COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Freshman Composition I
English 1301.99

Donna Williams

Spring 2013
Course Description:

(From the departmental syllabus for English 1301:)
“The focus of English 1301 is on developing the core skills of reading, critical thinking, writing, and researching. Emphasizes writing processes and outcomes and includes attention to standard language conventions.”

Prerequisites and/or Corequisites:

Prerequisite: Passing score on THEA or MCC placement test or credit for English 0301.

Course Notes and Instructor Recommendations:

TEXTBOOK (REQUIRED):

Ballenger, Bruce. The Curious Writer, 3rd ed. New York: Pearson Longman. 2008. Be sure you have the correct edition – a large hardcover-- or you’ll be lost!

Access to a good dictionary, thesaurus, and style manual.

A binder or jump drive to store your work.

Tips for Success and Netiquette

PRINT AND KEEP ALL YOUR WORK in a Binder. A binder and tabs will help you keep your work organized. Also, if there is some question about your grade, you have the graded work available to compare with my records. In addition, you can view your work as your portfolio and see how you have progressed. At the very least, create a folder for this class in a jump drive and save your work in an orderly manner on the jump drive.

Regular attendance is expected and required; excellent attendance and punctuality with submission of your assignments may be the decision-maker if your grade is a borderline case (one to one and a half points from the next higher letter grade). If you do not log in for four consecutive days without notifying me, I will assume you do not want to continue the class and will drop you. I can check statistics on who has logged into class and who has been in which class sites.

Netiquette: Disrespectful, inappropriate, or rude behavior will not be tolerated! Everyone has a right to state his/her opinions and to be treated respectfully. I will screen-shot then delete any inappropriate posts and see to any disciplinary action, up to and including removal from the class if necessary, as warranted by the severity of the offense.

Have one or more “study buddies” with whom you can discuss the readings and the assignments; your “buddy” or “buddies” can also help you catch up if you need help.
Instructor Information:

Instructor Name: Donna Williams  
MCC E-mail: dwilliams@mclennan.edu. This is the best way to contact me! Please use your in-class/school e-mail to contact me as much as possible. The school’s SPAM filters are set high and have the unfortunate tendency to send most Yahoo and gmail e-mails to SPAM, and I never see them.
Office Phone Number: 
Office Location: LA 219 or in classroom  
Office/Teacher Conference Hours: 8:30 to 9:00 a.m. and 12:15 to 1:00 on Saturdays or as announced on Blackboard.
Other Instruction Information: Alternate e-mail: DWilliams6856@att.net. (I do pop in online at least once a day, every day, including weekends, to see how things are going.)

Alternate instructor contact (DIREST of emergencies) Dr. Lynn Waller, phone 254 299 8901

Required Text & Materials:

Textbook: 
Title: The Curious Writer  
Author: Bruce Ballenger  
Edition: 3rd ed. 2011  
Publisher: Pearson  
ISBN: 978 0 205 70765 2

A dictionary and thesaurus. These do NOT need to be large, expensive desk editions. Mass paperback size is fine.

MCC Bookstore Website

Methods of Teaching and Learning:

Readings, “lecture”, discussion, three essays of approximately 500 words each, semester project. Online learning does require a lot of independent work and self-discipline, but you must also participate in the discussion forums.

Course Objectives and/or Competencies:

(From the departmental syllabus for English 1301)

“At the end of the semester students should be able to demonstrate the following abilities:
- Generate clear and fresh ideas
- Organize ideas into prescribed essays that are developed, unified, and coherent
Composition I
English 1301. 99 Spring 2013

Practice collegiate conventions of usage, punctuation, sentence structure, and MLA style
Demonstrate an awareness of writing for different audiences and purposes
Find, evaluate, synthesize, and accurately use outside sources
Interpret and implement instructions for completing each English 1301 assignment, including meeting deadlines.

Course Outline or Schedule:

This calendar is to give everyone some idea of what we should be doing and when we should be doing it. It is subject to change as needed. Any changes will be announced on Blackboard Announcements. Be sure to prepare by reading the assigned text chapters (in bold italics) before each module opens. Note that we are NOT studying the chapters in numerical order!

Although you work online, this is not a self-paced course. You do have deadlines that you must meet!

