



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COMPOSITION I  
ENGL\_1301\_025**

**PRESTON LYNN WALLER**

**NOTE: This is a 16-week course.**

**NOTE: This is a Face-to-Face course.**

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**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.

**Prerequisites and/or Corequisites:**

TSI complete in Reading and Writing or the equivalent

**Course Notes and Instructor Recommendations:**

Writers learn to write better as they study writing instruction and other writers, as they complete writing exercises, and as they complete writing assignments. As a student in this class, you will write extensively and will review the conventions within which writers work. Upon completion of this class, you should feel more confident in meeting personal and professional writing demands.

**Instructor Information:**

Instructor Name: Preston Lynn Waller

MCC E-mail: pwaller@mclennan.edu

Office Phone Number: 254-299-8950

Office Location: FOB 108

Office/Teacher Conference Hours: 2:20-3:20 TTH on-campus; 2:20-3:20 MW online

**Required Text & Materials:**

All required texts and materials for this course will be accessed online.

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

**Methods of Teaching and Learning:**

Writing instruction review and exams, writing exercises, written reports/papers, and exercise discussions

**Course Objectives and/or Competencies for Communication:**

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 Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

Attendance records for face-to-face sections are based on being present (P) or absent (A). Attendance records for online sections are based on submission of classwork. Eight class sessions for face-to-face 16-week sections equal 25%, and four weeks of classwork for online 16-week sections equal 25%. The course census date for 16-week Spring 2024 sections is January 24, and the 60% point of the semester for 16-week Spring 2024 sections is March 21. Attendance cannot be made up.

**Course Outline or Schedule:**

**All class work is due on the date specified by 11:59 p.m. Central time.**

- January 11-- Read materials on Brightspace (especially the syllabus) and submit discussion entry introducing yourself to your instructor and classmates
- January 18--Quiz over Chapters 1 and 2 from *NWWW (The Natural Worlds of Writing Workbook)*
- January 25--Exercises over Chapters 1 and 2 from *NWWW*
- February 1--Quiz over Chapters 3 and 4 from *NWWW*

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- February 8--Exercises over Chapters 3 and 4 from *NWWW*
- February 15--Assignment #1
- February 22--Quiz over Chapters 5 and 6 from *NWWW*
- February 29--Exercises over Chapters 5 and 6 from *NWWW*
- March 14--Quiz over Chapters 7 and 8 from *NWWW*
- March 21--Exercises over Chapters 7 and 8 from *NWWW*
- March 28--Assignment #2
- April 4--Quiz over Chapters 9 and 10 from *NWWW*
- April 11--Exercises over Chapters 9 and 10 from *NWWW*
- April 18--Quiz over Chapters 11 and 12 from *NWWW*
- April 25--Exercises over Chapters 11 and 12 from *NWWW*
- April 30--Assignment #3

**LATE CLASS WORK WILL NOT BE ACCEPTED.** The course will close to students at 11:59 p.m. Central time on the last due date.

**Course Grading Information:**

Your grade for the course will be based on the following percentages:

- Six quizzes worth 5% each--30%
- Six sets of exercises worth 2.5% each--15%
- Assignment #1--20%
- Assignment #2--20%
- Assignment #3--15%

Students must do their own work. Plagiarism is the intentional or unintentional use of someone else's work without adequate documentation. **PLAGIARIZED DOCUMENTS WILL RECEIVE A GRADE OF ZERO.**

The instructor will use the following grading scheme:

100-90 = A  
89-80 = B  
79-70 = C  
69-60 = D  
59-0 = F

Quizzes over workbook chapters will be submitted through Brightspace and will include multiple choice and true/false questions. Pay particular attention for definitions of terms and any concepts that are classified into parts (such as "There are four aspects to . . ."). Many questions

cover terminology and concepts presented in the workbook. Students will adhere to time limits on quizzes. Each quiz contains twenty questions. Students are given one minute per question. Students will not receive credit on exams that exceed time limits. Quizzes may only be submitted one time.

Exercises are located throughout the chapters of *The Natural Worlds of Writing Workbook*. Exercise responses are evaluated as completion/participation grades per every two chapters. No exercise response for the two chapters will receive a grade of zero (of course), one exercise response for the two chapters will receive a grade of 50, and two exercise responses for the two chapters will receive a grade of 100. Students only need to submit one exercise per chapter to receive the maximum grade. The exercises must be completed to receive the grade. Exercises may only be submitted one time.

### **Major Grammatical Errors:**

Students will be expected to submit work that is free of major errors in usage, punctuation, and spelling. The following errors have been deemed serious enough to merit special attention:

1. **Fragment** (e.g., "Since this is so." "Having a strong nylon rope between us." "Thus having no evaporation to make new clouds for rain.")
2. **Subject-verb agreement; pronoun-antecedent agreement** (e.g., "He wear the same jeans every day." "Ordinarily a purse is an accessory in which one keep her valuables." "His hypocrisy show through the false exterior.")
3. **Errors in verb form** (e.g., "If he would of done that, I had been alright." "I would have liked to lived in Shakespeare's time.")
4. **Comma splices** (e.g., "I arrived in class 10 minutes late, Larry came five minutes after I did." "This is the way in, that is the way out.")
5. **Fused sentences** (e.g., "But water had different meanings for different people for instance to the Texas farmer it's his bread and butter." "The literary techniques used are precipitative devices this is where one event triggers another.")
6. **Faulty or unclear reference** (e.g., "This story referred to James, but Henry misapplied it to himself. This is true in real life." "The car apparently needed a gasket; it leaked all over the garage floor.")
7. **Faulty diction or word choice** (e.g., "In this case apostrophe is death and no one can kill death." "She is a biggatrish and she hates Jews." "His death is an escape goat for his fears." "He was much to heavy.")
8. **Sentences in which introductory phrases and clauses have no logical connection with the main clause** (e.g., "After staying up most of Friday night talking and making preparations for the big climb, the sun finally rose." "As one travels through Vermont, the poem perplexes the reader." "At seventeen, her class graduated.")

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9. **Sentences containing unwarranted shifts in tense, mood, or voice** (e.g., "She strolled up to me in study-hall and tries to start an argument." "If one wants to win, you must try very hard.")

**Late Work and Make Up Work Policies:**

All class work is due by 11:59 p.m. Central time on the date specified in the course schedule.

LATE CLASS WORK WILL NOT BE ACCEPTED. The course will close to students at 11:59 p.m. Central time on the last due date.

Extra credit work is not offered in the class.

Only one submission is allowed for each assignment in Brightspace. Therefore, the draft of the assignment being posted in Brightspace must be the final draft. The final draft will be a text submission. THE FINAL DRAFT IS THE FINAL DRAFT. No re-writes will be accepted after the date on which the final draft is due.

**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.

For classes which meet on campus, the use of cell phones to send or receive messages within the classroom will not be tolerated except in extreme emergencies.

Students having technical support problems with this course should call Information Systems and Services at 254-299-8077 from 7:30 a.m.-6:00 p.m. Monday-Friday.

Academic Support and Tutoring exists to help students develop stronger writing skills and provides assistance with specific writing assignments and reviews student documents either on a walk-in or appointment basis. Academic Support and Tutoring may be reached by calling 254-299-8500.

**[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.

10/09/2023



## **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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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](#) 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.