Updated 08/03/2023

MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FRESHMAN COMPOSITION II

ENGLISH - 1302 – O080

LAURICE A. JONES

NOTE: This is a 16-week course.

NOTE: This is an Online course.

Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts.

Emphasis is on 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.

Prerequisites and/or Corequisites:

ENGL 1301 or its equivalent with a grade of C or better or consent of division chair

Course Notes and Instructor Recommendations:

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 in the body of the email as I will not accept it. If you need to send me a document, please attach it to the email as a Word Document (.doc) or Google Doc (make sure that you give me permission to edit a document sent in this format). Other formats will not be accepted.

Instructor Information:

Instructor Name: Laurice Jones
MCC E-mail: ljones@mclennan.edu
Office/Teacher Conference Hours:

Mon	12pm – 2pm
Tue	12pm – 2pm
Wed	12pm – 2pm
Thu	12pm – 2pm
Fri	By appointment only

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:

Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Readings, interaction and participation in discussion boards, videos, peer review activities, writing paragraphs and essays, quizzes, and conducting library research.

Units: This course is organized into **fourteen** units. Each unit corresponds to approximately one week of work. All work will be due each **Monday by 11:55pm CST**. You are welcome to work ahead and learn at your own pace for most assignments. Students will find "due by" information in each Unit Module. You are responsible for carefully reading everything, following the instructions, submitting the assignments according to those instructions, and for reading announcements daily. Any changes will be posted in the announcements. You are responsible for reading and posting in discussion board forums to understand the viewpoints of others and to move the discussion forward.

Reading Assignments: You are required to read through and understand all the assigned readings and may, at any point during the semester, be quizzed on the material. Typically, your understanding of the readings will be evaluated via Discussion Board, where you will be required to answer a series of comprehension questions and comment on at least two responses posted by classmates. You welcome to read ahead.

Writing Assignments: Two minor writing assignments and one major essay are required in this course. Each essay is fully explained on the Assignment Sheet document that can be found within the corresponding unit. Each essay must be written within the specified time period. Topic related information will be discussed. Topics for each essay will be posted and the essays will be written over a period of time. Much more information on the essays will be provided in the

assignment instructions. The use of **MLA 9th edition format** is required. Each essay should be typed in a word processing program and uploaded through the Assignment link. Failure to turn in the essay through the link by the due date will result in a grade of zero. Essays or any other assignments should not be sent to my email without a brief explanation of why you are emailing it to me. ASSIGNMENTS SENT TO MY MCC EMAIL WITHOUT AN EXPLANATION WILL NOT BE GRADED.

Paper Formatting: All essays and papers must be typed, double-spaced (unless otherwise specified), 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:

Upon completion of this course, students will be able to:

- Critically analyze and respond to evidence and text.
- Create a plausible and defendable argument supported with valid resources.
- Conduct research, explore, and evaluate resources for validity and relevance.
- Compile a working bibliography of significant evidence to support a topic of choice.
- Compose several short essays using critical techniques.
- Compose a lengthy research paper using adequate and accurate support information and common knowledge.

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 only receive funding 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:
Unit 00: Text Book Introductions /Student Introductions / Overview of Writing Process
Reading Assignment: *Writing is Easier Than You Think* – Part I
Writing Assignment: **None**
Discussion Board: Response to Unit 01 Thread

Unit 01: Rhetorical Analysis
Reading Assignment: *Writing is Easier Than You Think* - Rhetoric
Writing Assignment: **None**
Discussion Board: Response to Unit 02 Thread

Unit 02: Rhetorical Analysis
Reading Assignment: CQ Researcher
Writing Assignment: **Arugment Summary**
Discussion Board: Response to Unit 03 Thread

Unit 03: Current Issues
Reading Assignment: *Writing is Easier Than You Think* – Problem-Solution Essay
Writing Assignment: **None**
Discussion Board: Response to Unit 04 Thread

Unit 04: Current Issues
Reading Assignment: TBD
Writing Assignment: **Rough Draft of Problem-Solution Essay**
Discussion Board: Response to Unit 05 Thread

Unit 05: Current Issues
Video: TED Talk
Writing Assignment: **None**

Discussion Board: Response to Unit 06 Thread

Unit 06: Argument and Persuasion
Reading Assignment: *Writing is Easier Than You Think* – Argument Essay
Writing Assignment: **Final Draft of Problem-Solution Essay**
Discussion Board: Response to Unit 07 Thread

Unit 07: Argument and Persuasion
Reading Assignment: *Writing is Easier Than You Think* – Argument Essay
Writing Assignment: **None**
Discussion Board: Response to Unit 08 Thread

Unit 08: Argument and Persuasion
Reading Assignment: *Writing is Easier Than You Think* – Research Essay
Writing Assignment: **Plan of an Argument's Details**
Discussion Board: Response to Unit 09 Thread

Unit 09: Argument and Persuasion
Reading Assignment: *Writing is Easier Than You Think* – Research Essay
Writing Assignment: **None**
Discussion Board: Response to Unit 10 Thread

