



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGL 1301.L083**

**Dr. Danny Rodriguez**

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

**Instructor Information**

Instructor Name: Dr. Danny Rodriguez  
MCC Email: drodriguez@mclennan.edu  
Office Phone Number: (254) 299-8956  
Office Location: FOB 201  
Office/Teacher Conference Hours:  
8:30 am – 11:00 am on Tuesdays and Thursdays and by appointment  
Zoom: <https://mclennan.zoom.us/j/6901621011>

**Office Hours**

I will always be available for my office hours. You can visit with me about anything related to our course. If I cancel my office hours, I will notify the class and reschedule my office hours.

**Email**

I will respond to an email within 48 hours. If you do not receive a response within 48 hours, please contact me by resubmitting the email.

**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 complete in Writing or the equivalent.

**Course Notes and Instructor Recommendations**

Students will need to access MCC's email system, MCC's Brightspace system, Brightspace's Turnitin Feature, and MCC's library's collection of databases.

Students will submit all drafts (first and final) in electronic form via Brightspace. Hard copies are not required.

**Technical Requirements**

In this course, students will need reliable access to the internet and a computer (e.g., laptop).

**Recommended Programs**

Students will need access to Microsoft Office 2007 or newer. If you use another software, such as Google Docs, please always submit a PDF file. *If you fail to submit a Word or PDF file when submitting an assignment, you may earn a zero.*

### **Using Brightspace**

All course materials are available on Brightspace, and all major assignments will be submitted via Brightspace. Additionally, I will post grades, announcements, etc. through Brightspace. It is the responsibility of a student to regularly access Brightspace.

### **Turnitin**

This course will use the services provided by Turnitin, which allows the instructor to use Turnitin and review all submitted essay assignments.

### **Required Text & Materials**

Title: *Successful College Composition*

Authors: Kathryn Crowther, Lauren Curtright, Nancy Gilbert, Babara Hall, Tracienne Ravita, and Kirk Swenson

This open textbook is available on Brightspace (and for download for free if you click the title above).

### **MCC Bookstore Website**

<http://www.mclennan.edu/bookstore/>

### **Methods of Teaching and Learning**

Instruction methods will include an orientation assignment, recorded lectures with visual aids, required readings, (potential) quizzes, writing and revision days, conferences, multiple essay assignments, self-review assignments, and a final exam. Essay #1, Essay #2, Essay #3, and Essay #4 will require a submission of a first and (a revised) final draft.

### **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, 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.

Upon successful completion of this course, 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.

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### Course Grading Information

A final grade will be based on a sum of the weighted average of participation, major essays, and a final exam (see description of assignments below). To pass this course, students must complete all major essay assignments.

### Standard of Evaluation

Your final course grade will be derived as follows:

Essay #1	10%
Essay #2	15%
Essay #3	20%
Essay #4	25%
Final Exam	10%
Participation	20%
Total:	100%

### Assignment of Letter Grades

**A = 90 – 100**

**B = 80 – 89.99**

**C = 70 – 79.99**

**D = 60 – 69.99**

**F = 0 – 59.99**

If a student has questions about any grade, please meet with me during my office hours and bring questions.

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### Description of Assignments

#### Reuse Policy

*All writing must be new and original work. Students cannot reuse previous essays. If a student submits unoriginal work, this student will receive a zero on the assignment. In cases of plagiarism, even self-plagiarism, you cannot resubmit a new assignment.*

#### MLA

For this course, our citation style is MLA. In addition to class meetings on MLA and resources on Brightspace, here is an online resource.

**Essay #1 (10%)**

A literacy narrative simply allows you to describe personal experiences that have influenced how you utilize and interpret language. In other words, what key moments influenced your attitude toward reading, writing, and communication as a whole? Write your personal story and describe how these experiences have shaped you. This personal narrative should be a minimum of three double-spaced pages. Research is not required. However, it should follow current MLA formatting guidelines.

**Essay #2 (15%)**

This essay introduces you to the research process. Before starting this essay, select a (narrow) topic that interests you. Then, create a research question on this topic. Next, find and read FIVE sources on this topic. In your essay, you will want to summarize, analyze, and state your findings about each source. Your introduction will state your research question and why you selected this topic, and your conclusion will discuss potential arguments you could make on this topic based on your research. This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). Additionally, it should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

**Essay #3 (20%)**

In this essay, you will state, support, and prove a position on a narrow topic. Although you will select an audience for this essay, please consider the pros and cons of each type of audience (see class notes on “Audience Selection”). Ultimately, your goal is to persuade an audience of your choosing that your argument is valid by using elements of academic writing (e.g., a clear and strong thesis, evidence, analysis, refutation, clarity, etc.). This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). You have to incorporate at least five sources. Additionally, this essay should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

