

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

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**  
**INTEGRATED READING & WRITING**  
**0401.020**  
**JOHN DEVRIES (Instructor)**

**NOTE: This is an 8-week course.**

**NOTE: This is a Blended/Hybrid course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

## INTEGRATED READING AND WRITING

0401.102

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### **Course Description:**

This course integrates the critical reading and writing skills students need to comprehend and interact with college level texts and produce original college level writing, in standard written English, through generating ideas, drafting, organizing, revising, and editing. Our course focuses on textbook reading and academic writing at a Lexile of 700-1000.

This course fulfills TSI requirements for reading and/or writing. Students will receive four semester hours of credit (3 lecture + 1 lab component)

### **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; the lab completion grade is part of the requirements for this course. If students encounter problems with the Connect Lab, they should communicate with Ke'Sha Lopez ([klopez@mclellan.edu](mailto:klopez@mclellan.edu)) asap. Ms. Lopez is our Connect Lab instructor.

### **How to Excel In This Course !**

**Avoid procrastination**

**Participate in class discussions**

**Communicate with the instructor at least three times per week**

**Complete all reading assignments**

**Complete all writing assignments**

**Complete 100% of CONNECT Lab work**

**Complete Major Project Writing Assignments, including Argument Essay**

**Pass Semester Writing Exam (Argument Essay)**

**Pass Semester Reading Comprehension Exam**

**Exhibit expansive intellectual curiosity**

**Read 15 minutes each day for pleasure**

**Embrace "I Will Try" Growth Mindset**

**Work independently**

**Be proactive**

**Exhibit a positive attitude**

**Help build classroom community**

**Meet deadlines**

**Instructor Information:**

Instructor Name: John DeVries

MCC Email: [jdevries@mclennan.edu](mailto:jdevries@mclennan.edu)

Office Phone Number: (254) 299-8954

Office Location: MCC Faculty Office Building, Room 121

Office/Teacher Conference Hours: Mondays 10 AM – 1 PM

Our instructor is eager to meet with students AT ANY TIME to discuss celebrations, concerns, and challenges re our course. Our instructor is willing to meet students via telephone, Zoom videoconference, or face to face. Any in person meeting (face to face) will require masks.

**Required Text & Materials:**

Title: *Common Ground* Authors: Lisa Hoeffner and Kent Hoeffner

Publisher: McGraw-Hill Education

ISBN: 978-1-260-10458-5

**Software Access Card:** The access card and textbook are packaged together and are available in the MCC Bookstore. The software access card is included in the textbook price. The software access card will be used to complete computer lab assignments.

Note: If you purchase your textbook and card from MCC, there will be a small access card in the Packet. This card contains the code you will need to access the online work !

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom: counseling, tutors, technology help desk, advising, financial aid, etc. A list 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).

**MCC Foundation Emergency Grant Fund**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) ([https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)).

**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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

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**

This class consists of homework, chapter readings from the textbook, other assigned readings, writing projects, and other activities.

Class time will be spent on the concepts from the textbook and other assignments.

Lab time will be spent on McGraw Hill Connect.

Other methods of learning include lectures, group discussion, tutoring sessions with the instructor, discussion boards, annotations of essays and other texts, grammar exercises, and online instructional tools.

**What if I Have Problems?**

If a student has a problem or concern, the student should immediately confer with Mr. DeVries. The student is also encouraged to visit MCC's Center For Academic Excellence.

Free tutoring is available from the Center For Academic Excellence.

(<https://www.mclennan.edu.edu/center-for-academicexcellence/>)

Smartthinking is a free online tutoring service.

(<http://www.mclennan.edu/center-for-academic-excellence/smartthinking>)

Students can improve their research/library reference skills at:

<http://www.mclennan.edu/library>

**Email Policy:**

McLennan Community College would like to remind you of the policy

(<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. **All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.**

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. **Faculty should expect and encourage students to check the college email on a regular basis.** Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

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### **Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

### **Course Objectives and/or Competencies:**

Locate explicit textual information; describe, analyze, and evaluate the information across multiple texts of varying lengths.

Comprehend & use vocabulary effectively in oral communication, reading, and writing.

Identify and analyze the writer's message across a variety of texts

Describe and apply insights gained from reading and writing a variety of texts

Compose texts that demonstrate reading comprehension, clear focus, logical development of ideas, and appropriate language that advances the author's purpose.

Produce paragraphs and brief compositions in Standard English prose

### **How The Connect Lab Works**

Students will log into Brightspace. They will click on Connect Lab and follow the instructions to get started. There are thirteen units to complete in the Connect Lab. Students are expected to complete each unit by the due date.

Students should try to achieve a 100 on each Connect Lab unit; a 70 is a passing grade for each Connect Lab unit. **Students are encouraged to work ahead on Connect Lab work.** Students must invest substantial time to stay on schedule with the Connect Lab work.

