

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Freshman Composition I
ENGL – 1301-88**

Linda Crawford

NOTE: This is a 6-week online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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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 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 Co-requisites:

Passing Score on the writing portion of the MCC placement test or credit for ENGL 0301 or INRW 0402.
Semester Hours 3 (3 lecture).

Course Notes and Instructor Recommendations:

This course requires a great deal of personal discipline and work. Students should plan to study for a major part of every day during short semesters. During long semesters, students should expect to study at least 9 to 12 hours per week. Students should keep in mind that in college, they will encounter assignments that are considered controversial topics. This course involves critical thinking and writing skills. Some of you might have to move from your comfort zone, but you will learn, and you will get through the topic choice. No, the topics will not be changed because you don't like them. **As this is not a grammar course, students should be well prepared to write essays that are free of major and basic errors in sentence structure. Students should have a solid, satisfactory grade in all course prerequisites.**

Instructor Information:

Instructor Name:	Linda Crawford
MCC E-mail:	lcrawford@mclennan.edu
Office Phone Number:	254-299-8940
Office Location:	Faculty Office Building, Room 103

Office/Teacher Conference Online Only

Monday-Thursday 10:30 am to 11:00 am (online only)
and 6:00 pm to 6:30 pm (online only)

AND BY APPOINTMENT.

I WILL NOT BE ONLINE ON WEEK-ENDS and holidays.

Required Texts, Materials and Resources:

Title: *St. Martin's Guide to Writing* 12th Edition,
Author: Axelrod
ISBN: 9781319104375 Copyright Year: 2019

Researched articles from the library

Publisher: Bedford/St. Martin's

Researched articles from the library

Access to an academic library (such as the MCC Library) is required. As an MCC student, students will have online access to the MCC library databases. Go to the MCC Homepage and click "Library."

For campus resources available to students, please visit the "Students" area of the MCC Homepage, at www.mclennan.edu/students.

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

Methods of Teaching and Learning:

- This online course consists of homework time, chapter readings from the textbook, and five major projects, plus any other activities.
- Class time will be spent applying the concepts you have read about in the textbook.
- Content/Assessments/Discussion Boards include lecture notes, chapter readings, tests, research, writing practices, writing paragraphs and essays, regular assignments, and doing library research.

Students will have a research project with shared parameters that will be graded by a common rubric. The project will include a written product and group critiques. To meet core objectives, students will accurately evaluate, compare, and integrate 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.

Library Use Requirements: Since this course requires the writing and researching of research papers, students will need to know how to use the library. Students may use any library—college libraries, city libraries, online libraries, etc. Many of the assignments require that students know where a library is and know how to navigate it. If students do not feel comfortable using the library, they **should contact one of the MCC reference librarians for an orientation to the MCC library**.

Doing Well on Quizzes and Essays: Quizzes will be required. To do well on these quizzes (which are always open notes), students should have read and outlined chapters, and they should thoroughly know the required material beforehand. They should also have marked significant passages (annotations) and taken detailed notes. Even open notes tests can be difficult if students do not have the material marked up so they can find information easily. The quizzes will help prepare students for writing.

ALL ASSIGNMENTS SHOULD BE IN WORD. **DO NOT SEND A GOOGLE.DOC** file, a **PDF**, or anything other than Word. If I can't open a file, you will receive a zero. Please use Word. For a free download, please go to announcements in Brightspace.

Core Objectives and/or Competencies:

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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, 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: At the end of the semester students should be able to demonstrate the following abilities:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to the audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays. Following is a **basic paper rubric**.

Criteria	Outstanding	Proficient	Basic	Below Expectations
Critical Thinking	-Shows originality of thought and logical connections -Demonstrates excellent descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Shows less originality and may have minor flaws in logic. -Demonstrates good descriptive, analytic, interpretative, evaluative, and engaged intellectual inquiry.	-Expression mostly limited to ideas from class or readings. -Inconsistent description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.	-Does not comprehend course concepts. -Inadequate description, analysis, interpretation, evaluation, and engagement in intellectual inquiry.
Communication	-Clear main idea with supporting organization and developed examples and explanation. -Excellent awareness of rhetorical situation, including audience, topic, and perspective as speaker/writer.	-Clear main idea but may have minor lapses in organization, less developed examples and explanation. -Good awareness of rhetorical situation and matches work to audience requirements.	-Shows competency but has weak or unfocused main ideas, organization, and few developed examples and explanation. -Awareness of rhetorical situation but work does not meet the need.	-Inconsistent competence in thesis, organization, and content development. -Does not consider or tailor content and structure to rhetorical situation.
Mechanics	-Demonstrates complete command of format with mature diction and shows few, if any, grammar, spelling, or diction errors	-Demonstrates competent command of format & diction. May have minor mechanical, grammar, spelling, or diction errors.	-Shows mostly competent command of format and diction but has some major mechanical, grammar, spelling, or diction errors.	-Fails to show competence in format, diction, mechanics, grammar, and/or spelling.
Teamwork	-Actively assists in meeting group goals. -Treats others respectfully at all times. -Consistently provides assistance and/or	-Contributes to meeting group goals. -Treats others respectfully. -Assists and/or encourages other team members.	-Participates with teamwork requirements but does not actively work beyond the minimum required. -Treats group members respectfully but	-Does not assist the group and/or fails to treat group members respectfully.

