McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW - 0401- 106

Professor Wendy Hogan

INTEGRATED READING AND WRITING

INRW 0401-106

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 lecture/2 lab).

Prerequisites and/or Corequisites:

Prerequisite: READ 0300 or credit by TSI assessment.

Connect Lab:

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course. This is very important!

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

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, then reward yourself when you finish each chunk. This will make studying (more) fun. (Set aside around 10 hours a week to study and complete work.)
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 Center 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. **Complete ALL assignments.** Manage your time well because all work including papers and homework assignments must be completed on time.
9. **Keep up!** This is an 8-week course so there is no time to get behind or slack. Make this class a priority.
10. **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!

INTEGRATED READING AND WRITING

INRW 0401-106

Instructor Information:

Instructor Name: Wendy Hogan

MCC E-mail: whogan@mclennan.edu

Office Phone Number: Cell number given upon request

Office Location: Faculty Office Building 119

Office/Teacher Conference Hours: M/W 11:00 am -12:00 pm

Required Text & Materials:

1. **Text:** *Common Ground ULN* Author: Hoeffner
2. **Software Access Card:** *McGraw-Hill Connect* Integrated Reading & Writing Access Card. The access card and textbook will be packaged together and are available in the MCC Bookstore. This software access card will be used to complete computer lab assignments.

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

Above 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.

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/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* **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 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:

There are 3 parts to the organization and procedures of this course:

- Classroom time is structured to apply the concepts from the textbook.
- Hybrid Out-of-class learning time (homework) is designed for reading forward in the textbook, and for completing weighted and graded course activities. This includes work on course projects and for drafting, organizing, revising, and editing written work.
- On-line lab time is to build and apply skills via the McGraw-Hill Connect software activities.

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.
- 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.

Course Outline and Schedule:

Week 1	**a.** Syllabus, Online Syllabus Quiz, Introductions & Study Habits (Discussion Board), Connect Lab, Grammar (Parts of Speech), Critical Thinking Skills and Success Strategies- Chapter 1. **b.** In-Class Pre-test, Grammar & Sentence Structure, Punctuation (Ch.6), Online Grammar Quiz, Annotating Texts and Developing Vocabulary -Chapter 2
Week 2	**a.** What does it mean to be good at English? (Discussion Board), begin **Reading and Writing project 1**: Informative essay-My 3 Goals **b.** The purpose of brainstorming, graphic organizers and outlines-Chapter 8, Thematic Readings (read and respond) with Online Quiz
Week 3	**a.** Reading and Writing Processes -Chapter 3, Main Ideas -Chapter 4, Sentence Combining (Unit 4), **MLA Format** video and quiz **b.** Additional work time to complete and submit Reading and Writing project #1 (In the Tutoring Center)
Week 4	**a. Submit Reading/Writing Project #1 in MLA Format,** Thematic Readings **b. Reading and Writing Test 1,** Discussion Board
Week 5	**a.** Inference, Tone, Bias-Chapter 11. Revising and Editing- Chapter 9, and Supporting Details-Chapter 5, Discussion Board, Video with Online Quiz **b.** Supporting Details continued-Chapter 5, How to research for and essay, Begin the second **Reading /Writing Project #2**: Persuasive Essay (using sources)
Week 6	**a.** Text Patterns-Chapter 6, Spelling and Word Choice (Unit 2,

	Common Places), Thematic Readings **b. Complete and submit Reading/Writing Project #2** and begin **Project 3** (TBD) **Reading & Writing Test 2**
Week 7	**a.** Strategies for Reading and Writing Exams (Chapter 15), In-class Reading and Writing work, Thematic Readings **b. Finish/submit Reading/Writing Project 3** (In the Tutoring Center)
Week 8	**Final (Worth 20% of your grade)**

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

Three Integrated Reading and Writing Projects	**Project #1**	10%
	Project #2	15%
	Project #3	15%
Connect Work (includes individualized lab work and attendance)		20%
Daily Work/Homework (Discussion Boards, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Final Exam		**20%**
		Total 100

Departmental Final

Final Exam: The final exam counts 20% towards the final average. The final exam consists of two sections: **Part 1—the Reading Comprehension Exam, which will be taken during the regular lab time and is worth 5% and Part 2—the Reading/Writing Skills Exam, which will be taken during the designated final exams week and is worth 15%.**

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 have an overall average of at least 70 to pass the course. If a student fails to maintain a 70 overall average in the course, the student will receive a grade of NC for the final grade.

Late Work, Attendance, and Make Up Work Policies:

Students who miss 25% of the class will be withdrawn from this course. All assignments should be turned in on time. If you have an emergency and are not able to turn in an assignment on its due date, talk to me prior to the assignments due date so that we can discuss your options.

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 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. This expectation is further explained in the General Conduct Policy of the Highlander Guide.

* **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/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have 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. Lab attendance is included in this percentage. Regular and punctual attendance is expected of all students, and a complete record of attendance for the entire length of each course, including online and hybrid courses will be recorded. **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.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. 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:

disabilities@mclennan.edu
254-299-8122
Room 319, 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.*