

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

COMPOSITION II

ENGL - 1302 - C15

MATT UNDERWOOD

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.

COMPOSITION II

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Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts.

Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimodal 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:

Composition II further develops the foundation of writing skills established in Composition I. We will be practicing our writing every class session to persistently improve these skills. Writing tasks will include frequent short response prompts, rhetorical analyses, and in class essay exams along with the major essays that we will focus on throughout the semester. Being prepared for each class is crucial to success in the course to ensure that students keep pace with the curriculum. All of the essays in this class build on one another, so adequate effort and attention must be paid to each essay over the semester. Upon completing Composition II, students will be stronger critical readers, writers, and thinkers and will be effective at constructing structured arguments.

Instructor Information:

Instructor Name: Matt Underwood

MCC Email: munderwood@mclennan.edu

Office Phone Number: 254-235-0321 ext. 1145

Office Location: Harmony Campus Room 145

Office/Teacher Conference Hours: Mondays and Thursdays 3:45-5:00 or by appointment

Other Instruction Information: Instructional information, assignment sheets, and handouts will be posted to Brightspace

Required Text & Materials:

Title: St. Martin's Guide to Writing

Author: Rise B. Axelrod & Charles R. Cooper

Edition: 12th

Publisher: MacMillan

ISBN-10: 1319104371 ISBN-13: 978-1319104375

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

Methods of Teaching and Learning:

Class sessions will involve lectures, whole class discussions, small group discussions, writing conferences, seminars, writing workshops, written essays, quizzes, and exams.

The course will focus on four major essays written out of class and two in class along with a final exam. Essays may be submitted as printed copies or online, and in class essays will be handwritten. Students should have a working understanding of Brightspace and word processors.

The semester will culminate in a researched synthesis essay that will be graded by a common rubric. The project will include both a written product and a presentation. To meet core objectives, students will accurately evaluate, compare, and integrate at least 5 secondary 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.

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:

Dates are subject to change depending on potential unforeseen circumstances at the instructor's discretion. Any changes will be announced in class and posted on Brightspace. It is the student's responsibility to monitor for schedule updates.

Semester Overview

Dates	Unit	Significant Dates
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Week 1	Intro	None
Weeks 2 - 4	Issue Proposal	Assigned - Week 2 Rough Draft Due - Week 3 Peer Review Workshop - Week 4 Final Draft Due - Week 5
Weeks 5 - 7	Annotated Bibliography	Assigned - Week 5 Progress Assessment - Week 6 Final Due - Week 8
Weeks 8 - 10	Mapping the Issue	Assigned - Week 8 In Class Essay Exam - Week 9 Rough Draft Due - Week 10 Peer Review Workshop - Week 10 Final Draft Due - Week 11
Weeks 11 - 16	Researched Position Paper	Assigned - Week 11 Rough Draft Due - Week 14 Whole Class Workshop - Week 15 Final Draft Due - Week 16

Course Grading Information:

The grade for the course will be calculated using the following breakdown:

- Essay #1: Issue Proposal - 15%
- Essay #2: Annotated Bibliography - 10%
- In Class Essay Exam - 10%
- Essay #3: Mapping the Issue - 15%
- Whole Class Workshop - 5%
- Essay #4: Researched Position Paper - 25%
- Quizzes - 10%
- Process Work and Assignments - 10%

- Essays will be graded according to a rubric given out prior to the essay's deadline. Students will have the option to revise either or both of the first three essays (Issue Proposal, Annotated Bibliography, and Mapping the Issue) prior to the end of the semester.
- Quizzes will be posted to Brightspace to accompany readings throughout the semester. Students may use the readings while taking the quiz, and they are due at the start of class on the assigned due date.
- All essays must follow MLA style and conventions unless stated otherwise.
- Essays may be submitted digitally or as a printed hard copy by 11:59 PM on the due date.

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Basic Paper and/or Presentation 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	-Completes most assigned tasks by the deadline; work	-Misses deadlines occasionally; work generally meets	-Sometimes fails to show the ability to connect choices,

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	thorough and comprehensive. -Always shows the ability to connect choices, actions, and consequences to ethical decision-making.	is mostly thorough and shows only minor lapses in accountability. -Usually shows the ability to connect choices, actions, and consequences to ethical decision-making.	requirements; shows occasional major lapses in responsibility. -Often shows the ability to connect choices, actions, and consequences to ethical decision-making.	actions and consequences to ethical decision-making
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Late Work, Attendance, and Make Up Work Policies:

All work must be submitted on time to receive full credit for the assignment. Late submissions will be penalized outside of certain extreme circumstances of which a student notifies the instructor. Students have two weeks to submit an assignment late to receive partial credit. If the assignment is turned in before the next class session, the grade will receive a 10% deduction. Once that date passes, students have until one week after the original due date to turn in the assignment for a 30% deduction. Submissions after this point but within two weeks of the due date will receive a 50% deduction. Assignments submitted over two weeks late may not receive any credit. Please notify me if any circumstances are keeping you from finishing your work on time.

Students are responsible for notifying the instructor of any instances of missing class sessions. Make-up opportunities are available for assignments missed as a result of any excused absence. If possible, please inform the instructor of any upcoming classes that will be missed to help keep all students on pace with the curriculum. Make-up work should be completed in a timely manner, and make-up opportunities may be limited if students are not responsibly making up excessive missing work.

Student Behavioral Expectations or Conduct Policy:

Our classroom is a place for the free exchange of ideas in an environment of mutual respect. Behavior that distracts or disrespects others will not be tolerated. Students are expected to follow the disciplinary standards outlined in the Highlander Guide as well as the following:

- Treat other students, the teacher, as well as all faculty, staff, and administration with respect.
- Only allowed technological devices may be used during class – and only for their intended purposes.
- Be engaged with the curriculum through attentive listening and active participation.

Academic Integrity Policy:

Engaging in academic misconduct violates the academic integrity of the institution and is a

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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.

For MCC's Academic Integrity policy, see below:

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

(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.

Disabilities/ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

[* Click Here for more information about Title IX](#)

(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 (Vice President for Student Success) 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.

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: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

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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.