Unit 10: Argument and Persuasion
Video: TED Talk
Writing Assignment: **Rough Draft of the Research Essay**
Discussion Board: Response to Unit 11 Thread

Unit 11: Argument and Persuasion
Reading Assignment: **None**
Writing Assignment: **None**
Discussion Board: Response to Unit 11 Thread

Unit 12: Argument and Persuasion
Video: TED Talk
Writing Assignment: **Final Draft of the Research Essay**

Discussion Board: Response to Unit 12 Thread

Unit 13: Course Wrap-up
Reading Assignment: **None**
Writing Assignment: **None**
Discussion Board: Response to Unit 13 Thread

Unit 14: Course Wrap-up
Reading Assignment: **None**
Writing Assignment: **None**
Discussion Board: Response to Unit 14 Thread

Course Grading Information:
Rough Drafts: 20%
Final Drafts: 40%
Discussions: 20%
Quizzes: 20%

Plagiarism: We will discuss the correct ways of quoting and paraphrasing another's work for proper use in your assignments. Blatant use of someone else's work without giving appropriate credit, without the person's consent or with the intent of passing someone else's work off as your own will not be tolerated. Plagiarism will result in an automatic "F" for the assignment for the first offense. A second offense will result in failure of that assignment as well as the course.

Grading Criteria
An **A** paper (90-100%) is excellent in nearly all respects. It shows originality of thought that goes well beyond material presented in class. It is well argued and well organized with a clear, specific, and ambitious thesis. It is well developed with content that is specific, interesting, appropriate, and convincing. It has logical and artful transitions and is marked by stylistic finesse and varied sentence structures. It demonstrates command of mature diction and has few, if any, mechanical, grammatical, spelling, or diction errors.

A **B** paper (80-89%) is excellent in several respects but may have a less sophisticated thesis, a less distinguished style, some minor lapses in organization and development, some ineffective sentence structures, and some minor mechanical, grammatical, spelling, or diction problems.

A **C** paper (70-79%) is generally competent, but compared to a B paper, it may have a weaker thesis and less effective style and development. It may contain some lapses in organization, poor or awkward transitions, less varied sentence structures that tend toward choppiness or monotony, significant problems with mechanics, grammar, spelling, and diction.

A **D** paper (60-69%) is below average and may present a thesis that is too vague or too obvious to be developed effectively. It generally exhibits problems with organization, support, transitions, sentence structures, mechanics, grammar, spelling, and diction that impede understanding.

An **F** paper (59% and below) is far below average and may have no clear thesis or central topic. It may display a lack of organization, support, and development. It may contain major and repeated problems with mechanics, grammar, spelling, and diction and may fail to fulfill the assignment or may be unacceptably brief.

NOTE: Notice how high the standards for "A", "B", and even "C" papers are. This might be significantly different from your experience in other classes or in high school.

Late Work and Make Up Work Policies:

Students must submit all assignments for each unit by 11:55pm CST each Monday in order to be considered present. Students will be withdrawn from the class when they have failed to submit work equal to 25% of the final grade before the last day for student-initiated withdrawals. Students who reach the 25% limit after the last day for student-initiated withdrawals will receive a grade of F. Absences will be recorded starting with the very first unit.

There are no substitutes or make-up assignments for missing discussions, exercises, quizzes or having your Rough Drafts reviewed. Not having an essay reviewed via Upswing will result in a **zero (No-Credit or NC)**. Please email me immediately if you have any issues submitting your assignments to Upswing.

Upswing Access and Expectations:

Upswing is an online tutoring program that is located in Brightspace. Once logged into Brightspace, students should be able to access this free service. Rough drafts are to be uploaded onto the Upswing site at least **24 hours** before the due date listed on the Assignment Sheet to allow the tutor to review the document, provide feedback, and then email the student with instructions on how to access the report. Upswing, while integrated into Brightspace, is **not** connected to the Gradebook; this means that the instructor will need time to review the report before issuing a grade. This process will generally take 24-48 hours after the due date. Rough

Drafts that are correctly uploaded will be graded **Credit/No Credit**; meaning students will receive full points for submitting the report correctly and on time and will not receive credit if the report is not turned in, turned in incorrectly, or turned in late. Students may use the service **as many times as they would like** but are only required to submit **one** report for grading.

Keep these things in mind:

1. Typically, it takes 24 hours to get the report back from Upswing.
2. Students should receive an email from Upswing when the report is ready.
3. Students should follow the instructions in the email to retrieve the document.
4. Students should download and save the document to their computer or cloud program.
5. Students should upload the report onto Brightspace under the correct Rough Draft assignment.

If this process does not work, students should contact MCC's technology help desk for assistance.

Student Behavioral Expectations or Conduct Policy:

Any assignments due that day must be turned in on or before the time specified by the instructor. Late assignments will lose **one letter grade** for each day following the due date that they are late, unless otherwise noted for a particular assignment.

To maintain an environment that is conducive to learning, no biased or prejudicial language will be tolerated in the Discussion Board forums.

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.

07/02/2024

MCLENNAN COMMUNITY 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 Accommodations (Disability Services) 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

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/

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/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing 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.

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.

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:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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.