

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Composition II

ENGL 1302.004 & .007

Dr. Jessica Zbeida

NOTE: This is a 16-week course.

Composition II
ENGL 1302.004 & .007

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and, critical thinking about evidence and conclusions.

Prerequisites and/or Corequisites:

ENGL 1301 or its equivalent with a grade of C or better, or consent of Division Chair.

Course Notes and Instructor Recommendations:

Composition II guides students through the conventions of research-based academic writing. This class requires students to write substantially, producing a variety of texts. Students analyze academic and general sources and employ active reading strategies. This course emphasizes the writing process (prewriting, drafting, and revision), collaboration, and the fundamentals of research and citation. Students who complete this course should feel confident to write in academic and professional settings. *Note: This course requires students to develop a research project through faculty guidance, library support, and independent work outside of class..*

Instructor Information:

Instructor Name: Dr. Jessica Zbeida

MCC Email: jzbeida@mclennan.edu

Office Phone Number: (254) 299-8949

Office Location: FOB 113

Office/Teacher Conference Hours: TTH, 8:30 am – 10:30 am

Other Instruction Information: I respond most quickly to e-mail (within 24-48 hours). If you want to meet outside of office hours, please contact me at least 24-48 hours in advance.

Required Text & Materials:

This course uses Open Educational Resources (OER), which students access online via Brightspace. Students may also purchase a print copy from Amazon (new ~\$30; used ~\$15).

Title: *Writing Guide with Handbook*

Author(s): Maria Jerskey, Michelle Bachelor Robinson, and Toby Fulwiler

Publisher: Rice University, OpenStax College (License: CC-BY)

ISBN-13: 978-1711494869 (Paperback); ISBN-13: 978-1-951693-473 (Digital)

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

Methods of Teaching and Learning:

This course uses a variety of methods to meet the learning objectives, including:

- Assigned reading and lectures
- In class and online writing discussion and exercises
- Writing workshop (share draft & provide feedback) for writing projects
- Writing Projects (four assignments of at least 1000 words in length; includes self-evaluation assessment and reflection for each project)
- A Research Reflection Paper (reflection and assessment of student's learning)

Students will submit their work online in Brightspace (**save your work in .rtf or .docx format**).

All essay assignments MUST be submitted online—hard copies are not accepted.

Course Objectives and/or Competencies:

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

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.

PLEASE NOTE:

- If you do not attend class before Jan. 24th (census date), you will be dropped. This may impact your ability to get future financial aid.
- If you want to drop the class before Jan. 24th, you may do so. The course won't appear on your transcript. Please speak with me first. If I can help in any way, I will. Please also check with your advisor and with the Office of Financial Aid to understand how dropping this class might affect your academic progress.
- If you withdraw from the class between Jan. 24th (census date) and Mar. 21st (the 60% point in the semester), you will receive a "W" on your transcript. Consult with me, your advisor, and Financial Aid before you make your final decision.
- **IMPORTANT:** Students are limited to **6 TOTAL** withdrawals over their undergraduate education at ALL Texas public colleges and universities they attend.
- If you miss more than four weeks of class before Mar. 21st, you may be withdrawn and receive a "W" grade on your transcript.

Course Outline or Schedule:

Download course schedule file in the "Start Here: Course Introduction Unit."

Week 1 (1/8 – 1/14)

Start Here: Syllabus & Course Introduction Unit.

- Discuss course syllabus, schedule, and Brightspace course shell; print/download syllabus and course schedule.
- Access OER textbook (*Writing Guide with Handbook*) online or get a print copy.
- Review "Look → Important Student Resources" module in the unit.
- Why Does Argument Matter? Discuss material from Excelsior OWL and UNC Writing Center on academic argument (Classical, Toulmin, and Rogerian).

Work Due: Syllabus Quiz (1/12); Writing Circle: Week 1 (1/12); Read *WGH*, Ch. 12 - 13, p. 377 - 435 (1/15).

Weeks 2 – 3 (1/15 – 1/28)

Unit 1: Planning an Academic Research Project.

- Print/download Writing Project #1: Research Project Plan (in Brightspace).
- Planning a Research Project: Strategies for identifying goals, subgoals, and tasks.
- Introduction to Citation: How and why we cite sources in academic writing.
- Form student Writing Groups; select members and draft group guidelines.
- Intro. to MCC Library: How to find, evaluate, and cite source materials appropriately.

- Why Peer Review Matters: Overview of workshop process and goals.
- Participate in Writing Workshop #1: Post your draft of WP #1 (Research Project Plan) **by 10:00 pm on Monday**. Provide feedback to TWO classmates using the form in Brightspace **by 10:00 pm on Friday**.
- Complete Self-Evaluation for WP #1. Revise & submit Writing Project #1.

Work Due: Writing Circle: Week 2 (1/19); MLA Format Exercise (1/21); Writing Circle: Week 3, Writing Workshop#1 (post draft Mon., 1/22; post feedback Fri., 1/26); Submit WP #1 Self-Evaluation Form (1/28); Submit Writing Project #1 (1/28); Read *WGH*, Ch. 14, p. 436 - 465 (1/22).

