McLennan

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

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Integrated Reading and Writing

INRW - 0402 - 052

Megan Kittner

NOTE: This is a 16-week course and this is a

Blended/Hybrid course.

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 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: Megan Kittner

MCC E-mail: mlkittner@mclennan.edu (ensure that the lowercase L comes after the m because there is another mkittner on campus)

Office Phone Number: N/A

Office Location: N/A

Teacher Conference Hours: Monday/Wednesday 5:30-7:30

Other Instruction Information: Email Miss Kittner ahead of time to schedule a meeting.

Required Text & Materials

1. Text: Common Places 2nd Edition Authors: Lisa Hoeffner and Kent Hoeffner

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.

NOTE: If you purchase your text/card from MCC, you will find a small access card in the packet. Do not throw away this card! It contains the access code you will need to get into 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 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:
• Homework time will be used to read the textbook and complete homework assignments.
• Class time will be spent applying the concepts you have read about in the textbook.
• Lab time will be spent on McGraw-Hill Connect and other activities. Students must have at least a 70 average in the classroom and a 70 average in CONNECT to be eligible to take the final.

Course Objectives and/or Competencies:
Learning Outcomes: Upon the successful completion of this course, students will:
• 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 or Schedule:

Each Unit is approximately three weeks of work.

__Unit 1__: Modules 1-4

Getting Started with Lab and Connect

Chapter 7- Organizing, Drafting, and Summarizing;

Introduction to Working with Sources-How to Avoid Plagiarism

Chapter 2- Annotating Texts and Developing Vocabulary

Introductions and Conclusions

Submit Reading/Writing Project #1: Personal Summary

__Unit 2__: Modules 5-8

Chapter 3- Previewing Texts; Introduction Reading and Writing Processes

Grammar and Punctuation Review

Chapter 10- Revising Sentences using Verbal Phrases

Chapter 4- Main Ideas

Submit Reading/Writing Project #2 (Social Media, the Good, the Bad)

Quiz on Major Writing Errors

Major Reading and Writing Test #1

__Unit 3__: Modules 9-11

Chapter 6-Text Patterns

Introduce Project #3

Chapter 13-Basic Elements of Argument

Using Sources

Punctuation and Mechanics Quiz

__Unit 4__: Modules 12-15 Chapter 8- Illustration: Punctuation and Mechanics

Chapter 9- Classification and Review on Using Sources (quiz)

Submit Reading/Writing Project #3- Argument

Major Reading and Writing Test #2

Final Final Exam

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%

Two Integrated Reading and Writing Major Tests 20%

Connect Work (Lab work and attendance) 20%

Daily Work/Homework (quizzes, activities, etc.) 20%

Late Work, Attendance, and Make Up Work Policies:

Students who miss 25% (8 days) of the class will be withdrawn from this course. Late work will result in a lowered grade and will not be accepted after the Friday of the week it is due, and a zero will be applied to your grade. 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 and communicating in a polite and respectful manner. Discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening communication will be grounds for instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer.

Cheating will **NOT** be tolerated. Students who are caught cheating will be reported to Student Discipline for further tracking. Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.

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.

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* 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.*