



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INRWL 402-55**

**Carolyn Plaa**

Integrated Reading and Writing Laboratory  
INRWL-0402-Section 55

**Course Description**

INRWL supports the INRW course, which fulfills TSI (Texas Success Initiative) requirements for developmental reading and writing. The 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:**

The INRW 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, they should talk to their instructor or to their lab instructor.

**Instructor Information:**

Name: Carolyn Plaa

Email: cplaa@mclennan.edu

Office Number: -

Office Location: LA 208

Office/Teacher Conference Hours: TTH 5:30 – 6:00 and by app't

I am always available after class.

**Required Text & Materials:**

Title: *Common Places: Integrated Reading and Writing (MCC Custom Edition)*

[Access code to McGraw-Hill's *Connect* software package is also required.]

Authors: Lisa and Kent Hoeffner

Publisher: McGraw-Hill

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[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.

**Methods of Teaching and Learning**

Lab time will be spent on McGraw-Hill Connect and other activities.

**Course Objectives and/or Competencies**

This lab supports the following INRW 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.

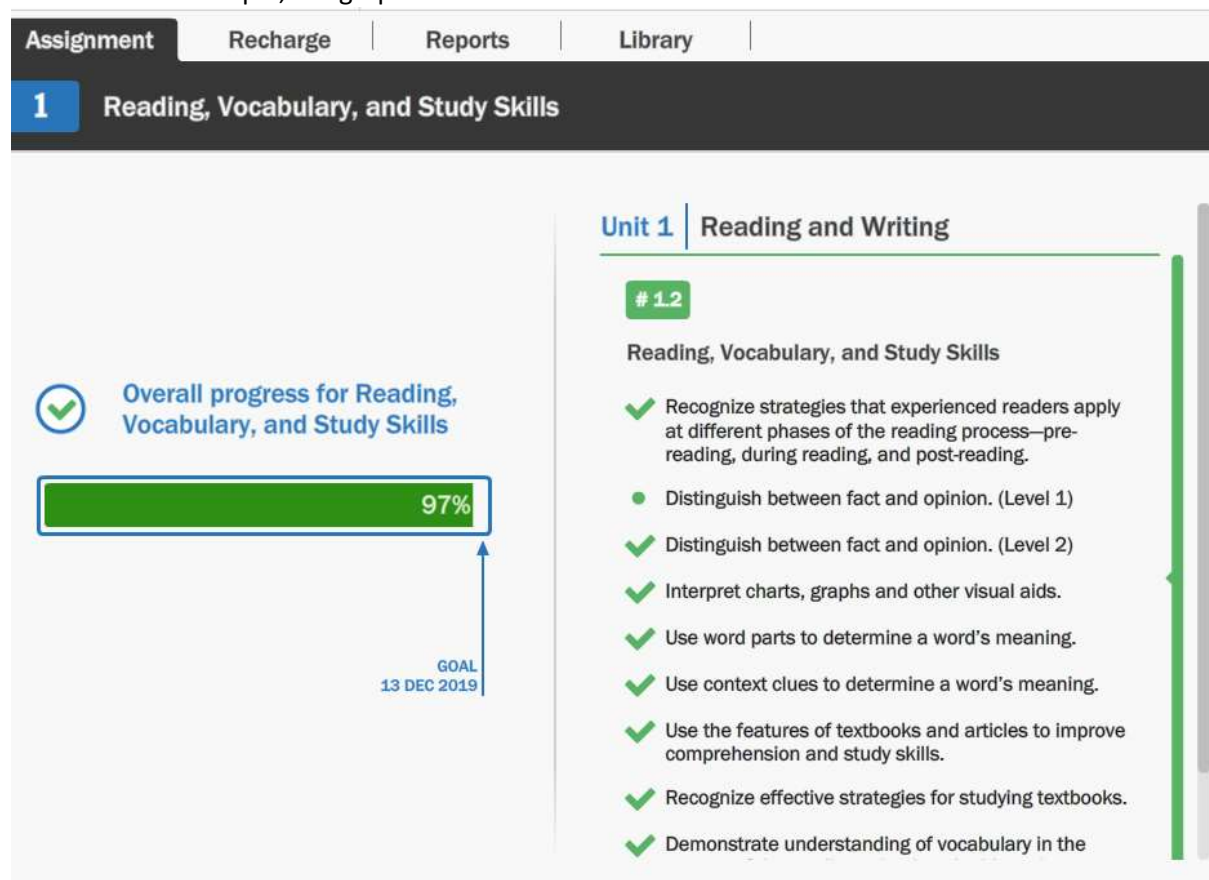
**How Connect Works**

Once students have established a way to login to Connect, they can get started with course content immediately. Students will have several units to complete. Students are expected to complete each of the units by the end of the course.

