are unable to attend any given class session.

Each student whether present or absent in class should complete ALL weekly assignments in Brightspace BEFORE the due date. Patterns of late work will be reflected in lower grade for the course in fairness to others who have done their work on time and sometimes at a great sacrifice. If you need help in getting your course work done, please let me know as soon as possible.

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 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.

Academic Integrity

Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

- **Cheating**: 1) Copying from another student's test paper, essay, assignment, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the assessment; 3) Collaborating with or seeking aid from another student during an assessment without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself.

- **Plagiarism**: The deliberate appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit.

- **Collusion**: The unauthorized collaboration with another in preparing work offered for credit.

* **[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(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)**

(<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.*

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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.*