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 I

English 1301.210

Molly Hunt

NOTE: This is an 8-week course.
NOTE: This is a Blended/Hybrid course.

Spring 2022

Composition 1

English 1301.210 and 1301.211

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

Course Notes and Instructor Recommendations:
This course is a lecture format, so attendance is the key to your success. All work and announcements will be posted on Brightspace, so it is up to you to keep track of the assignments and deadlines.

Technical Requirements
- Students enrolled in this 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-todate systems.

Recommended Programs
- Microsoft Office, 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 ESSAY assignments will be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software.

Turnitin
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin. You do not need to make a Turnitin account; your submissions on Brightspace will be automatically linked.

Instructor Information:
Instructor Name: Molly Hunt
MCC Email: mhunt@mclennan.edu
Office Phone Number: 254-299-8960
Office Location: FOB 112
Office/Teacher Conference Hours: MW 12:30-2:00pm TTH 11:00-1:00pm
Other Instruction Information: Please email me to make 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:
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.

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

Course Outline or Schedule:

Week 1	Syllabus Review and Quiz; Brightspace Orientation; Remembering an Event PPT; Paper 1 Outline & Rough Draft;
Week 2	Sentence Structure; Workshop Rough Drafts; Vocabulary & Reading Exercises due; Paper 1 Final Draft Due;
Week 3	Film Anaylsis; Paper 2 Outline & Rough Draft
Week 4	Academic Writing Style; Workshop Rough Drafts; Paper 2 Final Draft Due;
Week 5	Explaning a Concept PPT; Explanatory & Defining Exercises; MLA; Paper 3 Rough Draft Due
Week 6	Workshop Rough Drafts; Paper 3 Final Draft Due;
Week 7	Argument PPT, Rhetoric, Library Skills, MLA; Essay 4 Outline & Rough Draft
Week 8	Peer Review Workshop, Essay 4 Final Draft

ENGL 1301 Essay Guidelines:

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

1. All essays involve prewriting.

2. I grade these essays using the questions on the Peer Review sheet.

3. **All essays must be submitted to Brightspace.**

4. I provide feedback on Brightspace through Turnitin.

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.

Course Grading Information:

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

Daily Work	15%
Essay 1	15%
Essay 2	20%
Essay 3	20%
Essay 4	20%
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:

If you want to do well in this course, you should plan to do all of the readings and 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. Students using their phones in class will be counted absent.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Phone calls and texts will not be tolerated in class. If you have an emergency situation arise, please take your conversation into the hallway.

You will read other students' papers this semester; it is not your job to judge their opinion on the subject they choose, but your job during workshops is to help improve their paper to the max potential (again, regardless of whether or not you agree with the author).

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.

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ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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:
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 Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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 or emailing SuccessCoach@mclennan.edu. Students may 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.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward 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 be lost or placed in junk or spam filters.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.