



**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Composition II
ENGL 1302.087
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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

Spring 2022

Course Description:

The course description below comes from the Texas Higher Education Coordinating Board's *Academic Classroom Guide Manual* for all ENGL 1302 courses in public colleges and universities across Texas: "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:

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 1302 + (b) your reason for writing in the subject line for emails. Example: *ENGL 1302 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) Create a subject line as described above.
 - b) Start your email with a salutation--such as *Hi Prof B*.
 - c) Write your message in the body in complete sentences.
 - d) Create a closing--such as *Thanks*--and type your first name under it.
 - e) Proofread and edit—remember that you are writing to your English professor, not a friend.

Requirements for submitting files:

- **For essay submissions, follow the instructions for the task.** Some projects allow either MSWord or PDF; others require PDF (to preserve formatting). If you don't have a Word account, see page two for the link to a free account.
 - **NOTE:** Do not submit Google docs.
- **Files submitted to the forums must be saved in PDF format.** 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 (if you leave a message or text, tell me who you are and what class you are in)
- **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.

Scheduled times when I will be available by email and/or Zoom: The times below are Waco time (Central Standard).

- Mondays: 10-11:30 a.m.
- Tuesdays: noon – 1 p.m.
- Wednesdays: 9 – 10 p.m.
- Thursdays: 7:30-9 p.m.
- Fridays: By appointment only

Emergencies: Contact Dr. Bill Matta, the Director of the Language, Literature, and Communication division. Call 254299-8903 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. **Required: 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. Please use your MCC email to contact me about personal information.
3. **Required: You must have access to video streaming:** If your computer or other devices cannot stream instructional videos (usually 2 – 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 and/or record videos in the forums. You are welcome to use your smartphone.

- **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 1302 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 1302 courses in public colleges and universities across Texas: ENGL 1302 focuses 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)** -- 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 1302:

By the end of the semester, students receiving passing grades will be able to do the following:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including 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., MLA).

Course Outline or Schedule:

The course is divided into 5 sections plus a final exam, as defined below. You'll find a week-by-week calendar on the *Assignments* page for each project—and a list of all deadlines on the course homepage.

- **Project 1 = Weeks 1-3 (110 points):** The purpose of this project is to familiarize yourself with the course materials, rules, and processes, and to review essay structure and point of view rules. You'll take 2 quizzes and write a short essay on an assigned topic.
- **Project 2 = Weeks 4-6 (190 points):** The purpose of this project is to practice the skills of development and summary while learning to use modern methods of attributing to and

incorporating sources into your essay. You'll take 2 quizzes, write a plan, correct any POV errors on your P1 essay, and submit your P2 essay. You'll have an opportunity to earn bonus points.

- **Project 3 = Weeks 7-9 (240 points):** The purpose of this project is use source materials faithfully and to use headings to help readers navigate your essay. You'll also learn about correctly punctuating titles and quotes. You'll take 3 quizzes, write a plan, correct any POV and attribution errors on your P2 essay, and submit your P3 essay.
- **Project 4 = Weeks 10-12 (245 points):** The purpose of this project is to build an effective argument for a specific audience. You'll take 2 quizzes, write a plan, correct any POV, attribution, and titles & quotes errors on your P3 essay, and submit your P4 essay. You'll have an opportunity to earn bonus points.
- **Project 5 = Weeks 13-15 (165 points):** The purpose of this project is to learn about and practice using a documentation style by revising your P4 essay using MLA 9 rules for the format and citations. You'll take 3 quizzes, correct any POV, attribution, titles & quotes, and heading errors on your P4 essay, and reformat your P4 essay into MLA 9 style as the capstone for the semester.
- **The Final Exam = Week 16 (50 points):** You'll take a comprehensive test that includes both questions and a short essay.

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 calendar, in the instructions, and in the gradebook. You'll access the tasks via the navbar at the top of the course home page. Use the calendar to see where to find each task.

- | | |
|-----------------------------------|--------------------------------------|
| • 900-1000 points = excellent = A | • 600-699 points = below average = D |
| • 800-899 points = good = B | • 0-599 points = unacceptable = F |
| • 700-799 points = average = C | |

Department Capstone requirement: All MCC English 1302 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 5 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. Your work in P4 and P5 will meet the capstone goals set by the department.

The standardized grading rubric for all ENGL 1302 capstone essays is on the next page. NOTE: I also use the first three sections as the rubric for the final draft of all essays during the semester.

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.

- **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) every student is given 20 points at the beginning of the semester in case of an unavoidably missed quiz, (c) there are two optional quizzes worth 5 points each that can help to offset a missed quiz, and (d) the grade on your comprehensive final exam can replace a zero or low grade on ONE quiz. If you miss more than one quiz, the grade will remain a zero.
 - **Late written work, such as process tasks and essays**, will lose 10% of the point value per each 24-hour period. The first 24-hour period begins at the deadline.
- **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. **ALERT: It is your responsibility to withdraw before March 25 if you do not intend on completing the course. Because of this, you will not be withdrawn after the drop date even if you quit participating after March 25.**
- **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. 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:**
 - Every student is given 20 bonus points at the start of the semester.
 - Everyone can earn up to 10 additional points by doing the bonus tasks that will be presented in Projects 2 and 4. These are quizzes and cannot be taken late.
 - The grade on your comprehensive final exam can replace a zero or low grade on ONE quiz. If you miss more than one quiz, the grade will remain a zero. For example, if you earn a zero on a quiz, it will stay a zero until the final exam. The grade on the final exam will replace the zero on the quiz you missed. The final cannot replace zeros or low grades on other assignments.

[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.

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 ***unless you have completed a Student Release of Records form:***
- **Fairness & equity:** You can expect to be treated fairly and equitably, which means that everyone will be held to the same set of standards and policies, but that 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 morning.
 - **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 Oct. 22, you will not be withdrawn but will earn a grade in the course.

- **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.

A word about cheating. The following are the specific Academic Integrity Rules for this course:

1. Students caught cheating the first time (this includes acts of plagiarism as well as getting too much help from others—or copying ideas or words from the forums) 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.

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C O M M U N I T Y

COLLEGE

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.