

# 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 II**

**INRW\_0402\_025**

**INSTRUCTOR: Genevieve McDonald**

**NOTE: This is a 16-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.

**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 and a 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 and the lab completion grade is part of the requirements for this course.

**Instructor Information:**

Instructor Name: Genevieve McDonald

MCC Email: [Gmcdonald@mclennan.edu](mailto:Gmcdonald@mclennan.edu) –Email is the preferred method of contact. I strive to respond to emails by the end-of-day in which they are received, or by the next day if they are sent at night.

Office Location: Faculty Office Building, Room 116

Office/Teacher Conference Hours: Tuesday/Thursday, by appointment—either in-person or online, via ZOOM.

Lab Instructor: Katrina Carmean

Lab Instructor Email: [Kcarmean@mclennan.edu](mailto:Kcarmean@mclennan.edu)

**Required Text & Materials:**

Title: *Common Places 2<sup>nd</sup> Edition*

Author: Lisa Hoeffner and Kent Hoeffner

Edition: 2<sup>nd</sup> Edition

Publisher: *McGraw-Hill*

ISBN: 1260105423. Access to the Connect Lab is included with course enrollment. Do not purchase the access code in addition to your book.

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

Above is a link to the [MCC 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) ([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.

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:**

- As a blended course, learning consists of both online and in-class activities.
- The online portion of this class consists of lab time spent on McGraw-Hill Connect, and activities assigned on Brightspace, such as homework, chapter readings from the textbook, three major writing projects, plus any other activities.
- Class time will be spent applying the concepts you have read about in the textbook.

**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 (Lab) Works**

- Students will login to BrightSpace and go to this course (INRW\_0402\_025).
- They will click on the *Content* tab, select the link for *McGraw-Hill Connect*, 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.
- **The following example (from the Connect Lab) shows you how to see your progress on a lab assignment. In this case the assignment is “Reading, Vocabulary, and Study Skills” and the student has achieved 97. Please DISREGARD any due dates you see in your online Connect lab.**

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:

**NOTE:** This schedule is subject to change. You will be notified about changes in a timely manner, through announcements in class and on Brightspace.

Week	Start Date	Week Overview
1	Aug. 24	<ul style="list-style-type: none"> <li>• Course Introductions, Syllabus Review, and Register for Connect</li> <li>• Part 4/Unit 1—Sentence Combining: Phrases and Clauses</li> <li>• Connect Lab—Unit 1</li> </ul>
2	Aug. 31	<ul style="list-style-type: none"> <li>• Chapter 2—Annotating Texts and Developing Vocabulary</li> <li>• Chapter 3—Previewing Texts and Working with Topics</li> <li>• Part 4/Unit 1—Sentence Combining: Phrases and Clauses</li> <li>• Connect Lab—Unit 2</li> </ul>

Week	Start Date	Week Overview
3	Sept. 7	<ul style="list-style-type: none"> <li>Chapter 4—Identifying Main Ideas and Thesis Statements</li> <li>Chapter 5—Recognizing Supporting Points and Details</li> <li>Part 4/Unit 1—Sentence Combining: Phrases and Clauses</li> <li>Connect Lab—Unit 3</li> </ul>
4	Sept. 14	<ul style="list-style-type: none"> <li>Chapter 7—Organizing, Drafting, and Summarizing</li> <li>Chapter 11—Step-by-Step Guidance for INRW Projects</li> <li><b>Begin Reading/Writing Project 1</b>—Writing a Summary</li> <li>Connect Lab—Unit 4</li> </ul>
5	Sept. 21	<ul style="list-style-type: none"> <li><b>Unit 1 Test</b>—<i>Annotating, Vocabulary, Previewing texts, Topics, Main Ideas, Thesis Statements, Organizing, Supporting Points and Details, Sentence Structure</i></li> <li><b>Project 1 Summary Due- Sept. 25</b></li> <li>Chapter 3—Developing Topics and Prewriting Strategies</li> <li>Connect Lab—Unit 5</li> </ul>
6	Sept. 28	<ul style="list-style-type: none"> <li>Chapter 4—Composing Thesis Statements</li> <li>Chapter 5—Using Supporting Details in Writing</li> <li><b>Begin Reading/Writing Project 2</b>—Working with Informative Texts, p. 405</li> <li>Part 4/Unit 3—Punctuation and Mechanics</li> <li>Connect Lab—Unit 6</li> </ul>
7	Oct. 5	<ul style="list-style-type: none"> <li>Chapter 12—Using Sources</li> <li>Chapter 6—Text Purposes and Patterns</li> <li>Continue Reading/Writing Project 2</li> <li>Part 4/Unit 3—Punctuation and Mechanics</li> <li>Connect Lab—Unit 7</li> </ul>
8	Oct. 12	<ul style="list-style-type: none"> <li>Chapter 8—Titles, Introductions, and Conclusions</li> <li>Continue Reading/Writing Project 2</li> <li>Part 4/Unit 3—Punctuation and Mechanics</li> <li>Connect Lab—Unit 8</li> </ul>
9	Oct. 19	<ul style="list-style-type: none"> <li>Chapter 10—Revising and Editing</li> <li>Continue Reading/Writing Project 2</li> <li>Connect Lab—Unit 9</li> </ul>