**Essay #4 (25%)**

In this essay, you will select a place to profile and prove that it honors a claim that it makes about itself. You will write this essay to an audience of your choosing. After selecting a place to profile, visit it, take notes and photographs, and interview people. This research process will provide the evidence that you need to prove your argument. Consider the following example: As stated in MCC’s Mission, the core values of MCC are: 1) People Matter; 2) Inclusiveness Matters; 3) Integrity Matters; 4) Communication Matters; and 5) Excellence Matters. For this essay, you could select ONE of these five values. Then, you could compose an essay, showing how this value permeates a place on campus. (You are not required to write about MCC. MCC is

just an example.) This essay should be in MLA format (e.g., Times New Roman, size 12, double space your essay, etc.). You have to incorporate at least one interview, one visual, and one source. Additionally, this essay should be a minimum of four pages (not including the Works Cited page) and include a Works Cited page.

### **Final Exam (10%)**

For the final exam, you will write a timed essay. The final exam will be available from Monday, December 4th, to Wednesday, December 6th. You will have three hours to complete it, and you only have one opportunity to do so.

### **Participation (20%)**

Students will be evaluated on their completion and submission of weekly work, which may include required readings and videos, writing assignments, self-review assignments, and, ideally, daily writing. Since this course is an asynchronous course, your weekly participation will determine your attendance in this course.

### **Essay Prompts and Grading Rubrics**

Please find and review each prompt and grading rubric for every assignment on Brightspace.

### **Revision Opportunities**

You can revise Essay #1, Essay #2, and/or Essay #3. However, you must submit a revision *within seven days after receiving a grade*. To submit a revision, complete these steps: 1) Highlight the changes you make in yellow and 2) Upload the revised essay to Brightspace. *If you fail to follow any of these steps, your revised essay will not be accepted.*

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### **Classroom Policies**

#### **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.

Since this course is an asynchronous course, your weekly participation will determine your attendance in this course. If you must miss class due to an emergency (see more below) or an excused absence (review MCC's full policy on excused student absences), it is your responsibility to 1) keep up with the course and 2) request notes from a peer (or visit me during my office hours).

### **Feedback**

For minor assignments, you should receive some form of feedback within three days. For major assignments, ideally, you should receive some form of feedback within a week.

### **Videos**

If you need subtitles for videos on Brightspace, please click "CC."

### **Student Examples**

In our course shell, you will find some student examples. Each example is not the only way to write a specific essay or the standard. Instead, each example is simply a visual example for you to review. If you plagiarize a student example, you will receive a zero for the assignment and will not be able to resubmit it for a higher grade.

### **Evaluation and Late Work**

You will find prompts and grading rubrics for every assignment on Brightspace. While we will review every prompt and grading rubric as a class, you may want to read these documents over to express any question or comment that you may have *BEFORE* you submit a final draft. ***For every due date, you must upload a draft to Brightspace. Late assignments will NOT be accepted.*** If you have any technological issues, simply email your final draft to me on the due date. *If you submit an essay before it is due and I grade it and provide feedback, you cannot resubmit another draft based on my feedback (even if you can meet the deadline).*

### **Emergencies**

*If an emergency occurs, preventing you from attending class and/or submitting an assignment, please submit documentation that verifies the emergency within five days. We can, then, discuss potential make-up scenarios.*

### **Student Behavioral Expectations**

Students are expected to adhere to MCC's General Conduct Policy inside and outside the classroom. Our classroom environment should be productive, collaborative, and respectful. We should all respect everyone's comments. Do not distract or disrespect your classmates. If you cause a classroom disruption, which includes sleeping in class, talking in class when you should not be talking, excessive lateness, making and/or receiving phone calls or text messages,

listening to music, completing readings or work for another class, etc., I will ask you to leave the classroom immediately. *Since this course is an asynchronous course, you are expected to act professionally when participating and communicating with our class.*

### **Academic Integrity**

As stated in MCC's information about Academic Integrity, "the term 'cheating' includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff." Additionally, "the term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." If you use AI to write some of or an entire essay, you are plagiarizing. Finally, "collusion" includes, but is not limited to: The unauthorized collaboration with another person in preparing academic assignments offered for credit." Students who commit any of these academic violations will face immediate disciplinary action. After a first offense, a student will receive a zero on the assignment. If a second offense occurs, the student will receive a zero on the assignment and will be reported to Student Conduct. The Associate Director may determine additional penalties.

