

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **COMPOSTION II**

**ENGL - 1302 – SECTIONS C90, C91, C92**

**MRS. REBECCA HOLLAR**

**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 writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be 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.

**Prerequisites and/or Corequisites:**

TSI complete in Reading and Writing or the equivalent and successful completion of English 1301.

**Course Notes and Instructor Recommendations:**

Reading skills are mandatory for this course and for all coursework. IF reading and writing skills/experience are limited—it's imperative students take concentrated action to but start a regular routine of visiting with the instructor for help/feedback, getting help from campus resources (such as the Writing Center) when necessary and being proactive about progress. Additionally, knowing how to take notes, study, manage time and generally being responsible for one's own progress are essential. Students will need to familiarize themselves with Brightspace because all assignments will be turned in via the course module on Brightspace.

**Instructor Information:**

Instructor Name: Rebecca Hollar

MCC Email: [rhollar@mclennan.edu](mailto:rhollar@mclennan.edu)

Other Instruction Information: Please use email and Bright Space for communication with Mrs. Hollar.

**Full-Time Faculty Information:**

Lynn Waller

(254) 299-8950

[pwaller@mclennan.edu](mailto:pwaller@mclennan.edu)

**Required Text & Materials:**

The online textbook is provided by Mrs. Hollar through MCC.

Title: Writing is Easier than you Think

Author: Nicholas Webb

Edition: Online, book can be found on Brightspace

[https://drive.google.com/open?id=1eKoZFnbPnw9AUxYLU\\_WpAclZ2qxBAE9](https://drive.google.com/open?id=1eKoZFnbPnw9AUxYLU_WpAclZ2qxBAE9).

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

**Methods of Teaching and Learning:**

Students will utilize the online textbook, interact in a course discussion board, complete weekly assignments, write essays, and work through the research process, culminating in a research paper. Bright Space will be the online classroom for this course, and the instructor will communicate through it and MCC email.

**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 pts. 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:**

<https://docs.google.com/document/d/1UbnClPI6bNGUoRNI30odeZJqZBAIYGODE38dpsblgs/edit?usp=sharing>

Note regarding writing assignments: All writing assignments are uploaded in Brightspace and should be accessed through Brightspace. If Brightspace is down, you should email your work by the due date & time. If you can email me that Brightspace is down, you can email me your assignment. Note regarding changes to syllabus: This schedule, assignments, and points available are subject to change. You must activate and use your MCC email account in order to receive emails about possible changes. I will send emails to only your MCC email (not to other email accounts you might have); therefore, check your MCC email daily. Also, check the Brightspace announcement link daily.

**Course Grading Information:**

- Essays 50%
- Research Paper 20%
- Final Exam 10%
- Other Assignments 20%

Grading Scale:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59%

Do not expect percentages to be rounded.

Writing will be graded for content, organization, grammar, usage, spelling, and technical competence (use MLA form and word-processing skills) according to the following criteria:

### Essay Grading Standards

The A paper: Perhaps the principal characteristic of the A paper is its rich content. The information delivered is such that one feels significantly taught by the writer. The A paper is also marked by stylistic finesse: the title and opening paragraph are engaging; the transitions are artful; the phrasing is tight, fresh, and highly concrete; the sentence structure is varied; the tone enhances the purposes of the paper. Finally, the A paper, because of its careful organization and development, imparts a feeling of wholeness and unusual clarity.

The B paper: It is significantly more than competent. Besides being almost free of mechanical errors, the B paper delivers information that is substantial in both quantity and interest value. Its specific points are logically ordered, well developed, and unified around a clear organizing principle that is apparent early in the paper. The opening paragraph draws the reader in; the closing paragraph is both conclusive and thematically related to the opening. The transitions between the paragraphs are, for the most part, smooth, the sentence structures pleasing and varied. The diction of the B paper is concise and precise.

The C paper: The C paper is generally competent--it meets the assignment, has few mechanical errors, and is reasonably well-organized and developed. The actual information it delivers, however, seems commonplace. One reason for that impression is that the ideas are typically cast in the form of vague generalities that prompt the confused reader to ask: "In every case?" "Exactly how large?" "Why?" And "How?" Stylistically, the C paper has other shortcomings as well: the opening paragraph does little to draw the reader in; the final paragraph offers only a perfunctory wrapping up; the transitions between the paragraphs are often bumpy; the sentences, besides being choppy, tend to follow a predictable (hence monotonous) subject-verb-object/loose sentence format; and the diction is occasionally marred by unconscious repetitions, redundancy, and imprecision. The C paper gets the basic job done, but it lacks both imagination and intellectual rigor and does not invite a rereading.

The F paper: Its treatment and development of the subject are only rudimentary. While organization is present, it is neither clear nor effective. Sentences are frequently awkward, ambiguous, and marred by serious mechanical errors. Evidence of careful proofreading is scanty, if nonexistent. The whole piece, in fact, often gives the impression of having been conceived and written in haste.

### **Late Work, Attendance, and Make Up Work Policies:**

Pay close attention to assignment due dates and times. Assignments will be submitted electronically in the method described within the assignment. If the file formatting does not allow your instructor to view the assignment, the assignment may be deemed late. Submit early in case of submission questions or concerns. Essays and the research paper turned in late will be docked one letter grade per calendar day late. All other assignments will not be accepted late. Computer problems and lost files will not excuse late assignments.

In an online-course, constant online contact is mandatory. Log in to Bright Space every weekday, and set your notifications to let you know immediately when new announcements and assignments are posted. Check your MCC email every weekday as well.

### **Student Behavioral Expectations or Conduct Policy:**

#### ***Academic Dishonesty***

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

**1. fails to acknowledge the sources of any information** in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor.

(Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

**2. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation.** Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else's exact words. If a writer uses the language of a source, word-for word, he/she must use quotation marks or block indentation.

**3. merely paraphrases the original words of the source.** Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes

students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.

**4. borrows the ideas, examples, or structure of the source without acknowledging it.** A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

**5. takes, buys, or receives a paper written by someone else and presents it as the student's own.**

**6. uses one paper for two different courses,** or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

**Plagiarism will result in a failing grade on that assignment. A second plagiarized paper may result in an F for the course.**

Students are expected to communicate maturely and professionally with instructors and peers.

**[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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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](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**



Go to [www.mclennan.edu/academic-integrity](http://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](http://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](mailto: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](mailto: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.