



WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Integrated Reading and Writing  
INRW 0402 – Section.51**

**Carolyn Plaa**

### **Course Description**

This course integrates the critical reading and academic writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing, in standard written English, through the processes of generating ideas, drafting, organizing, revising, and editing.

The course fulfills TSI requirements for reading and/or writing. Semester Hours 4 (3 lec/2 lab).

### **Prerequisites and/or Co-requisites**

Prerequisite: INRW 0401, READ 0301, ENGL 0301 or a satisfactory score on either the TSI.

Successful completion of INRW 0402 fulfills the developmental course sequence for English and reading.

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

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course. If students have problems completing the lecture part or lab component of this course, please talk to me.

### **Instructor Information:**

Instructor Name: Carolyn Plaa

MCC E-mail: [cplaa@mclennan.edu](mailto:cplaa@mclennan.edu)

Office Phone Number: -

Office Location: LA 208

Office/Teacher Conference TTH 5:00 – 6:00 and by app't

I am always available after class.

### **Required Text & Materials**

1. Text: *Common Places ULN* Authors: Lisa and Kent Hoeffner
2. Software Access Card: *Connect* Integrated Reading & Writing Access Card
3. The access card and textbook will be packaged together and will be available in the MCC Bookstore.

### **MCC Bookstore Website:**

Here is a link to the [MCC Bookstore](#). To complete the lab, you will need the CONNECT access code that comes with the purchase of the book.

\* [Click Here for the Minimum System Requirements to Utilize MCC's Blackboard](#)

([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's Blackboard learning management system.

### **Communication**

Student Email: Each student is required to use his or her MCC Email account. Email is the way I will provide course information, course documents, etc.

Your student e-mail account is automatically set up after you register for classes and you may access it as soon as it has been created. Your username will be your first and last initial followed by your seven-digit student ID number, which is located on the front of your student ID card. For example, John Doe (ID number 0211111) would be jd0211111. Your password will be your first and last name initials followed by your six-digit birth date (mmddyy).

John Doe's birthday is May 12, 1988. His password would be jd051288. All student e-mail addresses end with  
@students.mclennan.edu.

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

- Homework time will be used to read the textbook and do homework, including work on the three major projects in this course and any other activities.
- Class time will be spent applying the concepts you have read about in the textbook.
- Lab time will be spent on McGraw-Hill Connect and other activities.

### **Course Objectives and/or Competencies**

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advances the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

### **Course Outline/or Schedule**

**Note that assignments and due dates may be altered depending on the progress and needs of the class.**

**(For 15-week course, each module is roughly 3 weeks.)**

<b>Unit 1</b>	<p>Getting Started with Lab and Connect</p> <p>Chapter 14—Organizing, Drafting and Summarizing</p> <p>Introduction to Working with Sources—How to Avoid Plagiarism (Ch. 14)*</p> <p>Chapter 2—Annotating Texts and Developing Vocabulary: Plagiarism Assignment</p> <p>Chapter 15—Introduction, Conclusions</p> <p>Chapter 3—Previewing Texts; Introduction Reading and Writing Processes</p> <p>Chapter 7 – (Summary Assignment)</p> <p>Submit <b>Reading/Writing Project #1 (A SUMMARY</b> and Information Sheets for Project #1</p>
<b>Unit 2</b>	<p>Reading and Writing Processes (Chapter 3 continued)</p> <p>Continue Chapter 19—major reading and writing project work</p> <p>Grammar and Punctuation Review (Including Fragments and Run-ons)</p> <p>Chapter 10 Revising Sentences using Verbal Phrases</p> <p><i>Chapter 4—Main Ideas &amp; Chapter 5-- Supporting Details</i></p> <p><b>Project #2----</b>Submit Major <b>Reading/Writing Project #2.</b></p> <p><b>(Social Media, the Good , the Bad) Ch. 11</b></p> <p>Quiz on Major Errors, etc. <b>Major Reading &amp; Writing Test #1</b></p>
<b>Unit 3</b>	<p>Text Patterns ( Half of Chapter 6*),</p> <p>Introduce Major Reading/Writing Project #3; (Social Media)Begin Information Sheets</p> <p>Chapter 13—Basic Elements of Argument</p> <p>Chapter on Using Sources</p> <p><b>Information Sheets for Project 3 Due; Continue work on Project #3.</b></p> <p><b>Chapter Quiz</b></p> <p>Punctuation and Mechanics Unit 6 in <i>CP and Commonly Confused Words</i></p>
<b>Unit 4</b>	<p><b>Introduce detailed instructions for Major Reading/Writing Project #3; Finish Information Sheets on additional articles for Project #3 and write draft.</b></p> <p>Chapter 8—Illustration:—Punctuation and Mechanics</p> <p>Chapter 9—Classification &amp; Review on Using Sources (Chapter Quiz)</p> <p><b>Project #3----</b>Submit <b>Major Reading/Writing Project #3—Argument (Taking a Position on Social Media, the Good, the Bad, the Ugly— using Sources)</b></p> <p><b>Major Reading &amp; Writing Test #2</b></p> <p><b>Finish all lab assignments.</b></p>
<b>Final</b>	<b>Final Exam Part 1 during lab—last week; Part 2 during Final Exam Week.</b>