### **Course Outline or Schedule:**

**WEEK 1**      Getting Started with the Course

                  Getting Started with Lab and Connect

                  Contact Ms. Lopez (Connect Instructor)

                  Review Syllabus

                  Create Writing Sample

                  HABITS (Behavior, Motivation, Mindset, Creativity, Life Priorities, Daily Reading/Writing)

                  Vocabulary Log

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**WEEK 1 (continued)**

Time Management Log

Chapter 1, “Pathway to Success” (Life Goals, Measures of Success)

3 characteristics for college success (grit, hope, self control)

Chapter 2, “Reading, Writing, Vocabulary”

Chapter 3, “Working With Sentences”

“Milestones”

Other assignments: writings, readings, practices

**WEEK 2**

Chapter 4, “Pre Reading, Pre Writing” (Who, What, Where, When, Why, How)

**Introduction of Writing Project 1 - “What Is Success?”**

Chapter 5, “Main Ideas in Paragraphs”

Chapter 6, “Support in Paragraphs”

Other Assignments: writings, readings, practices

**WEEK 3**

**SUBMIT PROJECT 1**

Annotation of text

**Introduce Project 2 = Argument Essay**

**TEST 1**

Reading Comprehension Exercises

Chapter 7, “Text Purposes/Text Patterns”

Chapter 8, “Outlines, Graphic Organizers, Summaries”

Chapter 9, “Revising and Editing” (Unity, Organization, Development)

Other Assignments: writings, readings, practices

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<b>WEEK 4</b>	<b>Introduce Project 3 = A Song That I Love !”</b> <b>Submit Project 2 = Argument Essay</b> Interpretation of Infographics Chapter 10, “Main Ideas and Support in Essays” Chapter 11, “Critical Thinking = Opinions, Tone, Inferences” Chapter 12, “Reading Arguments and Writing Arguments” Other Assignments: writings, readings, practices
<b>WEEK 5</b>	<b>Submit Project 3 = Movie Essay</b> Textbook Unit 1, “Parts of Speech” Textbook Unit 2, “Write Good Sentences” Textbook Unit 3, “Verbs and Tense” Brief Essay – “Will I Vote in 2020?” Textbook Unit 4, “Using Pronouns Correctly” Other assignments: writings, readings, practices
<b>WEEK 6</b>	Textbook Unit 5, “Adjectives and Adverbs” Textbook Unit 6, “Punctuation” Textbook Unit 7, “Capitalization” <b>SEMESTER READING EXAM</b>
<b>WEEK 7 (Oct 12<sup>th</sup>)</b>	<b>SEMESTER WRITING EXAM</b>



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**Course Grading Information:**

Students' grades will be determined in this manner:

Three Integrated Reading & Writing Projects	Project # 1	10%
	Project # 2	15%
	Project # 3	15%
Connect Lab Work		20%
Daily Homework (Exercises, tests, quizzes, grammar, vocabulary etc)		20%
Semester Reading Exam		10%
Semester Writing Exam		10%
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	Total	100%

Extra Credit assignments may be given at the instructor's discretion.

Mr. DeVries will administer the Semester Reading Exam and the Semester Writing Exam.

**A student must have a Connect Lab average of 70 or higher to take the Semester Writing Exam.**

**Lab Grades.** At the end of the semester, each student will receive a Lab grade. The lab grade will be an average of the scores for each of the Connect modules.

**Course Grades**

Course Average of 90 to 100 =	A
Course Average of 80 to 89 =	B
Course Average of 70 to 79 =	C
Course Average < 70	No Credit

The grade of "I" (Incomplete) is not available in INRW.

**Late Work, Attendance, and Make Up Work Policies:**

Meeting due dates produces a more satisfactory educational experience.

Under normal circumstances, late work will not be accepted.

If it is impossible to meet an assignment deadline, please contact Mr. DeVries.

**Student engagement is essential !** We should feel a strong emotional and intellectual connection to our course because of Mr. DeVries' determination to make this class the best possible experience for students, and because of our enthusiasm and maturity.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respecting other students and the instructor, prompt and regular attendance, communicating in a polite manner, and maintaining an attitude that takes full advantage of this higher education opportunity. These expectations also apply to online learning. Discriminatory comments, cell phone usage, talking, texting, profanity or any threatening or disruptive communication will be grounds for an instructor initiated withdrawal of the student from the class and/or referral to McLennan Community College's Discipline Officer. These behaviors are also unacceptable in an online learning environment.

**Communication**

Students should use MCC email for communication with both instructors. Students are welcome to call Mr. DeVries at 254 733 3891. Generally, we should wait 48 hours for a response to a message. We may receive a response on the same day that we sent an email. If no response is received after 48 hours, please resend the message to make sure it did not enter the spam folder. Email should be written in Standard English, not text messaging language.

\* **[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](https://www.mclennan.edu/highlander-guide/policies.html)  
(<https://www.mclennan.edu/highlander-guide/policies.html>)

There is a STRONG correlation between superior consistent attendance in a college classroom and academic success. Mr. DeVries hopes that every student will compile a 100% attendance record.

### **Instructor's Drop Policy**

A student will be dropped if he or she seems completely disconnected from course work and course assignments and if he or she is absent for more than 25% of the classes. Half of the students will be expected to come to Face to Face class on Mondays and watch the Wednesday class via Zoom videoconference. Half of the students will be expected to come to Face to Face class on Wednesdays and watch the Monday class via Zoom videoconference. Students, whether present or absent, or whether Face to Face or online, are responsible for all material presented or assigned during a course and will be held accountable for such materials in the determination of course grades.

### **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](https://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, 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 at 299-8210. **The MCC Student Counseling Center is a confidential resource for students.** Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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.*