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 I

English – 1301.085

Kyle Whitecotton

NOTE: This is a 16-week Online course.

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2023

COMPOSITION I

ENGL 1301.085

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:
- 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.
- All student essay's and writing assignments (unless specifically stated by the instructor) will be typed and submitted in electronic form. No hardcopies will be submitted. The electronic copy is due to Brightspace before 11:59pm of the due date. I will not accept emailed submissions for any assignments.
- All written responses (homework, quizzes, in-class writing assignments, essays, tests, etc.) must be three things: 1) They must be presented in complete, grammatically correct sentences. 2) They must conform to standard MLA documentation style. 3) They must be the original work of the student-author who is submitting them. (This also means you cannot submit an assignment you wrote for another class.)

Instructor Information:
Instructor Name: **Kyle Whitecotton**
MCC Email: **kwhitecotton@mclennan.edu**
Office Phone Number: **254-299-8807**
Office Location: **FOB 204**
Office/Teacher Conference Hours: **MW 11:00-1:30 or by appointment**

Required Text & Materials:
- *Everyone's An Author* 3rd Edition with 2021 MLA Update, Lunsford et al. (REQUIRED)
- Although I do not require it, I do recommend you find a good grammar guide to reference throughout this class and your college career.

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

Methods of Teaching and Learning:
Instruction methods will include videos, class discussions, reading assignments, discussion posts, writing assignments, quizzes, and written examinations. Most writing assignments will require multiple drafts and revision.

I will post relevant class announcements and work for each week, all major essay assignments, some 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

Course Outline/Schedule:

Week	Topics	Readings	Assignments
Week 1 Jan. 9	Course Orientation	• Course syllabus and other course materials	○ Discussion Post #1 (Introductions); ○ Syllabus Reading Quiz
Week 2 Jan. 16	Thinking Rhetorically	• Chapter 1 (Lunsford) • Chapter 3 (Lunsford)	○ Chapter 1 Reading Quiz ○ Chapter 3 Reading Quiz ○ Writer's Notebook #1 (Your Rhetorical Situations)
Week 3 Jan. 23	Academic Reading and Writing	• Chapter 6 (Lunsford) • Chapter 7 (pp. 80-85 Lunsford) • Chapters 9 (Lunsford) • "Shitty First Drafts" (Lamott)	○ Chapter 6 Reading Quiz ○ Chapter 9 Reading Quiz ○ Discussion Post #2 ("Shitty First Drafts")
Week 4 Jan. 30	Narrative Writing Intro. & Begin Essay #1	• Chapter 13 (Lunsford) • "At the VA" (Lunsford p. 202) • "Literacy: A Lineage" (Lunsford p. 209) • Essay #1 Assignment Sheet	○ Chapter 13 Reading Quiz ○ "At the VA" Reading Quiz ○ "Literacy: A Lineage" Reading Quiz ○ Writer's Notebook #2 (SFD and Topic Proposal)

Week	Topics	Readings	Assignments
Week 5 Feb. 6	Narrative Writing Examples	• "Bathtime" (Lunsford p. 219) • "The Look" (Lunsford p. 224)	o "Bathtime" Reading Quiz o "The Look" Reading Quiz o Discussion Post #3 (Sharing Essay #1 Topic)
Week 6 Feb. 13	Narrative Essay Peer Review & Final Draft		o Discussion Post #4 (Narrative Peer Review) o Submit Draft to SmartThinking o Submit Final Draft to Brightspace
Week 7 Feb. 20	Analysis Writing Intro. & Begin Essay #2	• Chapter 14 (Lunsford) • "'Happy' by Pharrell Williams" (Lunsford p. 252) • "Why is Everyone Focused on Zuckerberg's Hoodie" (Lunsford p. 259) • Essay #2 Assignment Sheet	o Chapter 14 Reading Quiz o "'Happy'" Reading Quiz o "Why is Everyone Focused on Zuckerberg's Hoodie" Reading Quiz o Writer's Notebook #3 (SFD and Topic Proposal)
Week 8 Feb. 27	Brainstorming Ideas & Analysis Writing Examples	• "Google Home vs Alexa" (Lunsford p. 272) • "Advertisements R Us" (Lunsford p. 276)	o "Google Home vs Alexa" Reading Quiz o "Advertisements R Us" Reading Quiz o Discussion Post #5 (Sharing Essay #2 Topic)
SB Week Mar. 6	Spring Break		o Continue Drafting Analysis Essay
Week 9 Mar. 13	Analysis Essay Peer Review & Final Draft		o Discussion Post #6 (Analysis Peer Review) o Submit Draft to SmartThinking o Submit Final Draft to Brightspace
Week 10 Mar. 20	Reporting Information Essay Intro. & Begin Essay #3	• Chapter 15 (Lunsford) • "Heart and Sole" (Lunsford p. 304) • Essay #3 Assignment Sheet	o Chapter 15 Reading Quiz o "Heart and Sole" Reading Quiz
Week 11 Mar. 27	Finding Sources	• Chapter 21 (Lunsford)	o Chapter 21 Reading Quiz
Week 12 Apr. 3	Quoting, Paraphrasing, Summarizing	• Chapter 26 (Lunsford) • Chapter 27 (Lunsford)	o Chapter 26 Reading Quiz o Chapter 27 Reading Quiz o Writer's Notebook #4 (SFD and Topic Proposal)

Week	Topics	Readings	Assignments
Week 13 Apr. 10	MLA Style	• Chapter 28 (Lunsford) • "Blue-Collar Brilliance" (Link Provided)	o Discussion Post #7 (Sharing Essay #3 Topic) o "Blue-Collar Brilliance" Reading Quiz
Week 14 Apr. 17	Informative Essay Peer Review & Final Draft		o Discussion Post #8 (Profile Peer Review) o Submit Draft to SmartThinking o Submit Final Draft to Brightspace
Week 15 Apr. 24	Final Portfolio and Reflection	• Portfolio Letter Assignment Sheet	o Submit Final Portfolio and Reflection
Week 16 May 1	Finals Week		

*This schedule is subject to change as necessary; however, I will notify you of any changes in class and/or on Brightspace.

