



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Composition II

ENGL 1302_M1

Molly Hunt

NOTE: This is a 2-week minimester online course.

Course Description:

ENGL 1302 focuses on the intensive study of and practice of the strategies and techniques for developing research-based expository and persuasive texts; Emphasis is on the following:

- 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.

Note: ENGL 1302 is a prerequisite for all 2000-level literature courses.

Prerequisites and/or Corequisites: Prerequisite: ENGL 1301 or its equivalent with a grade of C or better or consent of the division chair. Semester Hours 3 (3 lec).

Course Notes and Instructor Recommendations:**Technical Requirements**

• **Students enrolled in this online 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 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 Word Doc.

Using Brightspace:

All course materials are posted on Brightspace, and ALL ESSAY assignments will be submitted via Brightspace. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. Students will be required to access MCC's email system, MCC's Brightspace system, Brightspace's Turnitin feature, and the MCC library's collection of databases.

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 how to access the library 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.** <https://www.mclennan.edu/library/index.html>

Turnitin

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin. You do not need to make a Turnitin account; your submissions on Brightspace will be automatically linked.

AI

The use of ChatGPT or any form of AI for essay assignments is not permitted in this course. The Turnitin software has an AI detector and any offense will be treated as plagiarism.

Instructor Information:

Instructor Name: **Molly Hunt**

MCC Email: **mhunt@mclennan.edu**

Office Phone Number: 254-299-8960 (please leave a voicemail message)

Office Location: FOB 107

Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Monday-Thursday from 9 am to 3 pm.

MCC holidays will be observed, and office hours will not be held on those days.

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment.

Required Text & Materials:

Title: [*Writing is Easier Than You Think*](#)

Author: Nicholas Webb

***This is an online textbook written by an MCC professor. Click the title above to access the full textbook. ***

We will also use other free resources to supplement the units organized on Brightspace. **All materials will be posted on Brightspace.**

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

Methods of Teaching and Learning:

I will post class announcements, the work for each Unit organized day by day, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. **You are responsible for checking Brightspace regularly.**

All assignments will be submitted through Brightspace. I do NOT accept assignments through email.

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, 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

Upon successful completion of this course, students will:

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

Course Attendance/Participation Guidelines:

Attendance will be based on the submission of all classwork for the designated attendance dates. Attendance cannot be made up. Students may be withdrawn from the class when they have missed 25% of the classwork before the last day for student-initiated withdrawals. Students who reach the 25% limit after the last day for student-initiated withdrawals may receive a grade of F.

Course Outline or Schedule:

Unit 1

Introductions, Syllabus Quiz, Reading assignment
MLA Quiz, Reading Questions due (rhetorical analysis)
Summary due (Essay 1)

Unit 2:

Library WebQuest, Essay 2 proposal due
Research questions and Outline of Essay 2 due
Rough draft peer review due
Rough draft due (Essay 2)

Unit 3:

Reading assignment
Corrections and reflections
Final draft of essay due (Essay 3)

Unit 4:

Discussion board post due
Annotated bibliography due (Essay 4)

All materials are posted on Brightspace.

****This schedule is subject to change as necessary.***

Course Grading Information:

Grades in the course will be based on a sum of the weighted average of your daily work, essay, and final exam grades. Daily work grades will be based on the thoroughness and quality of the student's work. Essay and final exam grades will be based on the standards reviewed in class.

Note: **To pass the course, students must complete all major essay assignments.**

Final grades will correspond to the following scale:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

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Course grades will be based on the following approximate percentages:

Assignment Percentage

Daily Work	15%
Essay 1	20%
Essay 2	20%
Essay 3	20%
Essay 4	25%

(Note: I reserve the right to adjust these percentages as necessary)

Late Work and Make-Up Work Policies:

Given the condensed nature of this course, late work is not accepted for credit.

All classwork is due by 11:59 p.m. Central time on the date specified in the course schedule. The course will close to students at 11:59 p.m. Central time on the last due date.

Extra credit work is not offered in the class.

Student Behavioral Expectations or Conduct Policy:

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates in doing the same. To create a comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Students found to be guilty of acts of academic dishonesty including but not limited to:

- copying another's work,
- presenting the work of another's as their own – **this includes AI-generated content**
- copying from sources without documentation,
- purchasing papers,
- gaining access to quiz and/or test answers prior to taking the quiz/test)

These offenses are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Second Offense: failing grade in the course & report to MCC's Discipline Coordinator

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Students having technical support problems with this course should call Information Systems at 299-8077 from 8:00 a.m.-5:00 p.m. Monday-Friday or at 717-6349 after 5:00 p.m. Monday-Friday and on weekends. Technical support will be provided 24 hours a day, 7 days a week, at these numbers.

The Writing Center (located on the first floor of the Student Services Center) exists to help students develop stronger writing skills. The Center assists with specific writing assignments and reviews student documents either on a walk-in or appointment basis. The Writing Center may be reached by calling 299-8356.

[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.