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

ENGL 1302.187

DR. YOLANDA J. GONZALEZ

NOTE: This is an 8-week course.

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2022

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 minimum grade of C or consent of division chair.

Course Notes and Instructor Recommendations:
This online course has two parts: a "lecture" and "lab." Completion of both parts of the course with at least a 70% average is required to earn credit for the class and move on to more advanced college courses. If you have problems completing either the lecture part or lab component of this course, please talk to me.

Technical Requirements
Students enrolled in this online course need regular, reliable access to the internet and a computer. Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

If you don't have reliable internet/computer access at home, make plans to come to campus and complete your coursework in one of the computer labs on campus.

Recommended Programs
- Microsoft Office 365 (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*
- Adobe Reader
- Java

Using Brightspace:
All course materials are posted on Brightspace, and all assignments must be submitted online. 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
https://www.turnitin.com/
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Instructor Information:
Instructor Name: Dr. Yolanda J. Gonzalez
MCC E-mail: ygonzalez@mclennan.edu
Office Phone Number: (254) 299-8904 (please leave a voicemail message)
Office Location: FOB 112
Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Tuesday-Thursday from 10 am to 3 pm. MCC holidays will be observed, and office hours will not be held on those days.
Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment. My Zoom URL is https://mclennan.zoom.us/j/2394045861.

Required Text & Materials:
Title: *Writing Arguments: Rhetoric, Brief*
Author: Ramage
Edition: 10th
Publisher: Longman
ISBN: 9780321964274

Title: *MLA Handbook*
Author: Modern Language Association of America
Edition: 8th
ISBN: 9781603292627

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

Methods of Teaching and Learning:

By the end of the semester, students will have written at least 5 research-based essays totaling approximately 4000 words and/or 20 pages. Essay assignments should demonstrate a student's ability to analyze argumentative rhetoric and to construct an argumentative essay with research documented in MLA format. The following guidelines serve as the ratio for determining final grades:

- 40-50% of the grade will come from 3 essays (that may include preparatory drafts), at least one of which will be written in class with little or no preparation
- 20-30% of the grade will come from another essay, one that is research-based (and may include preparatory drafts), of between 5 and 10 pages, utilizing at least 5 sources. To meet core objectives, students will accurately evaluate, compare, and integrate these 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 essay will be graded by a common rubric.
- 10-20% of the grade will come from the final exam, of which at least one-half will be an in-class essay written at final exam time
- 10-20% of the grade will come from daily work, such as homework, quizzes, tests, journals, and participation

Basic Research Project Rubric

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

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

Students will

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. Employ a writing style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply MLA style conventions.

Course Outline or Schedule:

This course has weekly deadlines and requires weekly participation. Assignments become available once you have met specified grade criteria or submitted assignments. Please see the schedule below and refer to the "Content" or "Calendar" portion of Brightspace for specific course deadlines. Also, any updates or changes to the schedule will be communicated on Brightspace "Announcements." Plan to check that page regularly to stay up-to-date on what's going on in the course.

Unit 01: Introduction to the Research Project

- **Module 01: Course Orientation; due 1/16**
    - o Syllabus Quiz
    - o Questionnaires
    - o Discussion Board
    - o Read Chs. 1 & 2
- **Module 02: Research Project introduced; due 1/23**
    - o Read Chs. 3 & 4
    - o Lecture – Choosing a Research Topic
    - o Issue Question and Working Thesis Statement (pg. 65)
    - o Discussion Board
    - o Email Conferences
- **Module 03; due 1/30**
    - o Read Chs. 5-7
    - o Lecture – Using a College Library
    - o Read Ch. 15
    - o Lecture – MLA Formatting
    - o Read *MLA Handbook,* pgs. 3-58
    - o Research Homework assignment

Unit 02: Collecting Sources
- **Module 04; due 2/6**
  - Annotated Bibliography
  - Discussion Board

Unit 03: Drafting
- **Module 05; due 2/13**
  - Lecture – Using Sources & Avoiding Plagiarism, Note Taking
  - Note Taking assignment
  - Discussion Board
  - Read Ch. 16 & 10
  - Working Outline assignment
- **Module 06; due 2/20**
  - Lecture – Drafting Tips & Hints
  - SmarThinking Rough Draft
  - Discussion Board
- **Module 07; due 2/27**
  - **RESEARCH ESSAY DUE**

Unit 04: Final Exam
- **Module 08; due 2/28**
  - **FINAL EXAM**

Course Grading Information:

Grades in the course will be based on a sum of the weighted average of each course requirement. In general, grades are based on the thoroughness and quality of the student's work and the standards reviewed in class.

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:

Category	Percentage
Daily Work	30%
Annotated Bibliography	10%
Working Outline	10%
SmarThinking Draft	10%
Research Essay	25%
Final Exam	15%

(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 carefully review their graded work and formulate specific questions *before* they email me regarding grades.

Course Requirements
Daily Work: Daily work consists of any work students do that are not major assignments listed above (i.e. Working Outline; SmarThinking Draft; Research ESsay; Final Exam). All homework assignments should be typed in 12 pt. Times New Roman black font, double-spaced, have 1-inch margins on all sides, and include the student's name, instructor's name, course number, and date in the upper left-hand corner of the page. See https://mlahandbookplus.org/books/book/5/chapter/56255/Title for a proper heading.

Annotated Bibliography: An annotated bibliography identifies and summarizes preliminary sources for a research paper. The project is designed to help you focus your topic and discover what approaches and arguments to your issue others have attempted already. Detailed requirements will be given online.

Working Outline: Prior to completing a draft of your research essay, you will develop a working outline that consists of your overall claim and the major subclaims you wish to address in your essay. Format requirements will be explained online.

SmarThinking Draft: A rough draft is a preliminary draft of your research essay and must be prepared in advance for review by a SmarThinking estructor. Specific requirements will be reviewed online.

Research Essay: The final draft of the research essay is an argumentative, multi-source essay on a topic of your choice. The whole semester is devoted to completing this project. It must be submitted under Module 07. Specific requirements can be found on Brightspace.

Final Exam: The final exam covers those topics discussed in class during the semester. Specific topics and format varies each term. Specific preparation instructions will be given in advance of the exam.

Handing in Work: Unless otherwise stated, all assignments must be submitted via Brightspace. **I do not accept work that is submitted via email or in hard copy form.**

<u>Late Work, Attendance, and Make Up Work Policies:</u>
Late work: Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family; observance of a religious holiday). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence. An extension on the late work will

be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

*COVID-19 Note: If you or someone you care for contracts COVID-19, please be sure to fill out MCC's self-reporting form. In addition to confirming to your instructors that you have an excused absence, this form ensures that MCC can take adequate measures to contact trace and inform close contacts of their exposure (following all HIPAA and FERPA requirements). The information you provide on this form helps to protect the entire MCC community.
Attendance: To remain in good standing in this course, all students must submit ne graded assignment each week of the semester. Attendance will be recorded at weekly intervals, and students who do not participate regularly by submitting an assignment each week may be contacted by the instructor or a Success Coach.

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.

Course Policy on Academic Dishonesty
Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, copying another's work, and gaining access to quiz and/or test answers prior to taking the quiz/test) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: Warning
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

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.

McLennan

COMMUNITY

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.