Weeks 4 – 7 (1/29 – 2/25)

Unit 2: Engaging in Research.

- Print/download Writing Project #2: Annotated Bibliography (in Brightspace).
- Review UNC Writing Center Handout on annotated bibliographies and examples.
- Formatting an annotated bibliography in MLA style in MS Word (or GoogleDocs).
- Managing & Selecting Sources: How to create and keep a research log.
- Skimming vs. scanning; annotating and note-taking strategies (annotation key).
- Clear, concise annotations: expressing main ideas, connecting voices in a conversation, and drawing attention to gaps in the research.
- Participate in Writing Workshop #2: Post your draft of WP #2 (Annotated Bibliography) **by 10:00 pm on Monday**. Provide feedback to TWO classmates using the form in Brightspace **by 10:00 pm on Friday**.
- Complete Self-Evaluation for WP #2. Revise & submit Writing Project #2.

Work Due: Writing Circle: Week 4 (2/2); Writing Circle: Week 5 (2/9); Writing Circle: Week 6 (2/16); Writing Circle: Week 7, Writing Workshop #2 (post draft Mon., 2/19; post feedback Fri., 2/23); Submit WP #2 Self-Evaluation Form (2/25); Submit Writing Project #2 (2/25); Read *WGH*, Ch. 11, p. 339 – 375 (2/26).

Weeks 8 – 11 (2/26 – 3/24)

Unit 3: Planning, Drafting, and Revision

- Print/download Writing Project #3: Research Project Paper (in Brightspace).
- How to begin writing your project (even if you need to do more research); coping with procrastination, reducing distraction.
- Logical Organization: simple vs. complex claims; elements of a complex claim. Pitfalls to Avoid: recognizing logical fallacies.
- Strategies for integrating sources and connecting them to your project: contextualization, summary, paraphrase, quotation, and synthesis. Synthesizing sources to develop and articulate your own ideas.

- Recognizing and avoiding plagiarism: using sources ethically; how citations demonstrate a writer's values and integrity.
- Participate in Writing Workshop #3: Post your draft of WP #3 (Research Essay) **by 10:00 pm on Monday**. Provide feedback to TWO classmates using the form in Brightspace **by 10:00 pm on Friday**.
- Submit Self-Evaluation for WP #3; revise and submit Writing Project #3.

Work Due: Writing Circle, Week 8 (3/1); Writing Circle, Week 9 (3/15); Integrating Sources Exercise (in class); Writing Circle, Week 10 (3/22); Avoiding Plagiarism Exercise (3/24); Writing Circle: Week 11, Writing Workshop #3 (post draft Mon., 4/8; post feedback Fri., 4/12); Submit WP #3 Self-Evaluation Form (3/31); Submit Writing Project #3 (3/31); Read *WGH*, Ch. 18 - 19, p. 577 – 648 (4/1).

Weeks 12 – 14 (4/1 – 4/21)

Unit 4: Publishing Your Work

- Print/download Writing Project #4: Publication Project (in Brightspace).
- Going Public: reaching your audience (poster/oral presentations, websites, conference papers, podcasts, videos, etc.).
- Make Media Work for You: Presentations (Google Slides, PowerPoint, MentiMeter, and Prezi), Web Design (Google Sites, Wix, etc.), and Podcasts (Anchor, Podbean, etc.).
- Accessibility in Presentations: Principles of Universal Design – What do they mean for you and your research? Why bother making content accessible?
- Participate in Writing Workshop #4: Post your draft of WP #4 (Publication Project) **by 10:00 pm on Monday**. Provide feedback to TWO classmates using the form in Brightspace **by 10:00 pm on Friday**.
- Discuss revision strategies for Writing Project #4 (Publication Project).
- Students share their publication projects with their peers (in class); complete Peer Feedback Survey for publication projects (link in Brightspace)
- Complete Self-Evaluation for WP #4. Revise & submit Writing Project #4.

Work Due: Writing Circle, Week 12 (4/5); Writing Circle, Week 13, Writing Workshop #4 (post draft Mon., 4/8; post feedback Fri., 4/12); Writing Circle: Week 14 (4/19); Submit WP #4 Self-Evaluation for WP #4 (4/21); Submit Writing Project #4 (4/21).

Weeks 15 – 16 (4/22 – 5/2)

Unit 5: Course Reflection

- Print/download Research Reflection Paper (in Brightspace). Discuss Reflection Paper requirements.
- Course reflection: what do we learn from research? Why do these skills matter?
- Submit Research Reflection Paper.

