

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.C35

Holly Towns M.Ed. MA

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.

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 multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisites and/or Corequisites:

Prerequisite: English 1301 with a C or better or Consent of the Division Chair

Course Notes and Instructor Recommendations:

Please make sure to access Brightspace often. I recommend checking Brightspace and your email once a day, Monday through Friday. Taking notes will be essential, come to class everyday prepared to write. No cellphone usage during class.

Please note that if your essay is not presented in MLA format (*unless otherwise noted) the highest grade you can receive is a 50%.

The best way to communicate with me is by e-mail. I usually respond to e-mails within 24 hours. Please feel comfortable to contact me if you have any questions or concerns about the course. When you send an e-mail, include your name, last name, and section number.

*Cheating and plagiarism will not be tolerated in this course. Plagiarism is defined as using someone else's thoughts, ideas, or words that are not your own without giving due credit to the source. If a student is found to have cheated or plagiarized in an assignment, the student will receive a zero for the assignment and will be reported to the college for academic dishonesty. A second incidence of cheating or plagiarism will result in a failing grade for the course.

Instructor Information:

Instructor Name: Holly Towns

MCC E-mail: htowns@mclennan.edu

Office Phone Number: 254-299-8953

Office Location: FOB 119

Office/Teacher Conference Hours: TBD

Other Instruction Information: Cell # for emergencies 254-644-5220

Required Text & Materials:

Textbook will be a free resource delivered to you in Brightspace.

1. Title: *Frankenstein*

Author: Mary Shelley
Edition: Signet; Reprint edition
Publisher: Signet Classics
ISBN: 978-0451532244

2. Title: *The Handmaid's Tale*

Author: Margaret Atwood
Publisher: Anchor Books
ISBN: 978-0385490818

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

Methods of Teaching and Learning:

Class sessions are mostly based on discussion, reflection, and sharing. This format allows students to provide insight into the readings, integrate their personal experiences, share diverse perspectives, and critically analyze various arguments / writing selections. Additionally, group work, writing stations, lectures, group projects, class presentations will be integrated into the teaching process.

Since this is a traditional face-to-face course that implies students' physical presence in class sessions. I will regularly post class announcements and course grades in Brightspace Grade Book. I will also upload material that will be relevant to the course within Brightspace that will help students with their coursework.

All English 1302 instructors will assign a research project with shared parameters 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 primary and/or 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.

Basic Paper and/or Presentation Rubric

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections	-Shows less originality and may have minor flaws in logic. -Demonstrates good descriptive,	-Expression mostly limited to ideas from class or readings. -Inconsistent description,	-Does not comprehend course concepts. -Inadequate description, analysis,

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	-Demonstrates excellent descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	analytic, interpretative, evaluative, and engaged intellectual inquiry.	analysis, interpretation, evaluation, and engagement in intellectual inquiry.	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	-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	-Does not assist the group and/or fails to treat group members respectfully.

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	encouragement to all team members.		respectfully but does not interact fully.	
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:

- By the end of the course students will be able to:
- 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.

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- 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: **Course schedule is subject to change, students will be notified via student email, in-class announcements, and/or Brightspace announcement.*

Week:	Topic:
Week:1	Syllabus Review and Quiz Plagiarism Review and Quiz Review of MLA Biography of Mary Shelley
Week:2	Critical Reading: Fiction and Non-fiction How to perform a Close Reading. Selecting a topic for research <i>Frankenstein</i> : Read Letters I-IV & Chapters I-II Rhetorical/Literary Theory 1
Week:3	Review Toulmin Argument Finding & Evaluating Sources <i>Frankenstein</i> : Read Chapters III-VII Rhetorical/Literary Theory 2
Week:4	Rogierian Argument <i>Frankenstein</i> - Read Chapters VIII-XI Rhetorical/Literary Theory 2 2-3 pg Literature Review/ Rhetorical Analysis about proposed topic.

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Week:5	<i>Frankenstein</i> - Read Chapters XII-XV Rhetorical/Literary Theory 3 Creating a proposal
Week:6	<i>Frankenstein</i> - Read Chapters XVI- XX Rhetorical/Literary Theory 3 Continue Proposals
Week:7	Research proposal Due- 2 pg essay <i>Frankenstein</i> - Read Chapters XXI-XXIV Rhetorical/Literary Theory 4
Week:8	Midterm Reader Response Essay Due 2-3 pgs
Week:9	Blending sources into your own writing <i>*Handmaid's Tale</i> pgs 1-52
Week:10	Draft 1 Due <i>Handmaid's Tale</i> pgs 53-105
Week:11	Visual Arguments <i>Handmaid's Tale</i> pgs 106-158
Week:12	Finalized Annotated Bibliography Due Visual Arguments <i>Handmaid's Tale</i> pgs 109-210
Week:13	<i>Handmaid's Tale</i> pgs 211-263 Rough Draft Due
Week:14	Submit draft to SmarThinking

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	<i>Handmaid's Tale</i> pgs 264-311
Week:15	Final Draft Due
Week:16	Final Presentation

**The Handmaid's Tale* depicts societal fall and can often be uncomfortable to read. You will encounter foul language and explicit content. If you do not feel comfortable reading this book, please speak to me and we will work something else out.

Course Grading Information: **Review expectations of what is due with the final drafts of essays*

By the end of the semester, students will have written at least 4 essays totaling approximately 4000 words and/or 20 pages. The following guidelines serve as the ratio for determining final grades:

- 40% of the grade will come from 3 major essays.
- 20% of the grade will come from a research-based essay of between 12 and 15 pages long, utilizing at least 10 sources.
- 10% of the grade will come from the final presentation.
- 10% daily work and participation.
- 10% of the grade will come from Midterm.
- 10% of the grade will come from the reading reflections.
- There is a total of 4 essays written in this class.

**Cheating and/or plagiarism will not be tolerated for any reason. Any assignments found to have plagiarism will receive a 0 for the assignment. The student will receive a warning, and the student will be reported for academic dishonesty to the college's compliance officer. If cheating or plagiarism occurs again within the semester the student will receive a failing grade for the course.*

Late Work, Attendance, and Make Up Work Policies:

All work is due by the beginning of the class period it has been assigned due. Late work will not be accepted.

On-campus students will be withdrawn from the class when they have missed 25% of the class before the last day for student-initiated withdrawals. Absences will be recorded from the first-class meeting.

Extra credit will only be offered at the discretion of the professor. If extra credit is offered it will be available to the class via Brightspace.

Three tardies equals one absence. It is the student's responsibility to inform the instructor if they arrive late as roll will be taken at the beginning of each class period.

The final draft is the final draft. No re-writes will be accepted after the date on which the final draft is due.

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.

[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.

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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.