Students will work on approximately one to two units per week in spring and fall semesters and one to two units per day in short semesters.

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As students work through each unit, students will be able to see the percentage of progress they have achieved. For example, the graphic below shows that a student finished 97% of the first unit.



Students should complete at least one unit each week and should achieve at least an 80% for the grade on each unit. If a student completes an entire unit earlier than the projected time, the student should start on the next assignment.

For face-to-face students who do not complete the entire unit, they need to put in extra time outside of class to keep up. They can work on Connect at home and at any other computer with Internet access, but they are **required to come to class each day scheduled and stay the entire time. Leaving early will result in an absence. While this is not relevant for an online class, students should have discipline to work on their own to complete the units in a timely manner.**

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**Course Outline / or Schedule**

Unit 1	Reading, Vocabulary, and Study  Parts of Speech
	Writing Process  Verbs: Form, Tense, and Other Information
Unit 2	Identifying and Developing Main Ideas  Coordination and Subordination
	Supporting Points and Evidence  Fragments, Run-ons, and Comma Splices
Unit 3	Writing in Response to Reading  Colons and Semicolons
	Recognizing and Applying Organizational Structures  Subject-Verb Agreement and Commas
Unit 4	Subject-Verb Agreement and Commas
	Identifying and Applying Patterns of Development  Apostrophes and Quotation Marks
Unit 5	End Punctuation: Periods, Question Marks, Exclamation Points Sentence Variety
	Writer's/Reader's Purpose: Audience and Tone

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	Pronouns: Reference, Agreement, and Case
Unit 6	Writer's/Reader's Purpose: Diction and Vocabulary Adjectives and Adverbs
	Reading to Infer/Writing to Imply Misplaced and Dangling Modifiers in Context Evaluating and Supporting Arguments Parallelism in Context
	Evaluating , Synthesizing and Documenting Sources Spelling and Word Use Capitalization Analyzing and Writing in Response to a Writing Prompt Numbers and Abbreviations
	<b>Final Exam in the Testing Center</b>

**Course Grading Information**

**Student's Lab Grade:** At the end of the semester, each student will receive a lab grade. The lab grade will be based on these elements:

Attendance/Participation: 20%

Completion of Connect Topics: 80%

**Assigning the Completion Grade**

Students will receive a progress grade in Connect that reveals the percentage of content they have mastered. For example, a student who has mastered 80% of the content we have assigned for the semester will receive a completion grade of 80.

**Calculating Course Grades**

To calculate the student's course grade, the attendance grade will be weighted at 20%, and the completion grade will be weighted at 80%.

Example:

Sara made a 75 for her attendance grade. She made an 82 completion grade.

$75 \times .20 = 15$

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$$82 \times .80 = 65.6$$

$$15 + 65.6 = 80.6 = \text{lab grade of 81}$$

**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 and Part 2—the Reading/Writing Skills Exit Exam. Part 1 will be given during the students' last week in lab on a Monday or Tuesday.** 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.

**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. These expectations apply to online learning as well. 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. These behaviors are unacceptable in an online learning environment as well.

\* [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:**

Students will have the entire semester in lab. For a F-2-F lab, students will be dropped if they miss more than 7 times. In an online lab, they will be dropped if they miss two assignments in a row because participation and completion of assignments are used as attendance. Otherwise, each missed assignment counts as an absence. Students will receive the following attendance grades

0-1 absence:	100
2 absences:	90
3 absences:	85
4 absences:	80
5 absences:	75

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6 absences:	70
7 absences	65
8 absences	0

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