MᶜLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

English 1301. O086

Professor Lori Watts

NOTE: This is a 16-week course. (online course)

AN EQUAL OPPORTUNITY INSTITUTION   Spring 2024

Course Description:
Focuses on developing the score skills of reading, critical thinking, writing and researching. Emphasizes writing processes and outcomes and includes attention to standard language conventions. Semester hours: lecture hours.

Prerequisites and/or Corequisites:
Prerequisite: THEA or MCC Placement Writing test passed, or credit for English 0301

Course Notes and Instructor Recommendations:
Reading and computer 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 not only 'brush up' but start a regular routine of visiting 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. Everyone MUST be comfortable with using the computer for ALL class work.

Instructor Information:
Instructor Name: Professor Lori Watts
MCC Email: lwatts@mclennan.edu
Office Phone Number: 299--8901
Office Location: FOB 221
Office/Teacher Conference Hours: As this is a fully online course office hours will be offered primarily on Zoom, but if the student wants a f2f option we will arrange it.

Required Text & Materials:
Title: *Rules for Writers*
Author: Hacker, Sommers
Edition: 10th or e-edition is fine.
Publisher: Bedford
ISBN: 978-1-319-24425-5

ALSO: *Patterns for College Writing*
Author: Author: Kirszner and Mandell
Edition: 15th or e-edition
Publisher: Bedford/St. Martin's

ISBN: 978-1-319-24379-1

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

Methods of Teaching and Learning:
Lectures, class discussions, reference to/discussion of both texts, use of model essays, in addition: class will write a series of multi page, multi draft essays, a series of directed homework assignemtns, quizzes when necessary, will attend library orientation, write and research a major research project, and write in class diagnostic samples, and final essay. Brightspace is also used for reference materials. **THIS IS A FULLY ONLINE CLASS SO THESE METHODS ARE IMPLEMENTED THROUGH BRIGHTSPACE AND USE OF EXTENSIVE DOCUMENTS AND VIDEO, DISCUSSION BOARDS, ETC**.

Course Objectives and/or Competencies:
** English 1301 is a writing course designed to prepare students for the multiple writing tasks, styles, and requirements they will meet throughout their academic careers.

- To sharpen and polish each individual's writing skills to a competent college quality; to produce a series of directed, logical and coherent essays not only polished in writing technique but also to help evolve critical thinking and reading skills.
- For students to become more comfortable and experienced with the writing process through these assignments.
- To better understand the needs/demands of various audiences—and to make the writer's abilities more flexible and varied depending on these changing audiences/demands through these writing assignments.
- Developing detailed and sophisticated content that moves beyond primary five paragraph essays into longer, more analytical, work.
- To develop a series of essays largely devoid of major proofreading errors—including those in language, sentence structure, grammar, punctuation, and spelling.
- To better prepare for English 1302 and/or other classes requiring writing.
- To follow directions carefully and correctly.

To better evaluate one's own work in an objective and open way—to scrutinize a project with an objective and analytical eye—to be capable of constructively criticizing one's own writing strengths and weaknesses

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.

Note, the above paragraph is required in all Instructor Plans. Provide details on how course attendance and participation will be determine for this course and at what point the instructor will withdraw a student from a course for absences or non-participation.

Course Outline or Schedule:
***BE AWARE**: **this is NOT a detailed course calendar**! **Those are given to the class the first day and discussed at length**. THIS IS ONLY A GENERAL OUTLINE OF WHAT A SEMESTER MIGHT INVOLVE. The instructor reserves the right to edit a calendar and assignments as necessary. ALL dates and assignments are subject to change. ANY AND ALL CHANGES ARE ANNOUNCED IN CLASS AND/OR POSTED ON BRIGHTSPACE IN DETAIL. It is EVERY student's responsibility to be aware of those changes. Once again: this is NOT a detailed course calendar. **AS THIS IS FULLY ONLINE SOME OF THESE ASSIGNMENTS AND DUE DATES WILL VARY**.

**Weeks One and Two—introduction to the course and its policies, requirements, assignments, materials, etc. Discussion of and writing of in class writing sample; introduction to first major essay.

**Weeks Three and Four—working on first major essay using student models, discussion. Large focus on essay structure, paragraphing, thesis sentences, specific examples, etc.

