

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Integrated Reading and Writing
INRW 0401 – 03

Carolyn Plaa

Course Description:

This course integrates the critical reading and 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. It focuses on textbook reading and academic writing at a lexile of 700 - 1000.

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

Prerequisites and/or Corequisites:

Prerequisite: READ 0300 or credit by TSI assessment.

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. You must have a 70 average or above in both lecture and lab to be eligible to take the final exam.

Student e-mail

Each student is required to use his or her MCC e-mail 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. To access your student e-mail account, go to www.mclennan.edu and click on the Student E-mail link. Enter your username and password. The g-mail account is not the MCC email address.

Instructor Information:

Instructor Name: Carolyn Plaa

MCC E-mail: cplaa@mclennan.edu

Office Phone Number: 299-8925

Office Location: FOB 116

Office/Teacher Conference Hours: 7:30 – 8:00 a.m. and after class

Required Text & Materials:

1. Text: *Common Places ULN* Author: 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. <http://www.mclennan.edu/bookstore/>
4. PLEASE: Consider carefully before purchasing your books *by mail* from the MCC Bookstore. Long delays in receiving texts have been reported.

Student Support Services:

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/>

[*Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace \(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements\)](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 D2L|Brightspace learning management system.

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.
- **Students must have at least a 70 average in the classroom and a 70 average in CONNECT to be eligible to take the two part final.**

Course Objectives and/or Competencies:

- Locate explicit textual information; describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.

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- Describe, analyze and evaluate information within and across a range of texts.
- Identify and analyze the author's message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
- Demonstrate ability to use an effective writing process to produce paragraphs and brief compositions in Standard English prose.
- Recognize and apply the conventions of Standard English in reading and writing.

Tentative Course Outline or Schedule:

Each module consists of roughly three weeks.

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|-----------------|---|
| Module 1 | Getting Started with this Course and Success Strategies Chapter 1 Critical Thinking Skills Chapter 11 Pre-Reading and Prewriting Chapter 4 Annotating Texts, page 75 and Reading, Writing and Vocabulary (Chapter 2) Start Informative Reading and Writing Project #1 Chapter 13 Part 4 Grammar and Mechanics Handbook, page 327 (Grammar /Mechanics Assessments) Thematic Readings, Part 5, p. 485 Outlines, Graphic Organizers and Summaries Chapter 8 |
| Module 2 | Texts Purposes and Patterns Chapter 7 Main Ideas (Chapter 5) Titles, Introductions, Conclusions (See Common Places for more information) Writing Good Sentences Unit 2 Thematic Readings Part 5 Reading & Writing Major Test 1 Required |

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| | Submit Reading/Writing Project #1 |
| Module 3 | Supporting Details Chapter 6 Punctuation and Mechanics Part 4 Start Reading /Writing Project #2: Chapter 14 Inferences and Tone (Review Chapter 11) Thematic Readings Part 5 |
| Module 4 | Supporting Details, Chapter 6 Review Text Patterns & Texas Purposes (Chapter 7) Spelling and Word Choice Part 4 Submit Reading/Writing Project#2, Begin Writing Project 3 Thematic Readings Reading & Writing Major Test 2 |
| Module 5 | Reading and Writing Arguments (Chapter12) Submit Reading/Writing Project 3 Chapter 15 Thematic Readings Final Exam |

The above schedule may be altered at the instructor's discretion. The instructor will give sufficient notice to students if the above schedule is changed.

Course Grading Information:

Students' grades will be determined in the following manner:

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| Three Integrated Reading and Writing Projects | Project #1 | 10% |
| | Project #2 | 15% |
| | Project #3 | 15% |

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| Two Integrated Reading and Writing Major Tests | 20% |
| Connect Work (includes individualized lab work & attendance) | 20% |
| Daily Work/Homework (Chapter quizzes, vocabulary/punctuation/grammar/ sentence structure exercises/quizzes, etc.) | <u>20%</u> |
| Total 100 | |

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- Reading Comprehension Exit Exam; Part 2— Reading/Writing Skills Exit Exam. Students **MUST** have at a 70 average in the lecture part of our 0401 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)

**A student may receive a “NC” if major writing assignments have not been submitted.
The grade of “I”—incomplete—is not available in INRW 0401.
Our Semester Grade is not part of a student’s official GPA.**

Late Work:

Late work will not be accepted. Please do not ask to submit work late. We will have a daily quiz most class days. If you are late, you will not be allowed to take the quiz. If you have an emergency that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required. I do not ever assign or accept ‘extra credit’.

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.” Communication is expected to be polite and respectful. Discriminatory comments, talking, texting, cell phone usage, profanity and any type of threatening communication will be grounds for an 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)

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

The Center for Academic Integrity 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.

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

(www.mclennan.edu/highlander-guide-2016-17/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Students who miss 25% of the class will be withdrawn from this course. Lab attendance is included. 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.

If you are considering dropping, please talk to me first. Let's see if we can find a way to make the course work for you! If we can't, I can still help you by giving you some guidance for next semester. Additionally, I can take care of the paperwork for you.

Please keep in mind that students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas. That means you may only drop six classes in Texas institutions, regardless of the college you attend. For example, if you dropped six classes at University of Texas last year, you are not eligible to drop any more classes at MCC or anywhere else in the state of Texas.

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 classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

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

Jana Zuehlke Bennette, Success Coach, Accommodations
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)

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 or by calling 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.*