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 – C47

DR. KENNETH WALKER

NOTE: This is a 16-week course.

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2023

COMPOSITION II

ENGL 1302.C47

Course Description:

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

Course Notes and Instructor Recommendations:

The best way to communicate with me is by e-mail or text. I usually respond within 24 hours. Please feel comfortable to contact me if you have any questions or concerns about the course. It is advisable that you check class announcements in Brightspace and MCC email regularly. When you send an e-mail or text, include your name and section number. Also, please know that I have face-to-face and virtual office hours. I prefer more communication rather than less. If I am not available to meet your schedule, please let me know, and I will make arrangements to meet at your convenience, by appointment.

Instructor Information:

Instructor Name:	**Dr. Ken Walker**	
MCC Email:	**kwalker@mclennan.edu**	
Office Phone Number:	**(254) 299-8364**	
Text/Mobile Phone:	**(254) 826-8042**	
Office Location:	**FOB 205 (Faculty Office Building)**	
Zoom (Virtual Office Hours):	**Meeting ID: 254 299 8364**	
	https://mclennan.zoom.us/j/2542998364	
Office/Teacher Conference Hours:	(In-Person and Zoom)	
	Monday & Wednesday	**1:00pm - 3:00pm**
	Tuesday & Thursday (Zoom)	**9:30am - Noon**
	Friday	**1:00pm - 3:00pm**

(I am also available to meet via Zoom by appointment outside the office hours posted above, including evenings and weekends.)

Other Instruction Information: I appreciate texts, emails, office visits, and Zoom meetings.

Required Text & Materials:

Title:	Modern Language Association of America (MLA), 9th Edition
Author:	Modern Language Association of America
Publisher:	Hopkins Fulfillment Services
ISBN:	9781603293518

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

Methods of Teaching and Learning:

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 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.

Learning Outcomes:

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 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:

Week 1 - Monday (01/09):	Introduction, Syllabus, Calendar, Portfolio
Week 1 - Wednesday (01/11):	Acdemic Writing & Rhetoric
Week 2 - Monday (01/16):	Claims, Reasons, and Warrants
Week 2 - Wednesday (01/18):	Types of Evidence
Week 3 - Monday (01/23):	Rebuttals, Concessions, and Counterarguments
Week 3 - Wednesday (01/25):	Toulmin
Week 4 - Monday (01/30):	Audience
Week 4 - Wednesday (02/01):	Logos, Pathos, Ethos
Week 5 - Monday (02/06):	Logical Fallacies
Week 5 - Wednesday (02/08):	Credibility
Week 6 - Monday (02/13):	Analysis
Week 6 - Wednesday (02/15):	Using Evidence
Week 7 - Monday (02/20):	Intro to Library Research
Week 7 - Wednesday (02/22):	Incorporating Sources, Works Cited
Week 8 - Monday (02/27):	Rhetorical Analysis of a Visual Argument
Week 8 - Wednesday (03/01):	Classical Argument
Week 9 - Monday (03/06):	Spring Break
Week 9 - Wednesday (03/08):	Spring Break
Week 10 - Monday (03/13):	Qualifications/Complications
Week 10 - Wednesday (03/15):	Elements of Argument
Week 11 - Monday (03/20):	Criteria
Week 11 - Wednesday (03/22):	Synthesizing Ideas
Week 12 - Monday (03/27):	Review Sample Papers
Week 12 - Wednesday (03/29):	Researched Arguments
Week 13 - Monday (04/03):	Thesis Statement
Week 13 - Wednesday (04/05):	Developing and Synthesizing Ideas
Week 14 - Monday (04/10):	Formulating Arguments
Week 14 - Wednesday (04/12):	Developing Ideas
Week 15 - Monday (04/17):	Proposal
Week 15 - Wednesday (04/19):	MLA Style
Week 16 - Monday (04/24):	Major Project Presentations
Week 16 - Wednesday (04/26):	Portfolio Assignment

NOTE: The course schedule is meant to be a guide for the semester but could change at any time. The instructor reserves the right to edit the schedule and modify assignments as necessary. All dates and assignments are subject to change. Any and all changes will be posted on Brightspace and announced in class.

Incliment Weather and Class Cancellations:

If class is cancelled, I will post an announcement on Brightspace. The schedule, notes, assignments, and other important details will also be posted on Brightspace to keep you informed about our class meetings and progress through the semester. Conisder Brightspace as a message board to check often about our schedule, assignments, and more.

Course Grading Information:

Course Average 90-100:   A
Course Average 80-89:   B
Course Average 70-79:   C
Course Average 60-69:   D
Course Average 0-59:   F
*Incomple ("I")

30%   Essays
20%   Major Project
25%   Daily Grades/Quizzes
25%   Final Exam Portfolio

Late Work, Attendance, and Make Up Work Policies:

All assignments are due at the time listed above, and <u>late work will not be accepted</u>. If you discover an issue or have concerns that might prevent you from submitting your assignment(s), you must contact me prior to the due date and time to make other arrangements. Therefore contact me as soon as possible and do not wait to alert me to potential problems related to your submitting assignments on time.

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. Face-to-face attendance is only calculated by how many classes the student has assignment online, and attend a minimum of one SI session. If a student misses 25% of the course (or a combination of 4 days, assignments or SI sessions) they can be dropped from the course.

If a course is fully online, attendance is calculated via assignments and discussion boards turned in. For an accelerated online course (8 weeks long), students must turn in a minimum of two

assignments per week and participate in the discussion board to be counted present. For a regular online course (16 weeks long), students must participate in the weekly discussion board each week to be counted present.

Instructor's Drop Policy:

The college requires instructors to take attendance. A student will be dropped if he or she is absent for 25% or more of the course. Lab participation is also required. Students who fail to complete the Connect modules by their due dates may also be dropped. Students, whether present or absent, whether face to face or online, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades and withdrawals.

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.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum to include respecting other students and the instructor, exercising prompt and regular attendance, communicating in a polite and respectful manner, and maintaining an attitude that seeks to take full advantage of the education opportunity. These expectations apply to online learning as well (lab). In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening/disruptive communication will be grounds for an instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. These behaviors are unacceptable in an online learning environment as well.

*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.

Communication:

Students should use MCC email for communication with both instructors. *MCC has a spam control and outside email addresses may not get to us. You may also call us at the phone numbers we have shared with you. This message will also go to the lecture instructor's email. While it is appropriate to wait up to 48 hours for a response to a message, you may receive a response the same day you send your email. After 48 hours, if no response is received, you should resend the message to make sure it did not go to the spam folder. Email must be written in Standard English, not text messaging language. (We are not grading your email messages, but we do expect you to write in such a way that your message is clear and understandable.)*
* Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)

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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.