

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Integrated Reading and Writing**  
**INRW\_0401\_08**

**Wendy Hogan**

### **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. (4 Semester Hrs/Week) 3 Lecture, 2 Lab

### **Prerequisites and/or Corequisites:**

Prerequisite: READ 0300 or credit by TSI assessment.

### **Course Notes and Instructor Recommendations – HOW TO PASS & EXCEL IN THIS COURSE**

**Compile an exemplary attendance record**

**Secure the services of an academic tutor from McLennan Community College**

**Complete at least three major project writing assignments**

**Participate in classroom discussions**

**Pass exams that are related to textbook material and lecture material**

**Complete and interpret all reading assignments**

**Successfully complete 0401 LAB (All students have Lab at another time and location)**

**PASS A READING COMPREHENSION SEMESTER EXIT EXAM**

**PASS A WRITING SKILLS SEMESTER EXIT EXAM**

**Complete all written homework assignments**

**Exhibit deep intellectual curiosity and a fierce desire to learn**

**Exhibit good study skills – spend 10 hours per week on this course (excluding class or Lab time)**

- 1 **Get Organized.** Making a plan for what you're going to do and when you're going to do it will make sure you get it done.
- 2 **Take time to study and get your homework done.** Studying is a lot of work, and forcing yourself through a study marathon will only make it worse. Dividing your work into manageable chunks and rewarding yourself when you finish each chunk will make studying (more) fun. (set aside around 10 hours a week)
- 3 **Sleep.** Don't underestimate the importance of those eight hours of zzz's every night! Getting a good night's rest will sharpen your focus and improve your working memory.
- 4 **Take notes.** Taking notes will not only keep you more engaged during class, but will also help you narrow down what you need to study when exam time rolls around. It's much easier to reread your notes than to reread your entire textbook!
- 5 **Have excellent attendance.** This means be on time and don't miss classes or labs.
- 6 **Use the Tutoring Lab regularly.** This is one of your best resources. Be sure to go weekly!
- 7 **Ask questions.** You're in school to learn, so don't be afraid to do just that! Asking for help - from a teacher, a tutor or your friends - is a surefire way to make sure you truly understand the material.

8 **Get excited about learning!** The purpose of this class is to prepare you for your future. Prove to the instructor and yourself that you want to increase your skills in reading and writing, and do it!

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**Instructor Information:**

**Instructor Name:** Wendy Hogan

**MCC E-mail:** whogan@mclennan.edu

**Office Phone Number:** TBD

**Office Location:** Faculty Office Building 118

**Office/Teacher Conference Hours:** Mondays and Wednesdays 11:00 am -1:00 pm

**Required Text & Materials:**

1. Text: *Common Grounds, 2<sup>nd</sup> Edition* by Author: 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. Here is a link to the [MCC Bookstore](#). PLEASE: Consider carefully before purchasing your books *by mail* from the MCC Bookstore. Long delays in receiving texts have been reported.

**Methods of Teaching and Learning:**

- Homework time will be used to read the textbooks and do homework, including work on the three major writing projects and other activities.
- Class time will be spent explaining and discussing the concepts 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 Exam.**

**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.
- 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.

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- 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.
  - Improve our punctuation mechanics.
  - Improve our spelling proficiency.
  - Expand our vocabulary.
  - Develop disciplined habits of reading and writing regularly.

**Course Outline or Schedule:**

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

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

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**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.**

This class will use BRIGHTSPACE (this replaces Blackboard) to enhance our learning experience. More information re BRIGHTSPACE will be introduced in the early portion of the class.

### **Course Grading Information:**

Students' grades will be determined in the following manner:

<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>

**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 60 – 79: Grade of C**  
**Course average of 0 - 59: 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, Attendance, and Make Up Work Policies:**

Normally, late work will not be accepted. However, the instructor recognizes there will be emergency situations where the submission of late work is unavoidable. If the student does not meet a homework or special project deadline, the student should promptly contact the instructor and explain the situation.

**Students who miss 25% of the class sessions will be withdrawn from this course. Lab attendance is included in this %.** Exceptions can be made if there are extreme circumstances that cause the student to be absent. The instructor will decide on “Extreme circumstances.”

Please consult the Highlander Guide for information about MCC’s attendance requirements.

**If you are considering dropping our course, please speak with me first !** Let’s see if we can make our course work for you !

**There is a STRONG correlation between regular attendance in a college class and academic success. Every student must strive to be present for each classroom session.**

**Students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas.** This means you may only drop six classes in Texas academic institutions, regardless of the college you attend. For example, if you dropped six classes at the University of Texas at Austin last year, you are not eligible to drop any more classes at MCC or anywhere else in Texas.

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

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum. This includes respecting other students, the instructor, and communicating in a polite and respectful manner. Talking, texting, cell phone usage, profanity, and any threatening communication is grounds for instructor initiated discipline, including forced withdrawal from the course &/or referral to McLennan Community College’s Discipline office.

### **Communication**

Students should use MCC email ([instructor’s email](#)) for their email communication with the instructor. A student will usually receive a response within 24 hours. If no response is received after 48 hours,

please resend the message to make sure it was received. Occasionally, emails in the MCC computer system are placed into a spam folder. Check the spam.

**The instructor welcomes communication with students via email, telephone, or in person meetings**

### **MCC Academic Integrity Statement**

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to **HONESTY, TRUST, FAIRNESS, RESPECT, & RESPONSIBILITY**. These values produce behaviors that enable academic communities to convert ideals into action. Individual instructors determine their class policies regarding academic integrity. Students who violate principles of academic integrity will face severe consequences. For information about student responsibilities and rights, please consult the McLennan Community College website and the Highlander Student Guide.

### **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.

### **MCC Attendance/Absences Policy**

([www.mclennan.edu/highlander-guide-2017-18/policies](http://www.mclennan.edu/highlander-guide-2017-18/policies))

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

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance. 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 more information about the general attendance requirements established by MCC.

### **Student Support/Resources:**

MCC **provides a variety of** services to support student success in the classroom, including counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and



**the many other services available to MCC students is available at:**

**<http://www.mclennan.edu/campus-resource-guide/>.**

### **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](http://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](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 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.*