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### **Course Schedule**

#### **Potential Course Modifications**

This syllabus represents diligent planning based on knowledge at the beginning of the semester. Further adaptations may be required. In the event it is necessary to update academic policies, students will be provided with as much notice as possible regarding any subsequent course changes. Simply put, if necessary, the professor has the right to change the syllabus. To ensure you do well, ***KEEP UP WITH THE SYLLABUS.***

<b>Week 1</b> 1/8 – 1/12	<b>Required Readings</b> "Syllabus," "Essay #1 Prompt and Rubric," and <i>Successful College Composition</i> (6-16, 20-38, 54-68, and 89-91) <b>Required Videos</b> "Writing an Introduction," "Writing a Body Paragraph," and "Writing a Conclusion" <b>MLA</b> Review "MLA" (see "Week 1")
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<i>Due</i>	<i>Orientation Assignment</i>
<b>Week 2</b> 1/15 – 1/19	<b>Required Readings</b> “Essay #1 Prompt and Rubric,” “Self-Review Assignment #1,” and <i>Successful College Composition</i> (72-80) <b>Suggested Readings</b> “Student Example #1” (see “Week 2”)
<i>Due</i>	<i>Draft of Essay #1</i> <i>Self-Review Assignment #1</i>
<b>Week 3</b> 1/22 – 1/26	<b>Required Readings</b> “Essay #1 Prompt and Rubric” <b>Review</b> Review “MLA” (see “Week 3”)
<i>Due</i>	<i>Final Draft of Essay #1</i>
<b>Week 4</b> 1/29 – 2/2	<b>Required Readings</b> “Essay #2 Prompt and Rubric” and <i>Successful College Composition</i> (136-139) <b>Suggested Readings</b> “Student Example #2” <b>Review</b> Review “MLA” (see “Week 4”)
<i>Due</i>	<i>Working Draft of Essay #2</i>
<b>Week 5</b> 2/5 – 2/9	<b>Required Readings</b> “Essay #2 Prompt and Rubric” and <i>Successful College Composition</i> (144-164) <b>Review</b> Review “MLA” (see “Week 5”)
<i>Due</i>	<i>Working Draft of Essay #2</i>
<b>Week 6</b> 2/12 – 2/16	<b>Required Readings</b> “Essay #2 Prompt and Rubric” <b>Review</b> Review “MLA” (see “Week 6”)

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<i>Due</i>	<i>Working Draft of Essay #2</i>
<b>Week 7</b> 2/19 – 2/23	<b>Required Readings</b> “Essay #2 Prompt and Rubric” and “Self-Review Assignment #2” <b>Review</b> Review “MLA” (see “Week 7”)
<i>Due</i>	<i>Draft of Essay #2</i> <i>Self-Review Assignment #2</i>
<b>Week 8</b> 2/26 – 3/1	<b>Required Readings</b> “Essay #2 Prompt and Rubric” <b>Review</b> Review “MLA” (see “Week 8”)
<i>Due</i>	<i>Final Draft of Essay #2</i>
<b>Week 9</b> <del>3/4</del> – 3/8	Spring Break!
<i>Due</i>	
<b>Week 10</b> 3/11 – 3/15	<b>Required Readings</b> “Essay #3 Prompt and Rubric” and <i>Successful College Composition</i> (122-126) <b>Required Videos</b> “Creating a Counterargument” and “Audience” <b>Suggested Readings</b> “Student Example #3” (see “Week 10”)
<i>Due</i>	<i>Working Draft of Essay #3</i>
<b>Week 11</b> 3/18 – 3/22	<b>Required Readings</b> “Essay #3 Prompt and Rubric” and “Self-Review Assignment #3” (see “Week 11”)
<i>Due</i>	<i>Draft of Essay #3</i> <i>Self-Review Assignment #3</i>

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<b>Week 12</b> 3/25 – 3/29	<b>Required Readings</b> “Essay #3 Prompt and Rubric” <b>Review</b> Review “MLA” (see “Week 12”)
<i>Due</i>	<i>Final Draft of Essay #3</i>
<b>Week 13</b> 4/1 – 4/5	<b>Required Readings</b> “Essay #4 Prompt and Rubric” <b>Suggested Readings</b> “Student Example #4” (see “Week 13”)
<i>Due</i>	<i>Working Draft of Essay #4</i>
<b>Week 14</b> 4/8 – 4/12	<b>Required Readings</b> “Essay #4 Prompt and Rubric” and “Self-Review Assignment #4” (see “Week 14”)
<i>Due</i>	<i>Draft of Essay #4</i> <i>Self-Review Assignment #4</i>
<b>Week 15</b> 4/15 – 4/19	<b>Required Readings</b> “Essay #4 Prompt and Rubric” <b>Review</b> Review “MLA” (see “Week 15”)
<i>Due</i>	<i>Final Draft of Essay #4</i>
<b>Week 16</b> 4/22 – 4/26	<b>Required Readings</b> “Final Exam” (see “Week 16”)
<i>Due</i>	<i>Final Exam</i>

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.