McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW - 0401 - 112

CAROLYN CARR

NOTE: This is an 8-week course.

NOTE: This is a Blended/Hybrid course.

INTEGRATED READING AND WRITING

0401-112

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.

Prerequisites and/or Corequisites
Prerequisite: READ 0300 or credit by TSI assessmentInsert course description information here from MCC Course Catalog

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:
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!** Do not get behind with your lab or your class work as it is difficult to get caught up. 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!

Instructor Information:
Instructor Name: Carolyn Carr
MCC Email: ccarr@mclennan.edu
Office Phone Number: TBA
Office Location: TBA
Office/Teacher Conference Hours: Wednesday 10-11 a.m. or by appointment
Other Instruction Information:

Required Text & Materials:
Title: *Common Ground*
Author: Lisa Hoeffner, Kent Hoeffner
Edition:
Publisher: McGraw Hill
ISBN: 978-1260-10458-5

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/

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).

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)
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.

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:
- This blended / hybrid course consists of homework assignments, chapter readings from the textbook, integrated reading and writing assignments, three major reading and writing projects, and a final exam
- Class time (face to face or in a Zoom meeting) will be spent applying the concepts learned in homework assignments (face to face or in Zoom)
    - Different learning styles and needs of students will be addressed in the classroom and homework assignments: discussion groups, small group and partner activities, individual reading and writing assignments, online lab exercises, exams, and quizzes
- Online learning will take place in the Connect lab activities (review of grammar, punctuation, and other activities); students may work ahead, but must keep up with the assignments and not fall behind..
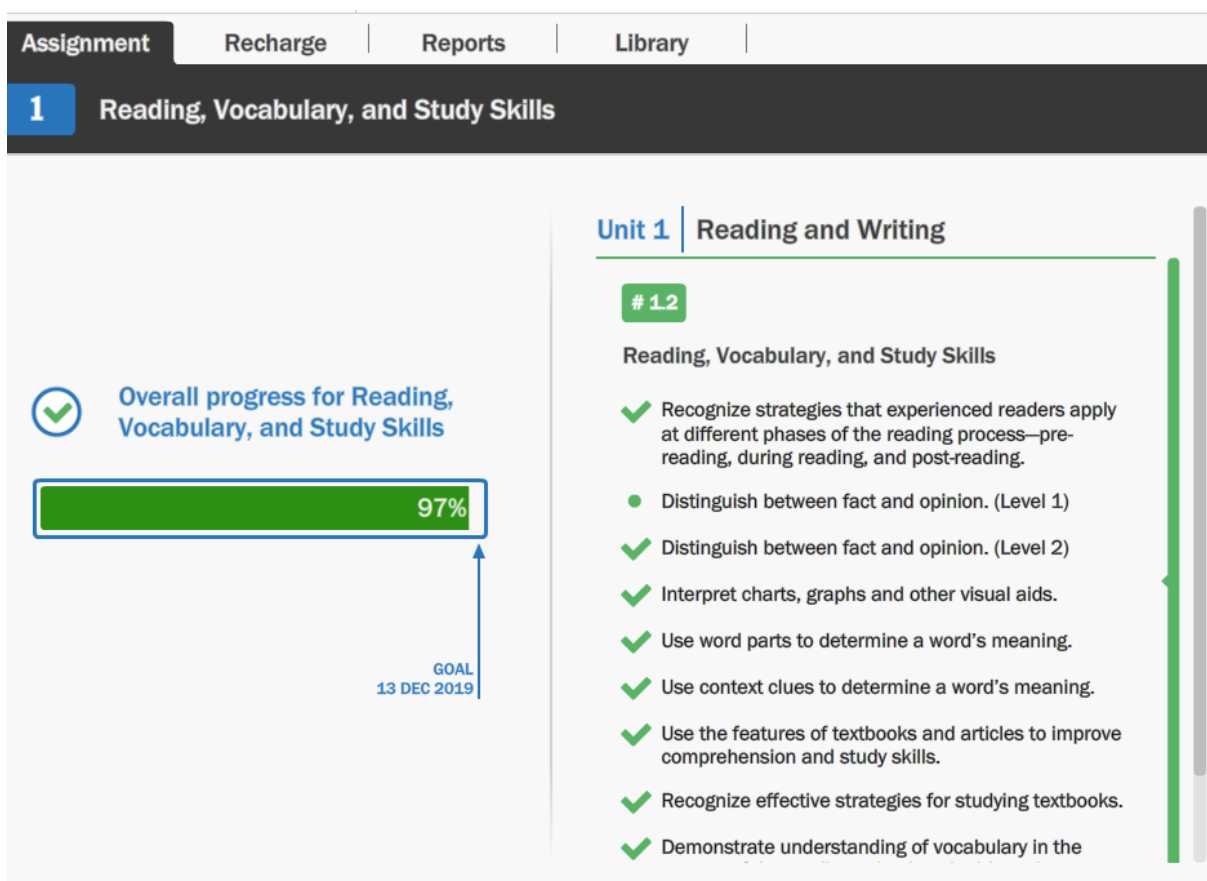
Course Objectives and/or Competencies:
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advances the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

How Connect (the lab) Works

- Students will login to BrightSpace and go to this course. They will click on Connect Lab and follow the instructions there to get started. In the lab, students will have thirteen units to complete. Students are expected to complete each of the units by the due dates they will find in the Connect Lab area in BrightSpace.
- Students should try to achieve a 100 on each unit and definitely no less than 70. A unit with less than a 70 grade will not be counted toward having an overall completion grade of 70. Students may work ahead on lab work. Students who do not complete the entire unit need to put in extra time to keep up.

