

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**COMPOSITION II
ENGL 1302.D048**

Robert Howell

NOTE: This is a 16-week course.

FRESHMAN COMPOSITION II

ENGLISH 1302.D048

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is 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:

All assignments will be completed and turned in via Google Docs. Hard copies of assignments will not be required. Please bring your laptop to class everyday to access the Google suite.

Students will also be required to access MCC's email system, MCC's Brightspace system, and the MCC library's collection of databases. All communication with the instructor will be through Brightspace and MCC email

Instructor Information:

Instructor Name: Robbie Howell

MCC Email: rhowell@mclennan.edu

Office Phone Number: N/A

Office Location: F0 111/Zoom

***Because it's not feasible to ask you to drive to MCC for student-teacher conferences, I'll try to reserve fifteen minutes at the end of each class to answer any questions and concerns. If necessary, we can schedule times to meet via Zoom.

Required Text & Materials:

The only required text for this class is [*Writing Is Easier Than You Think*](#), linked here and on Brightspace. Other readings may be assigned throughout the semester.

Methods of Teaching and Learning:

Lecture, discussion groups, small-group workshops, written papers/reports, exams, in-class writing with individual student-teacher conferences.

Course Objectives and/or Competencies for Communication:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW)** -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

Course Attendance/Participation Guidelines:

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

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

Course attendance will be recorded on Brightspace and on West High School attendance sheets.

Course Outline or Schedule:

Week 1 (T, 1/9 and Th, 1/11): Introduce "Responding to Critics" essay. Choose film for analysis. Begin to gather sources.

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Week 2 (T, 1/16 and Th, 1/18): Discussion and group work on RTC essay analysis. Lecture and discussion about incorporating sources and common pitfalls.

Week 3 (T, 1/23 and Th, 1/25): In class writing. Revision practices.

Week 4 (T, 1/30 and Th, 2/1): Peer-review of RTC Essay. **RTC essay due 2/1.** Introduce problem-solution essay.

Week 5 (T, 2/6 and Th, 2/8): Lecture and group exercises on problem-solution essay.

Week 6 (T, 2/13 and Th, 2/15): In-class writing, small-group workshops, and revision practices for P-S essay.

Week 7 (T, 2/20 and Th, 2/22): Peer review for P-S essay. **P-S essay due 2/22.** Introduce midterm exam.

Week 8 (T, 2/27 and Th, 2/29): Prep for midterm/in-class essay. **In-class essay, 2/29.**

Week 9 (T, 3/5 and Th, 3/7): **Spring Break.**

Week 10 (T, 3/12 and Th, 3/14): Introduce research paper. Lecture and discussion on research goals.

Week 11 (T, 3/17 and Th, 3/19): Research practices, databases. Discuss annotated bibliography.

Week 12 (T, 3/25 and Th, 3/27): Grammar/syntax, style guides, revision practices. In-class research.

Week 13 (T, 4/2 and Th, 4/4): **Annotated bibliography due.** Continue work on research paper.

Week 13 (T, 4/9 and Th, 4/11): In-class writing, small-group workshop.

Week 14 (T, 4/16 and Th, 4/18): Peer-review, individual conferences.

Week 15 (T, 4/23 and Th, 4/25): In-class writing. Individual conferences. Review and prep for final exam. **Research Paper due Th, 4/25.**

Week 16 (T, 4/30): **Final exam.**

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Course Grading Information:

Responding to Critics Essay - 20%

Problem-Solution Essay - 20%

Research Essay - 30%

Midterm - 10%

Annotated Bibliography - 5%

Final - 10%

Participation - 5%

Total - 100%

Grading rubrics for essays will be uploaded to Brightspace. Participation encompasses class attendance, small-group workshops, and peer review.

ENGL 1302 Essay Guidelines:

By the end of the semester, students will have written at least 5 research-based essays totaling approximately 4000 words and/or 20 pages. Essay assignments should demonstrate a student's ability to analyze argumentative rhetoric and to construct an argumentative essay with research documented in MLA format. The following guidelines serve as the ratio for determining final grades:

- 50% of the grade will come from 3 essays, at least one of which will be written in class with little or no preparation, prior to and in addition to the in-class essay required as part of the final exam
- 30% of the grade will come from another essay, one that is research-based (including preparatory drafts), of between 5 and 10 pages, utilizing at least 5 sources
- 10% of the grade will come from the final exam, of which at least one-half will be an in-class essay written at final exam time
- 10% of the grade will come from daily work, including peer review, homework, and participation.

Late Work and Make Up Work Policies:

I will accept late work, but with a penalty. Each day a paper or major assignment is late results in a one letter-grade deduction. Papers or assignments more than five days late will not be accepted.

Extra Credit:

Toward the end of the semester, details will be provided regarding an additional essay that may be completed for extra credit. (Maximum 5 additional points on final grade.)

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Please refrain from cell phone use and inappropriate computer use.

[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.

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.