**Weeks Five and Six—Emphasis on peer review, drafting, and turning in Essay One. Then discussion begins of Essay Two (often a formal rewrite of the in class writing sample) and introduction to the formal research project including choosing a topic, parameters of project

**Weeks Seven and Eight—Discussion of finalizing Essay Two and research; library orientation typically included in this time frame

**Weeks Nine and Ten—Emphasis/discussion of and sample research project; all students actively working on research and turning in Essay Three (typically a research folder)

**Weeks Eleven and Twelve—Moving into final stages of research project including rough drafts, and peer review

**Weeks Thirteen and Fourteen—Turning in research project, moving to final essay

**Weeks Fifteen and Sixteen—Handing back any remaining research projects, discussion of in class final essay and completing that final essay

Course Grading Information:

A formal grade break down is given each semester in class the first day. This is discussed at length. Generally, major essays are 50% of the total course grade; homework is 10%; major research project is 20% and the final essay is 20%. The instructor reserves the right to revise these percentages if necessary.

All essays are given a letter grade and detailed comments; standard letter grades are A (100%); A- (90%); B+ (89%); B (85%); B- (80%); C+ (79%); C (75%); C- (70%); D+ (69%); d (65%); D- (60%); and F (50%).

Homework assignments are worth a specific number of points (such as 30pts) and are evaluated such as 30/30 or 25/30 etc.

All assignments and grades are returned to students, recorded in Brightspace and in instructor's personal record.

Every student receives a detailed, in depth, Grading Criteria handout in the first two weeks of class. This outlines what makes up an A, B, and etc project. These details are discussed, and students are responsible for knowing this information.

All students are encouraged all term to discuss their grades with the instructor and ask any questions.

Late Work and Make Up Work Policies:
***NO late work is accepted in class**; this policy is presented to the class in writing and discussed the first class day. **IF there is a legitimate emergency, a clear protocol policy is outlined in writing and presented the first day of class.** It is discussed at length, in detail, and is the responsibility of each student to know. **That protocol MUST be followed for a discussion of a possible extension for late work**. **ALL deadlines are given on the detailed calendar the first day of class; students know ALL their assignments and deadlines for the semester from the first day. Planning is therefore necessary.**

***IF** a student knows he/she will be gone ahead of time, it is expected the student will alert the instructor and arrange to turn in the work early**. This is also detailed in writing, in class.**

***Late work cannot be made up or redone; it is a zero evaluation.

***The class follows MCC's Attendance Policy which requires daily record of attendance (it is also recorded on Brightspace) and dropping of students if they reach a 25% absence rate. The instructor drops promptly upon reaching the 25%. **IN THIS FULLY ONLINE CLASS ATTENDANCE IS RECORDED BY ASSIGNMENT: EACH ASSIGNMENT IS WORTH A WEEK'S OR MORE ATTENDANCE.**

However, the instructor does NOT DROP STUDENTS AFTER THE MCC cut off date—which is on all academic calendars, the course calendar, the Course Policies, and is discussed in class. IF the student is still officially enrolled in the course after the cut off date but is not attending class, he or she will still receive a grade for the course—typically failing.

THE INSTRUCTOR DISCUSSES ALL THIS INFORMATION IN DETAIL IN CLASS THROUGHOUT THE SEMESTER AND PROVIDES IT IN WRITING

Student Behavioral Expectations or Conduct Policy:
Each class is given a detailed Conduct Policy in class; it is discussed and all students are responsible for the information. It lists acceptable and unacceptable behaviors and what is expected of mature, responsible, college students. ALL students are expected to maintain a mature and professional stature throughout the semester in regard to their classmates and the instructor. This includes face to face, phone and electronic communication.

Rude, offensive, and/or threatening behavior is dealt with on an individual basis usually involving written communication from the instructor, personal conferences with the instructor and/or other college officials. If further action is needed, the conduct is officially reported to MCC's Disciplinary Officer for more intervention. Removal from the class tentatively or permanently can be a result. If extreme, the instructor will involve Campus Security. As outlined in the *Highlander Guide*: "*Students are expected to maintain classroom decorum that includes for respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.*"

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.

10/09/2023

McLENNAN COMMUNITY COLLEGE

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 Title IX Coordinator at 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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

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.

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 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.