

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGLISH 1301**

**DR. PEACHES HENRY**

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

## COMPOSITION I

### ENGLISH 1301

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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 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.

#### **Course Notes and Instructor Recommendations:**

None

#### **Instructor Information:**

Instructor Name: Dr. Peaches Henry

MCC E-mail: [phenry@mclennan.edu](mailto:phenry@mclennan.edu)

Office Phone Number: 254-299-8948

Please use email to contact me with questions and concerns. Also, if necessary, I will be happy to schedule a Zoom meeting with you to discuss questions and concerns.

#### **Required Text & Materials:**

None

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

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

All English 1301 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 3 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.

#### **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.

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- **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 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.

**For online courses**, attendance will be taken based on submission of assignments. That is, you will be considered **present** when you submit assignments for the week and **absent** when you do not submit assignments for the week.

#### **Late Work and Special Circumstances Policies:**

**Late assignments** will not be accepted and therefore will not earn points. If you fail to turn in assignments by the due date and time, you will not earn the points for them.

**Special Circumstances:** Assignments may be submitted after due dates/times in the case of illness, emergencies, or other special circumstances. Proof of emergencies is required to submit assignments after due dates/times (doctor's note, coach's email, funeral program, etc).

**Course Outline or Schedule:**

**Note regarding assignments:** All assignments are uploaded in Brightspace and should be accessed through Brightspace. All writing assignments should be uploaded as Word attachments via Brightspace unless otherwise noted. If Brightspace is down, you should email your work by the due date & time to [phenry@mclennan.edu](mailto:phenry@mclennan.edu). **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. Students will be notified by any of the following methods: Zoom announcement, Brightspace announcement, and email on the MCC system. 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 Announcements daily.

**Brightspace Announcements:** I use Brightspace Announcements as an integral instructional tool. Therefore, it is crucial that you read all announcements and that you check announcements daily.

**Bonus Points:** Bonus points are sprinkled throughout this course. If you do what you are supposed to do for the course, you will come across them. **For instance, if you read this statement, email me at [phenry@mclennan.edu](mailto:phenry@mclennan.edu) with the code BPA.**

**Unit 1: Course Orientation**

Jan. 8: **Before you do anything else, familiarize yourself with this course.**

- **Log in to Brightspace.**
- **Read all the Announcements. I will convey important updates via Announcements. Failure to read Announcements each day could result in your missing important course information. You will be held responsible for knowing information provided in Announcements.**
- **Go to the Content link and review all links provided there.**
- **Read all the information provided under the Resources for Students link and the Course Orientation link.**

**You should come back to this information frequently, because this is where you will find help with Brightspace, MCC email logins, technology, the food pantry, COVID-19 information, the MCC Foundation, registration, financial aid, etc.**

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Jan. 10:       **Assignment in Brightspace:** Elements of the Paragraph

**Units 2 & 3:           The Paragraph & Parts of an Essay**

Jan. 15:       Martin Luther King, Jr. Day Holiday

Jan. 17:       **Assignment in Brightspace:** Identifying DUCT

Jan. 22:       **Assignment in Brightspace:** Writing Effective DUCT Paragraphs

Jan. 24:       Read the Parts of an Essay flier

Jan. 29:       **Quiz: Covering the Paragraph and Parts of an Essay**

**Unit 4:           The Educational Journey Essay**

Jan. 31:       Read the written instructions and/or watch the video of the instructions for the Educational Journey Essay

**Assignment in Brightspace:** Read the excerpt from Frederick Douglass' *Narrative of the Life of Frederick Douglass* and post to the Discussion Board in Brightspace.

Feb. 5:       **Assignment in Brightspace:** Personal Educational Journey Introduction

**Assignment in Brightspace:** Thesis Statement

Feb. 7:       **Assignment in Brightspace:** Narrative Methods

**Assignment in Brightspace:** Body Paragraph using Narrative Methods

Feb. 11:       **Assignment in Brightspace: Educational Journey Essay due as a Word document via Brightspace by Sunday, February 11 by 11PM**

**Unit 5:           Profile Essay**

Feb. 12:       Read the written instructions and watch the video of the instructions for the Profile Essay

**Assignment in Brightspace:** Identify your subject and list your reasons for selecting your subject.

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Feb. 14      **Assignment in Brightspace:** Introduction

Feb. 19:      **Assignment in Brightspace:** Thesis

Feb. 21:      **Assignment in Brightspace:** Body Paragraph

Feb. 25:      **Assignment in Brightspace: Profile Essay due as a Word document via Brightspace by Sunday, February 25 by 11PM**

#### **Unit 6: Information Essay**

Feb. 26:      Read the instructions for the Information Essay and review the **Research Guide for Dr. Henry's English 1301**.

**Assignment in Brightspace:** Select a topic for your information essay and submit it in Brightspace. **You must select one of the two topics listed in the instructions, because the Research Guide is aligned with those topics.**

Feb. 28:      Familiarize yourself with the topic you have chosen and the **Research Guide for Dr. Henry's English 1301**. Begin researching your topic.

Mar. 4-10:    **Spring Break**

Mar. 11:      **Assignments in Brightspace:** Submit a list of your sources including ones that will help you discuss the key steps to take to become the professional you have chosen (or specific ways to pay for a college education). Use **Research Guide for Dr. Henry's 1301 to help you find sources**.

Mar. 15:      **Assignment in Brightspace:** Using the list of your sources, create a bibliography. Use **Research Guide for Dr. Henry's 1301** to create your bibliography.

Mar. 17:      **Assignment in Brightspace:** Introduction & Thesis

Mar. 20:      **Assignment in Brightspace:** Write one of your body paragraphs

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Mar. 25: Writing Day

Mar. 27: **Assignment in Brightspace: Information Essay due as a Word document via Brightspace by Wednesday, March 27 by 11PM**

**Unit 7: The Review Essay**

April 1: Read the instructions for the Review Essay.

**Assignment in Brightspace:** Submit the title of the film you intend to review

April 3: **Assignment in Brightspace:** Submit your thesis

April 8: **Assignment in Brightspace:** Submit your recap

April 10: Criteria Paragraph

**Assignment in Brightspace:** Criteria Paragraph

April 15: Revise criteria paragraph per comments

April 17: Developing your review

**Assignment in Brightspace:** Review Paragraph

April 24: **Last Day of Class/Writing Day**

April 29: **Review Essay (Final Exam) due as a Word attachment via Brightspace link by Monday, April 29 by 9AM**

**Course Grading Information:**

**Requirements and Pts.**

Homework	200
Personal Essay	200
Profile Essay	200
Information Essay	200
<u>Review Essay (Final Exam)</u>	<u>200</u>
	1000

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#### **Course Grading Scale**

A = 900-1000 pts.

B = 800-899 pts.

C = 700-799 pts.

D = 600-699 pts.

F = 599 pts. and below

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

Students are expected to maintain in-person and online decorum that includes respect for other students and the instructor, prompt and regular submissions, and an attitude that seeks to take full advantage of the education opportunity.

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.