This example (from Connect lab) shows you how to see the progress you've made on a lab assignment. In this case the assignment is "Reading, Vocabulary, and Study Skills" and the student has achieved 97. Please DISREGARD any dates you see in the Connect lab work online.

| Assignment | Recharge | Reports | Library |

1 | **Reading, Vocabulary, and Study Skills**

Overall progress for Reading, Vocabulary, and Study Skills

97%

GOAL
13 DEC 2019

Unit 1 | Reading and Writing

1.2

Reading, Vocabulary, and Study Skills

✔ Recognize strategies that experienced readers apply at different phases of the reading process—pre-reading, during reading, and post-reading.

● Distinguish between fact and opinion. (Level 1)

✔ Distinguish between fact and opinion. (Level 2)

✔ Interpret charts, graphs and other visual aids.

✔ Use word parts to determine a word's meaning.

✔ Use context clues to determine a word's meaning.

✔ Use the features of textbooks and articles to improve comprehension and study skills.

✔ Recognize effective strategies for studying textbooks.

✔ Demonstrate understanding of vocabulary in the

Course Outline or Schedule:

A general course outline for a week by week description of course topics, major reading and writing projects, and major assignment due dates is included in this Instructor Plan.

A detailed week by week description of course topics, assignments, instructions, due dates and lesson objecctives will be posted in Brightspace Content. In Brightspace Announcements students will be updated at the beginning of each week on any changes to the schedule or assignments, as well as reminders for upcoming major assignments. Since the schedule is subject to change due to the COVID-19 situation, it is recommended that students check the announcements in Brightspace and school emails daily for important information.

Module 1	- Orientation: Getting Started: Chapter 1 & 2 - Log-in to Connect (online lab) - Learn to navigate in Brightspace for Announcements, Assignments, Content, Grades, and Attendance - Log in to Zoom to Join a Meeting - Review Instructor Plan Course Description and Requirements - Success Strategies - Grammar Pre-assessment - Integrated Reading and Writing Assignment - Plagiarism Video and Discussion - Chapter 2: Begin a Vocabulary Journal: Word Families – Forming Nouns and Verbs
Module 2	- Unit 1: Parts of Speech, Nouns and Verbs - Chapter 4: Pre-reading Strategies - Chapter 8: Creating an Outline for an Essay **Begin Project 1: Reading Assignment**
Module 3	- Vocabulary Journal: Forming Adjectives and Adverbs - Unit 1: Parts of Speech, Coordinating Conjunctions - Chapter 3: Using Coordinating Conjunctions to Combine Sentences; Using Commas Correctly; Purposes of Sentences; Characteristics of Effective Sentences

Module 4	• Chapter 9: Checking Assignment Requirements • **Submit Project 1** • **Begin Project 2 (Textbook: "How I Overcame My Stuttering")** • Chapter 4: Pre, During, and After Reading Strategies • Chapter 5: Finding Main Ideas and Identifying Topic Sentences; Characteristics of Effective Topic Sentences; Composing Effective Topic Sentences • Chapter 6: The Role of Support in Paragraphs; Supporting Statements and Supporting Details; Write Conclusions by Restating/Paraphrasing the Main Idea ■
Module 5	• **Submit Project 2** • Chapter 4: Identifying and Avoiding Fragments • Using Synonyms to Avoid Repetition – Handout/posting • Chapter 5: Parallelism • **Begin Project 3 (Textbook Reading: "Multiple Intelligences")**
Module 6	• Chapter 6, Unit II, and video: Recognizing the Role of and Using Transitions • Writing Introductions to an Essay (Handout/posting from *Common Places*) • Chapter 3 and Video (posted in Brightspace): Using Formal Language for Academic Assignments; Avoiding Wordiness; Using Words That Show; Avoiding Contractions and Slang • **Submit Project 3**
Module 7	• Review for the Final Exam • Course Wrap-up • Finish Lab Work
Module 8	**In Class Final Exam with Instructor: Reading and Writing** **If classes have been mandated to be online, the final will be posted in Brightspace with instructors**

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		20%
Daily Work/Homework (Grammar. reading & writing assignments, tests, and quizzes)		20%
Final Exam		20%
		TOTAL 100%

Final Exam. The final exam consists of two related sections: Part 1 (Reading) and Part 2 (Writing). The lecture instructor will administer both parts during the designated final exams week.

Eligibility to take the Final Exam. A student must have an average of 70 or higher in the Connect lab to be eligible to take the final 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 – 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.

Violations of academic integrity (cheating / plagiarism) are considered to be serious and can result in a "NC" grade. Plagiarism and cheating refers to presenting someone else's work as his/her own. A detailed lesson on plagiarism will be presented in a class lesson, and students will be required to pass a quiz on plagiarism – what it is and how to avoid it.

Late Work, Attendance, and Make Up Work Policies:
Late work will not be accepted. Please do not ask to submit work late. If you have an emergency situation that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required.

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. These expectations apply to online learning as well (lab).   In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening/disruptive communication will be grounds for an instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. These behaviors are unacceptable in an online learning environment as well.

* 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
(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 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. 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.*