



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGLISH - 1301 – 0093

CHRISTOPHER ROSE

NOTE: This is an online course.

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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 is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis.

Prerequisites and/or Corequisites:

TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

Course Notes and Instructor Recommendations:

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”). 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 students’ work will be investigated and the student is subject to discipline according to policy.

This course will make extensive use of Brightspace. All assignments will be turned in via Brightspace. Students also need access to a computer and a writing software tool, preferably Microsoft Word.

Instructor Information:

Instructor Name: Christopher Rose

MCC Email: crose@mclellan.edu

Office Phone Number: 254-299-8807

Office Location: FOB 204

Office/Teacher Conference Hours: MW 11:00am-1:00pm, TTh 11:00am-1:00pm. Appointments can also be set up via Zoom.

Required Text & Materials:

We will be using *Writing Guide with Handbook*, a free (OER) textbook.

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

Methods of Teaching and Learning:

Lecture videos via announcements, written and video feedback on assignments, discussion forums.

Course Objectives and/or Competencies:

This course focuses 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 and written 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 and oral 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

At the end of this course students should be able to . . .

- Employ the various techniques belonging to each stage of writing: pre-writing, drafting, revising.
- Arrange a well-constructed essay using attributes of each specific genre, displaying an understanding of the rhetorical situation..
- Use effective MLA formatting and text citation.
- Understand rhetorical conventions: audience, purpose, and genre.

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

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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.

Since this is an online course, attendance will be factored in by either 1) weekly assignments or 2) participation in a discussion forum available that week.

Course Outline or Schedule:

Unit 0: Introduction	Aug. 25-29: This first week is used for introduction to the course and to each other. We will discuss writing process and write our first essay, the Diagnostic Essay.
Unit 1: Personal-Descriptive	Sep. 1-19: This unit focuses on descriptive and narrative writing, with an emphasis on thematic cohesion. The paper for this unit is the Personal-Descriptive Essay.
Unit 2: Movie Review	Sep. 22-Oct. 17: This unit focuses on descriptive and analytical writing. Students will select a movie and, using appropriate criteria, evaluate the movie. The paper for this unit is the Movie Review Essay.
Unit 3: Responding to Critics	Oct. 20-Nov. 8: This unit focuses on introducing MLA in-text citation method. The paper for this unit is the Responding to Critics Essay.
Unit 4: Argument	Nov. 10-Dec 5: This unit focuses on research methodology, argumentation, and continues the emphasis on MLA in-text citation method. The paper for this unit is the Argument Essay.

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Course Grading Information:

Unit 0: Diagnostic Essay and Introduction (5%)

Unit I: Personal-Descriptive Essay (15%)

Unit II: Movie Review (20%)

Unit III: Responding to Critics (25%)

Unit IV: Argument Essay (35%)

Each unit is further broken down into weighted categories:

Grade Item	Weight
Unit Assignments	20
Peer-Review for Final Paper	20
Final Paper	60

Late Work and Make Up Work Policies:

The daily work (i.e. smaller assignments) may only be submitted late until a week after the deadline, losing ten percentage for every day late. The major papers are two points off for every two days late. Keep in mind that the semester ends soon after the last paper is due, so that policy doesn't quite work for the argument essay. The assignments that are forum related will have a range for submissions with a hard closed date. Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence (i.e. personal illness or illness in the family; death in the family; observance of a religious holiday).

The only assignments that cannot be made up after the fact are the peer reviews and other discussion-style assignments.

Extra Credit:

There will be plenty of extra credit for everyone:

- Course Evaluations | This is how I round grades up.
- Essay Revisions | Up to 15 points added to an essay grade.
- ePortfolio | Up to 3 additional points on the entire grade.

Artificial Intelligence Policy:

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MCC has adopted a stoplight framework for all classes across the campus. In this class, we will range from Red Light (No AI Allowed) to Yellow Light (Restricted Use). For assignment submissions—the essays and other writing assignments—students should not submit any AI-generated work. In other situations, like pre-writing, students can use AI to help them prepare for an assignment. The final submission, though, should be a creation of the student, not AI.

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.

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, copying another's work, and gaining access to quiz and/or test answers prior to taking the quiz/test) are subject to college policy as found in the Highlander Guide. Any violation of academic integrity will result in a 0 for the assignment, but students will be given the opportunity to revise and resubmit on a first offense. The second offense will result in a 0, and I will report the student to MCC's Discipline Coordinator.

[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.

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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 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

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

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 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 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 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) 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, call 254-299-8226, or email 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.

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.

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.

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.