

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

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**INRW 401-052**

**Shane Hall**

**NOTE: This is a 16-week 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.

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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 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.

**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.

**Instructor Information:**

Instructor Name: Shane Hall

MCC Email: shall@mclennan.edu

Office Phone Number:

Office Location: LH

Office/Teacher Conference Hours: TBD

Other Instruction Information:

**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/>

**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/>

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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.

**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.

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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 her/his 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.

**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.

**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.

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- 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 or Schedule:**

<b>Week 1-2</b>	<ul style="list-style-type: none"><li>• Getting Started with the Course</li><li>• Getting Started with Lab and Connect</li><li>• Critical Thinking Skills and Success Strategies (Chapter 1)</li><li>• Annotating Texts and Developing Vocabulary (Chapter 2)</li></ul>
<b>Week 3-4</b>	<ul style="list-style-type: none"><li>• Begin <b>Informative Reading and Writing Project #1</b> (found under Project 4 in <i>Common Places</i>)</li><li>• Individualized Grammatical/Spelling Assessment</li><li>• Thematic Readings</li></ul>
<b>Week 5-8</b>	<ul style="list-style-type: none"><li>• Reading and Writing Processes (Chapter 3)</li><li>• Main Ideas (Chapter 4)</li><li>• Sentence Combining (Unit 4)</li><li>• Additional work time to complete and submit Reading and Writing project #1 at the end of this week (found under Project 4 in <i>Common Places</i>).</li></ul>
<b>Week 8</b>	<ul style="list-style-type: none"><li>• Thematic Readings</li><li>• <b>Reading &amp; Writing Test 1</b></li><li>• <b>Submit Reading/Writing Project #1</b></li></ul>

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<b>Week 9-12</b>	<ul style="list-style-type: none"> <li>• Main Ideas (Chapter 4) and Supporting Details (Chapter 5)</li> <li>• Punctuation and Mechanics (Unit 6 in <i>Common Places</i>)</li> <li>• Begin the second Reading /Writing Project #2: (found under Project 5 in <i>Common Places</i>)</li> <li>• Thematic Readings</li> </ul>
<b>Week 13-15</b>	<ul style="list-style-type: none"> <li>• Supporting Details, continued (Chapter 5)</li> <li>• Text Patterns (Chapter 6)</li> <li>• Spelling and Word Choice (Unit 2, <i>Common Places</i>)</li> <li>• <b>Complete and submit Reading/Writing Project#2</b> and begin <b>Project 3</b> (found under Project 6 in <i>Common Places</i>)</li> <li>• Thematic Readings</li> <li>• <b>Reading &amp; Writing Test 2</b></li> </ul>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Strategies for Reading and Writing Exams (Chapter 15)</li> <li>• <b>Finish/submit Reading/Writing Project 3</b></li> <li>• In-class Reading and Writing work</li> <li>• Thematic Readings</li> </ul>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• <b>(FINAL) EXAM</b></li> </ul>

**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>Connect Work</b> (includes individualized lab work and attendance)		20%
<b>Daily Work/Homework</b> (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
<b>Final Exam</b>		<b><u>20%</u></b>
	<b>Total</b>	<b>100</b>

**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**

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**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.

**Student Behavioral Expectations or Conduct Policy:**

*Describe the behaviors students are expected to demonstrate in class, lab, clinical, including dress policy and reference to the General Conduct Policy in the Highlander Guide. For example, “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.”*

**\* [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>)

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

**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

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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](http://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 by calling 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.*