**Course Grading Information**--Students' grades will be determined in the following manner:  
Students' grades will be determined in the following manner:

Integrated Reading and Writing  
INRW 0402-Section 51

<b>Three Integrated Reading and Writing Projects</b>	<b>Project #1</b>	10%
	<b>Project #2</b>	15%
	<b>Project #3</b>	15%
<b>Two Integrated Reading and Writing Major Tests</b>		20%
<b>Connect Work</b> (includes individualized lab work & attendance)		20%
<b>Daily Work/Homework</b> (Chapter quizzes, vocabulary/punctuation/grammar sentence structure exercises/quizzes, etc.)		<u>20%</u>
		<b>Total 100</b>

**Departmental Final Exit Exam** Pass or Fail Must pass to receive credit for the course.  
**Final Exam:** While the final exam (EXIT Exam) does not count toward the final average, to pass the course, students must pass the final exam. The final exam or EXIT EXAM consists of two sections: **Part 1—the Reading Comprehension Exit Exam, which will be taken during the regular lab time, and Part 2—the Reading/Writing Skills Exit Exam, which will be taken during the designated final exams week.** In addition, students **must be eligible** to take the final. **Students MUST have at least a 70 average in the lecture part of the class and at least a 70 average in Connect to be eligible to take the FINAL EXAM.** If a student fails the final exam but has a passing average in the course, the student will receive a grade of NC for the course.

Course average of 90 – 100: Grade of A  
Course average of 80 – 89: Grade of B  
Course average of 70 – 79: Grade of C  
Course average of 0 - 69: Grade of NC (no credit)

The grade of “I”—incomplete—is not available in INRW.

**Note:** **Students must pass the final exam to pass the course.** If a student fails the final exam but has a passing average of the course, the student will receive a grade of **NC for the course.**

**Late Work, Attendance, and Make Up Work Policies** Late work will not be accepted. Please do not ask to submit work late. If you have an emergency situation that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required.

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.

**Student Behavioral Expectations or Conduct Policy**

Students are expected to maintain classroom decorum to include respecting other students and the instructor, exercising prompt and regular attendance, communicating in a polite and

respectful manner, and **maintaining an attitude** that seeks to take full advantage of the education opportunity. In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening/disruptive communication will be grounds for instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer.

\* [Click Here for the MCC Academic Integrity Statement](#)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* [Click Here for the MCC Attendance/Absences Policy](#)

([www.mclennan.edu/highlander-guide-2014-15/policies](http://www.mclennan.edu/highlander-guide-2014-15/policies))

Click on the link above for the college policies on attendance and absences. In addition, your instructor has guidelines specific to this course.

**Instructor's Guidelines:** A student will be dropped if he or she is absent for 25% or more of the course.

### **Disabilities/ADA Statement**

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

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

**Laura Caruthers, Success Coach, Disability Services**

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

**254-299-8122**

**Room 249D, Completion Center, in the Student Services Center**

\* [Click Here for more information about Title IX](#)

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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](mailto:titleix@mclennan.edu) or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student

Integrated Reading and Writing  
INRW 0402-Section 51

Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*