McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition I

English - 1301.018

Molly Hunt

NOTE: This is a 16-week course.

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis.

Prerequisites and/or Corequisites:

TSI completion in Reading or Writing or the equivalent.
Semester Hours 3 (3 lecture)

Course Notes and Instructor Recommendations:

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

Technical Requirements

- Students enrolled in this course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-todate systems.

Recommended Programs

- Microsoft Office, Google Drive (available to all students via their MCC email accounts) or OpenOffice.org – **please do not use Pages**, Word Perfect, or MS Works as your word processing software.
- Adobe Reader
- Java
- PowerPoint Viewer

Using Brightspace:

All course materials are posted on Brightspace, and ALL ESSAY assignments will be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software.

Turnitin

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

Instructor Information:
Instructor Name: **Molly Hunt**
MCC Email: **mhunt@mclennan.edu**
Office Phone Number: 254-299-8960 (please leave a voicemail message)
Office Location: FOB 107
Office/Teacher Conference Hours: **Tuesday/Thursday 10:00am-12:30pm**
If you need to schedule an alternate time, please email me so we can make that happen.
Other Instruction Information: Video conferencing on Zoom is also available. Please email me to
    schedule an appointment.

Required Text & Materials:
Title: *Writing is Easier Than You Think*
Author: Nicholas Webb
**This is an online textbook written by an MCC professor. Click the title above to access the full textbook. **

We will also use other free resources to supplement the units organized on Brightspace. **All materials will be posted on Brightspace.**

Methods of Teaching and Learning:
Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's Turnitin feature, and the MCC library's collection of databases.

Instruction methods will include lecture PowerPoints, class discussion boards, reading assignments, quizzes, group work, and writing assignments.
    1. All major essays involve prewriting.
    2. I evaluate these essays by considering the questions on the Peer Review sheet.
    3. All essays must be submitted to Brightspace. If you need help, contact the Help Desk at 299-8077.
I will post class announcements, the work for each Unit organized week by week, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. **You are responsible for checking Brightspace regularly.**

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

Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use edited American English in academic essays.

Course Outline or Schedule:

All major essays are due on Sunday nights by 11:59pm.

Week 1
- Introduction. Course Overview, Reading Assignments
- Overview of "Getting Started" on Brightspace
- Discuss Essay #1
- Review the Stages of the Writing Process

Week 2
  MLK Holiday
- The Story Arc
- Showing, Not Telling
- Outline for Essay 1

Week 3
- Peer Editing and Revising
- **Essay #1 due – January. 29th by 11:59pm**

Week 4
- Introduce Essay #2 – Summary/Response
- Read Article posted on Brightspace
- Reading Strategies
- Brainstorming

Week 5
- Art of Summary
- Ways to Respond
- Critical Thinking Group Work

Week 6
- Outline and Organize Essay 2
- Transisitions, Topic Sentences, Concluding Sentences

Week 7
- Editing and Revising
- Writer's Workshop
- **Essay 2 Due – February 26th by 11:59pm**

Week 8
- Introduce Essay 3 – Explanatory Essay
- Narrowed Focus
- Thesis Practice

Week 9
Spring Break
- Explanatory Strategies
- Research Strategies
- Using Sources Responsibly

Week 10
- Citing Sources – MLA Format
- Plagiarism
- Organize and Outline

Week 11
- Editing and Revising
- Writer's Workshop
- **Essay #3 Due – March 26th by 11:59pm**

Week 12
- Introduce Essay 4 – Argument with Scholarly Sources
- Elements of an Argument
- Ethos, Pathos, Logos
- Logical Fallacies

Week 13
- Library Skills
- Academic and Credible Sources

- Plagiarism Review
- Quote Sandwich

Week 14
- Outline and Rough Draft
- Revising and Editing

Week 15
- **Essay 4 due – April 23rd by 11:59pm**
- Presentation guidelines and expectations

Week 16
- Presentations

Final Exams – May 1-4

This schedule is subject to change as necessary.

Course Grading Information:
Grades in the course will be based on a sum of the weighted average your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam grades will be based on the standards reviewed in class. Note: **To pass the course, students must complete all major essay assignments.**

Final grades will correspond to the following scale:
A = 90-100   B = 80-89   C = 70-79   D = 60-69   F = 0-59

Course grades will be based on the following approximate percentages:
Assignment Percentage

Daily Work/Quizzes	20%
Essay 1	15%
Essay 2	15%
Essay 3	20%
Essay 4	20%
Final Exam	10%
Presentation	Extra Credit

(Note: I reserve the right to adjust these percentages as necessary)

I am more than happy to discuss any questions students may have concerning the grades they receive. However, I ask that students review their grades and determine what question(s) to ask prior to contacting me.

Attendance, Make Up Work, and Late Work Policies:

According to MCC attendance policy, **25%** of absences (eight class sessions) may result in being withdrawn from the course with the grade of W or F, depending on whether a student is passing. An absence from a class session will be excused if it is caused by authorized participation in official College functions, personal illness, an illness or a death in the immediate family, or the observance of a religious holy day. However, even excused absences count toward 25% attendance requirement. Please notify me via e-mail in advance if you are unable to attend any given class session and provide the necessary documentation (a doctor's note or a letter from a College official)

If you come to the class more than 20 minutes late or leave the class early, you will be counted absent. If you sleep during the class, you will be counted absent.

Make-up work:

Each student whether present or absent in class should complete ALL weekly assignments in Brightspace ON or BEFORE the due date. Patterns of late work will be reflected in lower grade for the course in fairness to others who have done their work on time and sometimes at a great sacrifice. *If you need help in getting your course work done, please let me know as soon as possible.*

Late Work:

Late work is not accepted for daily assignments. Writing assignments, including major essays, will be available for **THREE** more days after the due date; however, 20 points per day will be deducted from your grade. If an essay is late beyond three days, it will NOT be accepted and receive a zero. Reading quizzes and discussion boards will NOT be available for the users after availability ends. Incomplete quizzes and discussion boards will receive a zero.

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.

Students are expected to support an environment conducive to learning:
    Please be courteous and turn off cell phones or put them on silent.
    Please don't play video games or watch tv or videos while I talking.
    Please avoid eating during the class when it is disruptive to others.

Please respect differences of culture, nationality, values, opinions, styles.

<u>Academic Integrity</u>
Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

I take all cases of academic dishonesty seriously. I believe academic integrity is the fundamental virtue of any professional community. It is important that students adhere to high standards of professionalism and display academic integrity in their behavior.

<u>Plagiarism</u>: 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.

No cases of plagiarism or other forms of dishonest conduct will be tolerated. Anyone caught committing plagiarism on any assignment will be given a failing grade automatically without permission to make it up.

For further clarification, students will be given a zero for the assignment:
      1) if they try to submit somebody else's paper;
      2) if they try to submit a paper that was written for another course;
      3) if they submit a paper written by someone else;
      4) if they copy and paste from online sources with obvious intentions to deceive;
      5) if they fail to paraphrase research sources properly and do not use quotation marks to indicate borrowed text ("patchwriting");
      6) if they fail to provide proper documentation for the sources they use;
      7) if a paper is written on an unassigned or inappropriate topic.

** For students who are retaking this course, you may not reuse essays written in a previous semester, in part or in whole. All writing that you submit must be new and original work.

[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.

* [Click Here for the MCC Academic Integrity Statement](www.mclennan.edu/academic-integrity)
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

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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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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-andStaffCommons/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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

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.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

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.