McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTION PLAN

Integrated Reading and Writing Lab

INRWL 0401 – Section 2

P. Elaine Bearden

Fall 2018

Course Information: Welcome!

The Laboratory/Online component of INRW 0401 is designed to help students learn and review both fundamental and intermediate aspects of the English language. Completion is required and your lab completion grade is part of the requirements for the course. If you have problems completing the lecture portion or the lab component of this course, do not hesitate to discuss these with your professor or with me, as your lab instructor.

Instructor Information:

Instructor Name: P. Elaine Bearden

MCC E-mail: *(TDB)*   @mclennan.edu

Office Phone Number: TBD

Office Location: TBD

Office/Teacher Conference Hours: TBD

Other instruction information:

- Students are **required** to use their **MCC student email** accounts for communicating with the professor/instructor.

Required Text & Materials:

Title: ***Common Ground: Integrated Reading and Writing***

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

Authors: Lisa and Kent Hoeffner

Publisher: McGraw-Hill

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

- The access card and textbook will be packaged together and will be available in the MCC Bookstore. **PLEASE:** Consider carefully before purchasing your books by mail from the MCC Bookstore. Long delays in receiving texts have been reported. You are responsible for promptly establishing Connect and using the text for assignments.

*****Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Course Description

INRW Lab supports the INRW course, which fulfills TSI (Texas Success Initiative) requirements for developmental reading and writing. The course integrates critical reading and academic writing skills you need to comprehend to interact with college-level texts so you can produce original college-level writing, in standard written English, through the processes of generating ideas, drafting, organizing, revising, and editing.

Methods of Teaching and Learning

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

Course Objectives and/or Competencies

This lab supports the following INRW 0401 course objectives and/or competencies:

Learning Outcomes

Upon the successful completion of this course, students will:
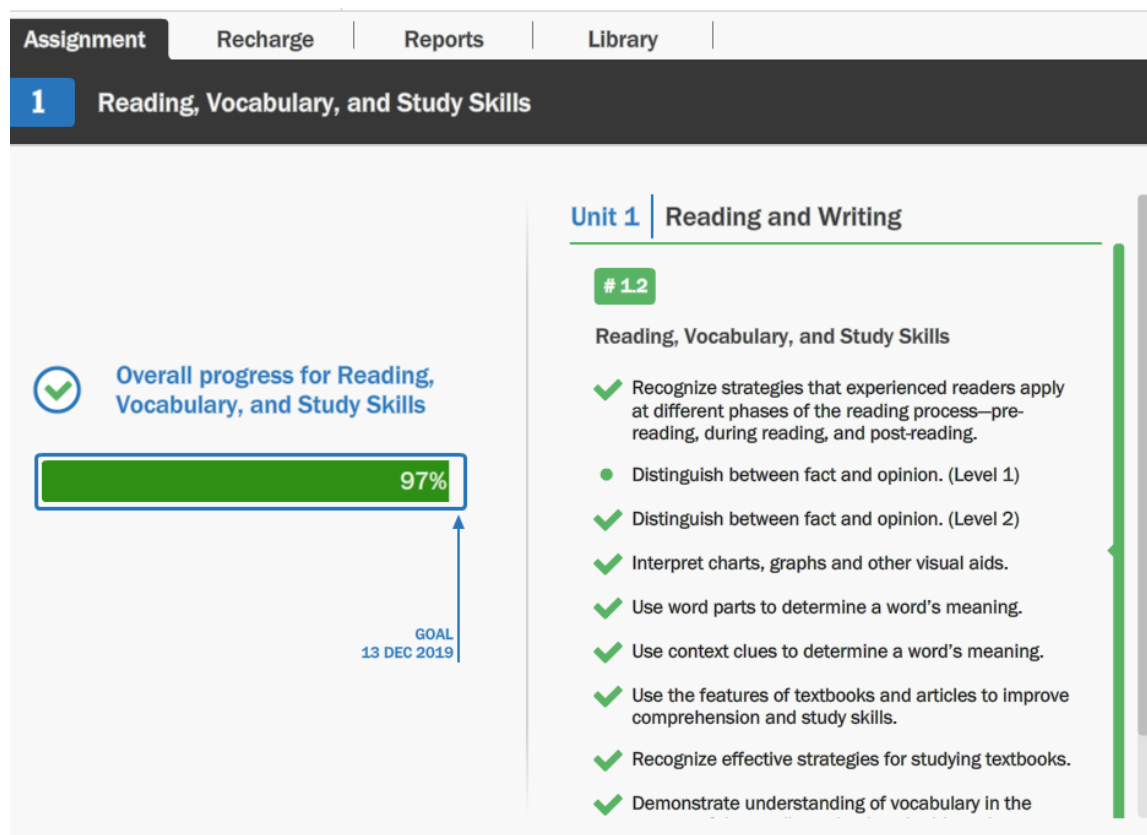
- Locate explicit textual information; describe, analyze, and evaluate the information within and across multiple texts of varying lengths.

- 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.

- 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.

How Connect Works

When you have successfully established your login to Connect, get started with course content *immediately.*

==You have fifteen (15) units to complete. You are expected to complete each of the units by Week 15.== It's best if you complete approximately one unit or more per week during Fall 2018 to complete assignments on time, achieve course grading expectations, and successfully meet the associated course's end of semester grade due dates. **Please refer to Course Calendar, Page 5.**

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

You should complete from 2 to 3 chapters by the end of each week and you should achieve at least a grade of 80 on each chapters. If you complete an entire unit earlier than the end of a week, start immediately on the next unit's work.

Students who do not complete the entire unit according to schedule *must put in extra time outside of class to keep up.* You can work on Connect at home and at any other computer with Internet access, ***but you are required to attend class in person for the entirety of each scheduled lab*. Leaving early without consent will result in an absence.**

<u>Student's Lab Grade</u>

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%

<u>Attendance/Participation Grade</u>

Students will receive the following attendance grades:

0-1 absence: 100
2 absences: 80
3 absences: 70

Students who miss more than three times will have exceeded the number of acceptable absences and will be dropped as per MCC's Semester attendance policy.

Assigning the Completion Grade

Students 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. **This is the grade to record for the completion grade.**

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 x .20 = 15
82 x .80 = 65.6
15 + 65.6 = 80.6 = lab grade of 81

****

Course Calendar (may be adjusted during semester)

Weeks 1, 2, and 3—Introduction to Connect & Unit 1-3

Week 4, 5, and 6—Units 4-6

Week 7, 8, and 9—Units 7-9

Weeks 10, 11, 12—Units 10, 11, 12

Week 13, 14, 15—Units 13, 14, and 15

Week 15 Final Exams

Week 16 Classroom Final Exam

****

* **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.

* **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.

Student Behavioral Expectations or Conduct Policy:
Students are expected to maintain classroom decorum. This includes respecting other students and the instructor, and by communicating in a polite and respectful manner. Talking, texting, cell phone usage, profanity, and any threating communication is grounds for instructor-initiated discipline, including forced withdrawal from the course and/or referral to McLennan Community College's Discipline office.

Student Support/Resources:
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/.

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 prin) to print each link's information.*