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Week	Start Date	Week Overview
10	Oct. 26	<ul style="list-style-type: none"> <li>• <b>Unit 2 Test</b>—<i>Prewriting Strategies, Composing Thesis Statements and Supporting Points, Using Sources, Titles, Introductions, Conclusions, Punctuation and Mechanics</i></li> <li>• <b>Project 2 Informative Essay Due- Oct. 27</b></li> <li>• Connect Lab—Unit 10</li> </ul>
11	Nov. 2	<ul style="list-style-type: none"> <li>• Chapter 6—Basic Elements of an Argument, Classification</li> <li>• <b>Begin Project 3</b>—Completing an Argument, p. 427</li> <li>• Connect Lab—Unit 11</li> </ul>
12	Nov. 9	<ul style="list-style-type: none"> <li>• Revisit Chapter 12—Using Sources</li> <li>• Chapter 9—Inferences and Tone</li> <li>• Continue Work on Project 3</li> <li>• Part 4/Unit 2—Spelling and Word Choice</li> <li>• Connect Lab—Unit 12</li> </ul>
13	Nov. 16	<ul style="list-style-type: none"> <li>• Revisit Chapter 10—Revising and Editing</li> <li>• Continue Work on Project 3</li> <li>• Part 4/Unit 2—Spelling and Word Choice</li> <li>• Connect Lab—Unit 13</li> </ul>
14	Nov. 23	<ul style="list-style-type: none"> <li>• Continue Work on Project 3</li> <li>• Begin Review for Final Exam</li> <li>• Connect Lab—Unit 14</li> <li>• <b>Thanksgiving Break</b> (Starts Wed, Nov. 25)</li> </ul>
15	Nov. 30	<ul style="list-style-type: none"> <li>• <b>Project 3 Due- Dec 4</b></li> <li>• Connect Lab—Unit 15</li> <li>• Final Exam Review</li> <li>• <b>Final Week of Regular Classes—All Connect Work Complete This Week!</b></li> </ul>
16	Dec. 7	<ul style="list-style-type: none"> <li>• <b>Take both parts of final exam in class with lecture instructor.</b></li> </ul>

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**Course Grading Information:**

3 INTEGRATED READING & WRITING PROJECTS	400 POINTS/40% OF TOTAL
Project 1	100 Points/10%
Project 2	150 Points/15%
Project 3	150 Points/15%
CONNECT LAB WORK	200 POINTS/20% OF TOTAL
DAILY WORK & HOMEWORK	200 POINTS/20% OF TOTAL
Unit 1 Test	50 Points/5%
Unit 2 Test	50 Points/5%
Homework, Class Participation, and Quizzes	100 Points/10%
FINAL EXAM	200 POINTS/20% OF TOTAL
<b>TOTAL GRADE</b>	<b>1000 POSSIBLE POINTS/ 100% TOTAL</b>

**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.

**Academic Integrity.** “With regard to cheating, plagiarism or other forms of academic dishonesty, the term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.”

Student’s caught cheating or intentionally plagiarizing another author’s work will not receive a passing grade for the assignment, and in the event of repeat offenses, will face more serious consequences from the department or college, as detailed in the MCC Academic Integrity Statement.

*\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))*

*The link above will provide you with more detailed information about academic integrity, dishonesty, and cheating.*

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

- “Students will be counted absent from class meetings missed, beginning with the first official day of classes.”
- “Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.”
- “Attendance will be determined in terms of participation, as described in the course syllabus. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.”
- Weekly attendance will be monitored through participation, both by joining in-class and completing online lab work. If a student is physically absent from a classroom meeting, he or she will be counted absent for the day. If a student does not complete the week’s lab unit to *at least 70%*, the student will be counted absent for a day.

- **Late work/make-up work will not be accepted.** Students must take initiative to communicate with the instructor about missed materials *and* must complete assigned activities to receive credit. Even when absent from class, students who wish to receive credit for assignments must plan ahead in order to complete their work by the due date.
- In cases of emergency, the student must communicate with the instructor in a timely manner (before or immediately after the incident) in order to make arrangements.

\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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

*Click on the link above for the full college policies on attendance and absences.*

### **Student Behavioral Expectations or Conduct Policy:**

“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.”

This means students are expected to be active participants in the learning process. Students who attend class but do not participate, or *appear* not to be participating—by excessive use of cell phones, doing homework for other classes, keeping earbuds in ears, surfing the internet, sleeping, engaging in disruptive conversation, or refusing to participate in class activities and discussions—will not receive credit for the activity or will be counted absent for the day. In such cases, the instructor will communicate with the student the same day, so they understand the consequences and have an opportunity to correct the issue.

### **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 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.*