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	encouragement to all team members.		does not interact fully.	
Personal Responsibility	-Completes all assigned tasks by deadlines; work is thorough and comprehensive. -Always shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Completes most assigned tasks by the deadline; work is mostly thorough and shows only minor lapses in accountability. -Usually shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Misses deadlines occasionally; work generally meets requirements; shows occasional major lapses in responsibility. -Often shows the ability to connect choices, actions, and consequences to ethical decision-making.	-Sometimes fails to show the ability to connect choices, actions, and consequences to ethical decision-making

ENGL 1301 Course Calendar Summer 6 Weeks

Course Outline/General Schedule: PLAN FOR ASSIGNMENTS

Numbers in parenthesis indicate the number of the course objectives/competencies.

Week 1: Due Thurs. June 2, by 11:59 PM Introduction, Syllabus, Orientation Activities

Week 2: Due Sunday, June 5
Summarizing through Evaluating/Analyzing/Describing

Week 3: Due Sunday, June 1-5

Week 4: Argument—Taking a Position/**Intros/ Arguments/Fallacies/** 1-5

Week 5: Arguments/Counterarguments/Rebuttals Documentation
Documentation Format **Writing Workshop (MLA)**

Weeks 6: **Final Exam is an essay; Includes arguments with counterarguments, rebuttals and 5 articles, including “Why Privacy Matters....” In St. Martin’s Use paraphrases, and only one quote (Research Paper). (1-5)**

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Course Grading Information:

Quizzes, Tests & Assignments	10%
Essays	70%
Final Exam Essay 6	<u>20%</u>
TOTAL	100%

Essays:

Five major essays are required in this course.

Major Grades: (70%) Four major essays are required in this course, plus the final exam essay.

Assignment #1	10%
Assignment #2	15%
Assignment #3	15%
Assignment #4	20%
Assignment #5	10% (Draft for Peer Critiquing)

Final Exam: _____ Assignment 6 **(20%)** Essay /Objective—Argument Using Sources

Guidelines for Evaluation:

Essays are evaluated based on the following: development, organization, unity, coherence, effectiveness of word choice, appropriateness of sentence style, **grammar and mechanics, and the finished product.** Because English 1301 is a composition course, students will complete several writing assignments. Generally, these papers are the final product of an extensive drafting and revision process, and some will be written in class. The students should attend every class so that they can take advantage of each **lecture and practice or planning session** covering the essays.

Late Work, Attendance, and Makeup Work Policies:

Homework assignments will be checked frequently for a grade. All assignments must be turned in on time whether online or in class. If students miss a class, they are responsible for getting notes and due dates. Quizzes and in-class activities cannot be made up. Your first assignment is to be turned in on Brightspace by the due date on the calendar. The assignment should be a typed, double-spaced paragraph on this topic sentence: **I have overcome several challenges in the last year (or few years).** Use the MLA Heading on your paragraph, which should be at least 350 words. **Indent only once**, and use a **12-point normal font.** That's about double the length of this paragraph, and this font is ok. You should also go to Brightspace and print out this document, read it, and mark it up for questions.

Student Behavioral Expectations or Conduct Policy:

Academic maturity is a must in this course. I ask that all students treat everyone in the class the way they wish to be treated, behaving like mature ADULTS WHO CHOSE TO TAKE THIS CLASS. I will be respectful to everyone always, and I ask for the same from each person in this class. Please be respectful of each other and of the fact that we all have feelings. Having a bad day or stressful experiences are not excuses for anyone to be rude. Discussion Boards and emails are conversations.

Please be kind.

Communication/Student Email

Each student is required to use his or her MCC Email account. I sometimes provide course information and documents through email and Brightspace. Your student e-mail account is automatically set up after you register for classes and you may access it as soon as it has been created. Your username will be your first and last initial followed by your seven-digit student ID number, which is located on the front of your student ID card. For example, John Doe (ID number 0211111) would be jd0211111. Your password will be your first and last name initials followed by your six-digit birth date (mmddyy). John Doe's birthday is May 12, 1988. His password would be jd051288. All student e-mail addresses end with @students.mclennan.edu. To access your student e-mail account, go to **www.mclennan.edu** and click on the Student E-mail link. Enter your username and password. The g-mail account is not the MCC email address.

* [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.

Instructor's Guidelines on Attendance/Absence Policy: Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day and assignment due. Students are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. If students miss 25% of the assignments, they will be counted absent from class and may or may not be withdrawn. After the last day for student-initiated withdrawals, students will not be withdrawn, but will, instead, receive the grade that they have earned in the course. I ask students to inform me if they plan to drop the course. Maybe we can find a way to make the course work! If we can't, I can still help by doing the paperwork involved. Please click on the link above for the complete policy.

Please keep in mind that students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas. That means a student may only drop six classes in Texas institutions, regardless of the college he/she attends. For example, if a student dropped six classes at the University of Texas last year, that student is not eligible to drop any more classes at MCC or anywhere else in the state of Texas, excluding a private school.

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C O M M U N I T Y

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. 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.