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Work Due: Writing Circle, Week 15 (4/26); Final Portfolio due **Tues., Apr. 30th, by 5:00 pm.**

Course Grading Information:

Students' final grades are determined as follows:

Course Component	Description	Percentage
Writing Projects	Four writing projects, each focused on a different stage of the research process (1000-1800 words in length).	60%
Homework	Includes weekly Writing Circle exercises; exercises focus on developing research and writing skills.	10%
Participation & Attendance	Includes student's engagement with the course online, as well as communication with peers in workshop and with the instructor.	10%
Research Reflection	Final reflection paper that assesses the student's learning and growth over the semester.	20%

Writing Projects

Students prepare four writing projects in this course: a Research Project Plan, an Annotated Bibliography (with at least eight sources), a Research Project Paper (with eight or more academic sources), and a Publication Project (such as a website, podcast, video, or oral presentation). Writing projects range between 1000-1800 words in length. **Detailed instructions for each project and an assessment rubric appear in Brightspace/D2L.**

All projects are submitted online—for papers, upload your files in **Rich Text (.rtf)** or **MS Word (.docx)** format. Publication projects (websites, podcasts, etc.) may be submitted as a hyperlink to the published work online. I strive to provide feedback quickly, usually within two to three weeks of submission. If you have questions regarding feedback, please contact me.

Each writing project includes Writing Workshop, an activity in which you share your draft and give (and receive) specific, constructive feedback. This is an opportunity to practice the same interpersonal and communication skills you need in your professional life (and to improve your writing). Instructions for Writing Workshop appear in Brightspace. Each writing project also includes a Self-Evaluation component (completed in Brightspace) that assesses what you did and learned. You suggest a grade for your work in the self-evaluation. **Both Writing Workshop and the Self-Evaluation appear in the project assessment rubrics—they matter. Don't forget about them 😊**

NOTE: All assignments are scanned by TurnItIn, a plagiarism detection software tool in Brightspace. TurnItIn compares submissions to material in their database, which includes work submitted by students at colleges and universities across the country and information available online. TurnItIn also scans text to determine if it was created with AI tools, such as ChatGPT. *If you submit text that is not your own or that was (or is) being submitted for a grade in another course, you risk serious academic consequences, such as receiving a failing grade on the assignment, in the course, and/or a disciplinary referral. Please don't do it.*

Homework

Each week of the course includes short writing exercises in Writing Circle and other activities, which make up the “homework” category. Most grades in this category depend on participation and engagement (rather than using perfect grammar). I drop the three lowest grades in this category.

For Writing Circle, you may engage with a short video, explore topics for a writing project, develop ideas for a draft, and/or participate in peer review workshop. **To receive credit, you must prepare a post (including an attached exercise file or draft) and respond to at least TWO classmates' posts.** As you share your work and reflect on your learning and growth, Writing Circle promotes mindfulness toward your writing process.

Participation & Attendance

Participation and attendance are essential. I expect all students to engage with the course material and with one another. Our class is a community, and we are most successful when we work together toward a common goal. I record attendance each week. To be “present,” you must **attempt at least one assignment due that week** (such as Writing Circle, Writing Practice, or a Writing Project submission). Weekly attendance grades appear in Brightspace, and the “Participation/Attendance AVG” is the number of weeks you attended divided by the total number of weeks.

You may miss two weeks of class without any academic penalty. **If you miss three weeks of class, you may receive a lower Participation & Attendance Grade. If you miss four weeks or more, you may be withdrawn from the course or receive a failing grade.** *If you need to miss class for military service, a school-sponsored event, or a religious observance, it is your responsibility to notify Dr. Zbeida beforehand. If you do not, you may not be able to make up your work.*

Research Reflection Paper

Rather than a final exam, you will prepare a Research Reflection Paper that demonstrates your learning and growth as a writer this semester. An assignment description and rubric for the Research Reflection appears in Brightspace. Papers should be 750 - 1000 words in length and include specific examples about your experience in the course, including the goals you set for

your learning, what you achieved (and what may not have been achieved), and what you hope to do next with the knowledge, skills, and experience you acquired in this class

Late Work and Make Up Work Policies:

In this course, you may submit one Writing Project up to 72 hours late without penalty. In rare cases (hospitalization, serious car accident, etc.), I will allow students to submit additional work late on a case-by-case basis. **If something happens that may affect your ability to submit your work, please contact me immediately (either by e-mail or phone).** Make-up work is allowed solely at my discretion.

Student Behavioral Expectations or Conduct Policy:

It's important for us to engage in vigorous debate and to do so respectfully. This is essential for class discussion and workshop. Success depends on listening to and to empathizing with others. In this course, **strive to keep an open mind**, particularly toward your peers. We all have our own identity and experience—this is a strength ☺

You **DO NOT** have to change your views or beliefs to do well in this class, but your expression of those beliefs *cannot intimidate other students or limit their ability to participate*. If you disrupt the learning environment (i.e., posting inappropriate material in a discussion board), I will mark you “absent” for the week and remove the content. As a student, if you observe or experience inappropriate behavior, contact me and/or the MCC Campus Police.

Note on Academic Integrity & Plagiarism: Work submitted in Brightspace is reviewed by TurnItIn, a plagiarism detection software. TurnItIn compares submissions to material in its database, and it scans texts for markers that the work was AI-generated (ChatGPT, etc.). Review MCC's Academic Integrity policies carefully. *If you submit another person's writing as if it is your own, or if you submit work (your own or someone else's) that was graded in another course, you may receive a failing grade on the assignment or in the course.*

[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

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.