



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**COMPOSITION I**

**ENGL\_1301\_D085, D086, D087**

**Mrs. Rebecca Hollar**

**NOTE: This is a 16-week course.**

**NOTE: This is an Online course.**

# COMPOSITION I

## ENGL\_1301\_D085, D086, D087

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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 will be 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:**

TSI complete in Reading and Writing or the equivalent.

### **Course Notes and Instructor Recommendations:**

Reading skills are mandatory for this course and for all coursework. IF reading and writing skills/experience are limited—it's imperative students take concentrated action to but start a regular routine of visiting with the instructor for help/feedback, getting help from campus resources (such as the Writing Center) when necessary and being proactive about progress. Additionally, knowing how to take notes, study, manage time and generally being responsible for one's own progress are essential. Students will need to familiarize themselves with Brightspace because all assignments will be turned in via the course module on Brightspace.

### **Instructor Information:**

Instructor Name: Rebecca Hollar

MCC Email: [rhollar@mclennan.edu](mailto:rhollar@mclennan.edu)

Other Instruction Information: Use your MCC email and Bright Space for communication with Mrs. Hollar. In person and virtual tutorials are provided by appointment only, even for a brief question. To schedule a tutorial, email Mrs. Hollar. Begin assignments early to allow for time for your questions to be answered.

### **Full-Time Faculty Information:**

Lynn Waller

(254) 299-8950

[pwaller@mclennan.edu](mailto:pwaller@mclennan.edu)

### **Required Text & Materials:**

All required texts and materials for this course will be accessed online:

[\*Writing Is Easier Than You Think\*](#)

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

### **Methods of Teaching and Learning:**

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Students will utilize the online textbook, interact in a course discussion board, complete weekly assignments, write essays, and work through the research process, culminating in a research paper. Bright Space will be the online classroom for this course, and the instructor will communicate through it and MCC email.

### **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 receive funding only 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 Outline or Schedule:**

[Assignments Calendar](#)

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Note regarding writing assignments: All writing assignments are uploaded in Brightspace and should be accessed through Brightspace. If Brightspace is down, you should email your work by the due date & time. If you can email me that Brightspace is down, you can email me your assignment. Note regarding changes to syllabus: This schedule, assignments, and points available are subject to change. You must activate and use your MCC email account in order to receive emails about possible changes. I will send emails to only your MCC email (not to other email accounts you might have); therefore, check your MCC email daily. Also, check the Brightspace announcement link daily.

### **Course Grading Information:**

- Essays 50%
- Research Paper 20%
- Final Exam 10%
- Other Assignments 20%

### Grading Scale:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59%

Do not expect percentages to be rounded.

Writing will be graded for content, organization, grammar, usage, spelling, and technical competence (use MLA form and word-processing skills) according to the following criteria:

### **Assignment and Essay Standards:**

Essays are graded by your instructor with specific grading rubrics. The rubrics are created directly from the content in the essay instructions. If you choose to disregard instructions and/or rubrics, your essay grades might surprise you. When you receive an essay grade, you are required to view the graded rubric as well.

The entire process of all assignments and essays must be typed in Google docs, not begun in another program and pasted into docs eventually. If you use another program at any stage of writing and are unable to share a document, you may receive a zero for the assignment.

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### **Late Work and Make Up Work Policies:**

Pay close attention to assignment due dates and times.

Assignments will be submitted electronically in the method described within the assignment. If the file formatting does not allow your instructor to view the assignment, the assignment may be deemed late. Submit early in case of submission questions or concerns. **Essays and the research paper turned in late will be docked one letter grade per calendar day late. All other assignments will not be accepted late. Computer problems and lost files will not excuse late assignments.**

In an online-course, constant online contact is mandatory. Log in to Bright Space every weekday, and set your notifications to let you know immediately when new announcements and assignments are posted. Check your MCC email every weekday as well.

### **Student Behavioral Expectations or Conduct Policy:**

#### ***Academic Dishonesty***

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

- 1. fails to acknowledge the sources of any information** in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)
- 2. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation.** Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else's exact words. If a writer uses the language of a source, word-for word, he/she must use quotation marks or block indentation.
- 3. merely paraphrases the original words of the source.** Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.
- 4. borrows the ideas, examples, or structure of the source without acknowledging it.** A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of

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a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

**5. takes, buys, or receives a paper written by someone else and presents it as the student's own.**

**6. uses one paper for two different courses,** or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

**Plagiarism will result in a failing grade on that assignment. A second plagiarized paper may result in an F for the course.**

### *Use of Artificial Intelligence*

Use of artificial intelligence to write, format, edit, revise, or create any of your submitted coursework is prohibited and deemed academic dishonesty in this composition course. This includes, but is not limited to Chat GPT and Grammarly. A student must be prepared to share a revision history and internet search at the request of the instructor.

Students are expected to communicate maturely and professionally with instructors and peers. Begin assignments early to allow for time for questions to be answered by your instructor. Read through assignment instructions carefully before asking questions. Emails will not typically receive an immediate response, as an email is not a 24/7 chat feature in the course. You may expect emails to be answered during business hours, within 1-2 days. Emails that have previously been answered in the course instructor plan or in assignment instructions will not receive detailed replies. Avoid sending multiple emails in one day by fully planning out what you need to say in advance. Take your time and send thoughtful, mature emails that address questions or concerns.

**[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.

**[Click Here for Accommodations \(Disability Services\)](#)**

In order to receive accommodations, students must complete the request process with Accommodations (Disability Services).

06/24/2025



## 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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability)

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) (254)299-8122  
Room 319, Student Services

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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/>

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>.

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](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

### **Success Coaching Services is here for you.**

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit [www.mclennan.edu/successcoaching](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **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:**

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

**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](http://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](mailto: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](mailto: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.