McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition I

English 1301.02

Molly Hunt

NOTE: This is an 6-week hybrid summer course.

AN EQUAL OPPORTUNITY INSTITUTION   Summer I 2022

Composition I

English 1301.02

Course Description:
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis 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:
Prerequisite: Passing Score on writing portion of MCC placement test or credit for INRW 0402.

Course Notes and Instructor Recommendations:
This is a hybrid course, so half of your work will be in class (2 days a week) and the other half of the work will be completed online (2 days a week). Your class work is outlined for 4 days a week.

Technical Requirements
Students enrolled in this hybrid course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

Recommended Programs
• Microsoft Office 365 (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*

• Adobe Reader

• Java

• PowerPoint Viewer (Does not need to be downloaded separately if you already use Office 365)

Using Brightspace:

All course materials are posted on Brightspace, and all assignments must be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at brightspace.mclennan.edu.

Turnitin
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the

review support an allegation of academic dishonesty, the student's work will be investigated and the student is subject to discipline according to policy.

Emailing Your Instructor:
Emailing me is the best way to communicate with me. If you have
any questions or concerns regarding your progress in the course, or need to set up an appointment to meet with me during office hours, please email me using the following guidelines:

- Always use your MCC email. Using your personal email risks getting a message filtered into my Spam folder or not getting it at all.
- Always put your first and last name at the end of the email and specify your course name and number.
- Never email homework to me unless we have worked something out specifically. ***All course work will be submitted through Brightspace.***

Instructor Information:
Instructor Name: Molly Hunt
MCC Email: mhunt@mclennan.edu
Office Phone Number:
Office Location: FOB 112
Office/Teacher Conference Hours: The instructor is available via email or phone at any point. A student may also request a ZOOM meeting with the instructor.
Other Instruction Information:

Required Text & Materials:
Writing Is Easier Than You Think by Nicholas R. Webb
Free OER embedded in the course

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

Methods of Teaching and Learning:
For blended courses—a combination of face-to face and online interactions. All lecture notes will be posted to Brightspace. I will also post grades to Brightspace in addition to keeping a hard-copy record of grades.

Paper Formatting: All essays and papers must be typed, double-spaced (unless otherwise notified), with one-inch margins, using the **Times New Roman 12pt font**, with your last name page number located in the upper right-hand corner of the header. They should be written in accordance with **MLA 9th edition format** which we will discuss. Also, make sure to back-up your papers by emailing a copy to yourself as an attachment, saving a copy to your hard drive,

and saving a copy to a flash drive or cloud program all in .doc format. If you do not have a version of Microsoft Word on your computer, you may download a **free** version of Office 365 from MCC's Technology Help Desk website.

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, 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

Learning Outcomes:

Students will
1. Produce academic essays in edited American English.
2. Demonstrate knowledge of individual and collaborative writing processes.
3. Employ writing styles that are appropriate to their audience and purpose.
4. Analyze, synthesize, and evaluate a variety of texts.
5. Develop ideas with appropriate support and attribution.

Course Outline or Schedule:

Subject to change. Please check Brightspace "Announcements" for updates. This course has weekly deadlines. These deadlines can be found below and on the "Course Schedule" available in Brightspace.

Course Outline or Schedule:
Course Introduction
Introduction to the Course / Textbook Introductions / Brightspace Orientation
Student Introductions / Overview of Writing Process
Reading Assignment: Syllabus
Writing Assignment: **None**

Unit 1: Narrative Writing
Reading Assignment: *Writing is Easier Than You Think* - Personal-Descriptive Essays
                           "Losing My Innocence" by Ta Nehisi Coates
Writing Assignment: **Rough Draft of Narrative Essay**

Writing Assignment: **Final Draft of Narrative Essay**
Discussion Board: Example Essay Evaluations

Unit 2: Reading Response
Reading Assignment: "Brain Candy," "The Busyness Trap"
Writing Assignment: **Rough Draft of Response Essay**
Writing Assignment: **Final Draft of Response Essay**
Discussion Board: Response to Unit 2 Thread

Unit 03: Explanatory Essay
Reading Assignment: *Writing is Easier Than You Think* – Citing Sources
Writing Assignment: **Rough Draft of Explanatory Essay**
Writing Assignment: **Final Draft of Explanatory Essay**
Works Cited Documentation Quiz
Discussion Board: Response to Unit 3 Thread

Unit 04: Argumentative Essay
Reading Assignment: *Writing is Easier Than You Think* – Argumentative Essays
Writing Assignment: **Rough Draft of Argument Essay**
Writing Assignment: **Final Draft of Argument Essay**
Works Cited page
Discussion Board: Response to Unit 4 Thread

****This syllabus is subject to change at the instructor's discretion. All due dates are posted on Brightspace. You will be notified of any changes via Brightspace and email.****

Course Grading Information:
Grades will be determined as follows:

       10% Daily grades including outlines, drafts, reading assignments
       20% Essay 1
       20% Essay 2
       25% Essay 3
       25% Essay 4

       Grades are based on a traditional 100 point scale.

Plagiarism Statement
Plagiarism is the intentional or unintentional use of someone else's material, ideas, or language without giving credit to the source. If students plagiarize on any assignments, the penalty will be a failing grade. Repeated acts of plagiarism may result in a student failing the class.

Late Work, Attendance, and Make Up Work Policies:
I will accept late assignments; however, I will deduct 10 points per day the assignment is not submitted. ****Students have a two-day window to submit late work. If an assignment is late beyond TWO days, I will not accept it.** I will make an exception under extreme circumstances such as a major illness of event in your life; however, you must submit documentation.

For hybrid classes, you will attend class TWICE a week. Much of the course will be conducted online. I will take roll based upon the two days of attendance in the classroom.

Student Behavioral Expectations or Conduct Policy:
In the event a student does not feel he or she comprehends the material or is struggling with any aspect of the writing process, he or she should contact the instructor immediately. See contact information below. A student may also seek assistance in the Writing Center. For technical support—issues with Brightspace, email, etc.—please call 299 8077.

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.

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.

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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. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

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/

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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.

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.

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.

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.