

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 – C05

Kyle Whitecotton

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

ENGL 1302 C05

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 grade of C or better, or consent of Division Chair.

Course Notes and Instructor Recommendations:

If you're like most students, you're taking this course because it is required. In fact, I was a reluctant participant in my first-year writing courses when I began college. Many students have had unfavorable experiences with English classes or writing assignments, and even those who enjoy writing generally agree that it is hard work. Whatever your background or interest level, I hope you'll come to appreciate, as I did, that your composition courses will help you acquire valuable skills that make your life easier. Quite simply, good writing is closely tied to good thinking, and communicating effectively is important no matter what you do.

Composition II guides students through the conventions of research-based academic writing. This class requires students to write substantially, producing a variety of texts. Students analyze academic and general sources and employ active reading strategies. This course emphasizes the writing process (prewriting, drafting, and revision), collaboration, and the fundamentals of research and citation. Students who complete this course should feel confident to write in academic and professional settings. **Note: This course requires students to develop a research project through faculty guidance, library support, and independent work outside of class.**

I believe that everyone can improve writing, reading, and thinking skills, and I am committed to helping you succeed. It does take dedicated effort on your part, though. Because of the potential benefits, I expect a lot from you: You must prepare for class carefully, participate actively, and submit your best work punctually. Take advantage of the resources I offer, and commit to gaining all that you can from this course.

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 1:00 pm – 2:30 pm**

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Other Instruction Information: During the week, I will always try to reply to emails that solicit a response within 24 hours. Please feel free to follow up if you have not heard from me in that time. If you would like to meet with me for office hours via Zoom instead of in my office, please contact me in advance so I can send you a Zoom meeting link.

Required Text & Materials:

Title: *They Say / I Say*

Author: Graff and Birkenstein

Edition: 5th

Publisher: Norton

ISBN: 978-0-393-53873-1

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

Methods of Teaching and Learning:

This course uses a mix of assigned reading, lecture, class discussion, and short and long writing assignments to help students meet the learning objectives, including:

- Assigned Reading, Lecture, and Class Discussion
- Short Writing Exercises, Discussion Posts, & Writing Workshops
- Major Assignments
- A Research Reflection Paper

Students submit assignments online in Brightspace (save your work in .pdf or .docx format).

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

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Learning Outcomes:

Upon successful completion of this 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.
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:

Week	Unit	Textbook Readings	Major Assignments
Week 1 Jan. 9	Introductions	• Course syllabus	○ Assign Final Research Paper
Week 2 Jan. 16	Current Events Essay	• TS/IS Preface and Introduction	○ Assign Current Events Essay
Week 3 Jan. 23	Current Events Essay	• TS/IS Ch. 15 “But as Several Sources Suggest”	
Week 4 Jan. 30	Current Events Essay		○ Rough Draft Due for Peer Review ○ Current Events Essay Due
Week 5 Feb. 6	They Say Essay	• TS/IS Ch. 1 “They Say”	○ Assign They Say Essay
Week 6 Feb. 13	They Say Essay	• TS/IS Ch. 2 “Her Point Is”	
Week 7 Feb. 20	They Say Essay	• TS/IS Ch. 3 “As He Himself Puts It”	○ Rough Draft Due for Peer Review ○ They Say Essay Due
Week 8 Feb. 27	I Say Essay	• TS/IS Ch. 4 “Yes / No / Ok, But”	○ Assign I Say Essay
SB Week Mar. 6	Spring Break		
Week 9 Mar. 13	I Say Essay	• TS/IS Ch. 5 “And Yet”	
Week 10	I Say Essay		○ Rough Draft Due for Peer Review

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Week	Unit	Textbook Readings	Major Assignments
Mar. 20			○ I Say Essay Due
Week 11 Mar. 27	Nay Sayer Essay	• TS/IS Ch. 6 “Skeptics May Object”	○ Assign Naysayer Essay
Week 12 Apr. 3	Nay Sayer Essay		○ Rough Draft Due for Peer Review ○ Naysayer Essay Due
Week 13 Apr. 10	So What? Essay	• TS/IS Ch. 7 “So What Who Cares?”	○ Assign So What? Essay (in-class)
Week 14 Apr. 17	Final Presentations	• TS/IS Ch. 8 “As a Result”	○
Week 15 Apr. 24	Final Presentations		***Full Research Paper Due***
Week 16 May 1	Finals Week		

Course Grading Information:

Grades in the course will be based on the weighted average of your daily work, essays, 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
Current Events Essay	10%
They Say Essay	10%
I Say Essay	10%
Naysayer Essay	5%
So What? Essay (in class)	5%
Final Research Paper	20%
Final Exam: Presentation + Reflection Essay	20%
Daily Work (Peer Reviews, etc.)	20%

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

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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:** As a rule, I do not accept late work. In rare cases (hospitalization, serious car accident, etc.), I will allow students to submit work late, but only if the situation warrants it. If something unexpected happens that may affect your ability to submit an assignment, please contact me immediately (either by e-mail or phone, prior to the due date). Major assignments that miss the due date by more than three days will automatically receive an F. Assignments turned in after the due date (no more than three days after) will automatically lose 10 points per day.
- **Attendance:** Regular and punctual class attendance is essential for a successful learning experience. The format of the class requires that each student comes prepared to take an active participation in class sessions. Students who consistently come late disrupt the procedure of the classroom and distract students from learning. 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. To be counted 'present,' students must attend class and actively participate.

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).

- **Make-up Work:** Unless arrangements are made in advance with the instructor, there will be no make-ups for in-class assignments and daily work, quizzes, or exams.

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.

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 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](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

Updated 11/04/2022

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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.