<table>
<thead>
<tr>
<th>Dates</th>
<th>Planned activities</th>
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<tbody>
<tr>
<td>11 February-16 February</td>
<td>Welcome and orientation. Diagnostic essay due by midnight 15 February</td>
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<tr>
<td>17 February-23 February</td>
<td><strong>Unit 2 -- Ballenger, chapters 1 and 2</strong></td>
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<tr>
<td>24 February-2 March</td>
<td><strong>Unit 3 -- Ballenger, Chapter 13 – Revision strategies</strong></td>
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<tr>
<td>2 March – 9 March</td>
<td><strong>Unit 4 -- Ballenger, Chapters 10-12. Research skills. Using and citing sources. Start semester project.</strong></td>
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<tr>
<td>9 March – 17 March</td>
<td><strong>Campus closed for spring break – but I’ll be checking on you from home!</strong></td>
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<tr>
<td>17 March – 23 March</td>
<td><strong>Unit 5 -- Ballenger, Chapter 6. Proposal for semester project due by midnight 22 March</strong></td>
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<tr>
<td>24 March – 30 March</td>
<td><strong>Unit 6 -- Ballenger, Chapter 3 – The personal essay. Your personal essay will be due by midnight 30 March. Campus will be closed for Easter holiday the weekend of 28-30 March.</strong></td>
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<td>30 March – 6 April</td>
<td><strong>Unit 7 -- Ballenger, Chapter 4 – The profile. Working bibliography for semester project due by midnight 5 April.</strong></td>
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<td>7 April – 13 April</td>
<td><strong>Unit 8 -- Ballenger, Chapter 5 – The review. Your evaluative essay (review) is due by midnight 12 April</strong></td>
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<tr>
<td>14 April – 20 April</td>
<td><strong>Unit 9 -- Ballenger, Chapter 7—Writing an argument. Your argument essay is due by midnight 19 April. Planning page for semester project due by midnight 19 April.</strong></td>
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<tr>
<td>21 April – 27 April</td>
<td><strong>Unit 10 -- Ballenger, Chapter 8 – The critical essay. Preliminary copy of project paper due by midnight Monday, 28 April. NO LATE PRELIMINARY PAPERS WILL BE ACCEPTED.</strong></td>
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<tr>
<td>28 April – 3 May</td>
<td><strong>Ballenger, Chapter 9 --The ethnographic essay. Final copy of project paper due to me by midnight Friday, 3 May.</strong></td>
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<tr>
<td>3 May – 8 May</td>
<td><strong>Semester exam. Your semester exam will be due by noon on 8 May. You will receive full instructions when the exam opens on 3 May.</strong></td>
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Course Grading Information:

A. Your participation in discussion forums will be 10% of your grade. There will be a lot of these, so a few low marks here aren’t killers. You will usually have to post one original post (OP) and respond to at least two
classmates’ OPs. After each discussion forum closes, I will e-mail you about how many points you earned for that forum (for example, “3 points out of 3”). After the final forum closes, these points will be totaled and converted to a percentage grade. If you earn three points out of three for all the discussion forums, for example, that’s 51 points. That would be doubled (so, actually, 102 points), then converted to 10% of your semester grade.

**B. Three essays, about five hundred words each. EACH of these essays will be worth 15% of your semester grade and are written with minimal preparation.** Because these essays are to be written with little to no preparation, the dates you will write these are not listed in the course calendar above.

**C. An extended essay** (a semester-long research project, about 5-10 pages) demonstrating your ability to construct an argument essay with research and correctly use MLA format will be **25% of your grade.** We will begin work on this early in the semester and have it on the “back burner” throughout the semester, and each major phase of the project, as you see on the course calendar above, will have deadlines and a point value toward your project grade. You will receive more information about expectations for this project as we begin it and work through it.

**E. Your final essay exam will be 20% of your grade.** Don’t confuse the semester project (letter “C” above) with the final exam. You must do both!

**Late Work, Attendance, and Make Up Work Policies:**

All work is due on the date assigned. I will allow late work or make-up work under many circumstances and will inform you of circumstances when I will NOT accept late work; however, I reserve the right to lower your grade on the assignment(s) in question.

The MCC attendance policy will be followed (see below). Also, see my policy about logging in regularly (above). College policy must be followed for withdrawals after the last day to withdraw with an automatic W.

**Student Behavioral Expectations or Conduct Policy:**

From the Highlander Guide: “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.”

Also see Netiquette, above. We are adults and we will behave appropriately and respectfully. We will not let the apparent anonymity of working online affect the fact that there are other real human beings in the class.

**MCC Academic Integrity Statement:**

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further
information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

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**Academic Integrity Statement from the Instructor:**

In brief: **Don’t even THINK about it!**

When students cheat or commit plagiarism, they only cheat themselves out of the education they are supposed to be working to attain. Cheaters/plagiarists are taking something that doesn’t belong to them and claiming it as their own.

Because we spend considerable time discussing plagiarism, cheating, and academic honesty in this class, students are subject to the following disciplinary actions for cheating/plagiarism:

First offense: Grade of Zero on assignment.

Second offense: Failing grade in course.

I am also required to report suspected plagiarism to MCC disciplinary authorities, who may assess additional punishment.

**MCC Attendance 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, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, 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.

Please refer to the [Highlander Guide](#) for the complete policy.
How this policy applies to our class: This summer class is very intense! We are doing fifteen to sixteen weeks’ work in just under five weeks. If you do not log into class for four days without informing me of your situation, I will send you a warning e-mail. If you do not respond to the e-mail within the next two days and resume participation, I will drop you from the class for non-participation.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC’s designated ADA coordinator, Mr. Gene Gooch - Vice President, Finance and Administration shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Ms. Renee Jacinto, Disabilities Specialist, Student Services Center, Student Development Department, Room 227 or at 299-8122 or rrjacinto@mclennan.edu

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator, Al Pollard – Vice President, Program Development/EOO Officer and Deputy Coordinator, Phyllis Blackwood – Director of Human Resources shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.

Contact information
Al Pollard, Title IX Coordinator  Phyllis Blackwood, Title IX Deputy Coordinator
Vice President, Program Development  Director, Human Resources
McLennan Community College  McLennan Community College
Administration Building, Room 408  Administration Building, Room 101
1400 College Drive  1400 College Drive
254-299-8669  254-299-8659
FAX  254-299-8654  FAX  254-299-8592
apollard@mclennan.edu  pblackwood@mclennan.edu