Course Grading Information:
Grades in the course will be based on the weighted average of 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 and on each assignment sheet.
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
Essay #1	15%
Essay #2	15%
Essay #3	20%
Final Exam – Portfolio + Reflection	10%
Peer Reviews	10%
Reading Quizzes	10%
Discussion Posts	10%
Writer's Notebooks	10%

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

NOTE: I am a very tough grader. Please expect to work in this class. I am not lenient on grading assignments. A 'C' grade is average work in my class; a 'B' is for work I believe shows promise and

strong effort, skill, and logical arguments. 'A' work shows all of this but is *exceptional* work. That means it is clear, logical, focused, and shows a strong effort to engage in themes and class discussions. Shoddy/incomplete/messy/slapped-together/missed-the-assignment work earns a 'D' or lower. Enrolling in this course does not entitle you to any grade. You will earn your grade in this course. Nevertheless, I am more than happy to discuss any questions you may have concerning the grades you receive.

Late Work, Attendance, and Make Up Work Policies:
- **Late work:** Assignments that miss the due date by more than three days will automatically receive an F. Assignments turned in *within* three days of the due date will automatically lose 10 points per day.
- **Make-up Work:** Unless arrangements are made in advance with the instructor, there will be no make-ups for missed assignments (peer reviews, reading quizzes, discussion posts, or writer's notebook).
- **Attendance:** Per college policy, students must attend at least 75% of scheduled class meetings. Attending class is the key to success in this course.
  [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)
  (https://www.mclennan.edu/highlander-guide/policies.html)

Student Behavioral Expectations or Conduct Policy:
Students are expected to adhere to MCC's General Conduct Policy in terms of behavior in and out of the classroom. In addition to avoiding classroom disruptions and obeying state and federal laws, students are expected to avoid acts of dishonesty, such as cheating, plagiarism, or other forms of academic honesty. Students are expected to maintain online 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 educational opportunity.
Any behavior that disrupts the learning process will be grounds for dismissal from the class for that day. Unacceptable behavior includes (but is not limited to) excessive lateness, walking out of class without the instructor's permission, talking in class, reading or doing outside work in class, listening to music, making and/or receiving phone calls and/or text messages, and eating in class. Students who are sleeping, who appear to be sleeping, or who refuse to participate in assigned class activities will be counted absent for the day. Additionally, two tardies (arriving more than 10 minutes late), will be counted as one absence.

Rules of Netiquette in Online & Distance Learning Courses
To ensure your peers and instructor receive your written communications as you intended, keep the following netiquette rules in mind:
1. **Your Peers are Human:** When communicating online, remember there are real humans reading your words who deserve respect. Without the benefit of facial cues and other physical indications, your readers may not interpret your words as you intended. Before sending any communication, ask yourself if you would say the same thing if you were face-to-face.

2. **Apply the Same Ethical Standards as You Would for In-Person Communication:** Expectations for standards of behavior are no different in an online course. This includes following the copyright laws and University codes of conduct.
3. **Consider Where You Are in Cyberspace:** Communication which is acceptable in one platform (texting), may not be appropriate in your online course. Pay attention to how other learners in your course are communicating and follow their cues.
4. **Respect People's Time and Bandwidth:** Your communication should be relevant and concise. Your peers and instructor will need to be able to read your work within a reasonable amount of time. Avoid attaching large files or images which might take time to download. In addition, you should not expect immediate responses to your work. Follow the guidelines outlined in your syllabus for response time and feedback.
5. **Pay Attention to the Quality of Your Writing:** People may not be judging you on your appearance, but they will be judging you on the quality of your written words. Make sure your work is relevant to the topic and proof-read before submitting.
6. **Share Your Knowledge:** One of the great aspects of learning online is the varied experience of your peers and the ability to learn from one another. Share your expertise, including resources and reference materials.
7. **Do Not Participate in Bullying or Inciting Arguments:** Express your passion for a topic without anger. It's okay to disagree with someone, but keep it respectful and avoid personal insults. Treat others as you wish to be treated.
8. **Respect the Privacy of Your Peers and Instructor:** Some forums ask students to share personal information, relevant to the topic at hand. Do not share your peer's personal information - respect their privacy. This privacy extends to all of your classmates' presence in the online class environment. Sharing screenshots, video, or audio of your classmates without their permission is a violation of student privacy rights. Similarly, you should not share any of your classmate's classwork, group work, presentations or other educational materials without permission.
9. **Don't Abuse Your Power:** Having more expertise can give one a sense of power in the learning community. Do not take advantage of others who may not have the same experience or knowledge.
10. **Practice Kindness and Forgiveness:** Some students may ask questions which appear to be off topic or peers might make errors in spelling, etc. Be kind and do not draw attention to mistakes. If you feel your peer would benefit from your feedback, provide the information in private.

Academic Integrity

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:

- **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.
  ** 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.
- **Collusion**: The unauthorized collaboration with another in preparing work offered for credit.

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.

McLennan

C O M M U N I T Y

C O L L E G E

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.