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 DEVELOPMENT

INRW 0402-126

Dr. Michael C. White

NOTE: This is an 8-week course.
NOTE: This is a Blended/Hybrid course.

.AN EQUAL OPPORTUNITY INSTITUTION   FALL 2020

INTEGRATED READING AND WRITING DEVELOPMENT

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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 computer lab component. Completion of the lab component is graded, and the lab grade is part of the requirements for this course. Please express any problems in completing the lecture part or lab component of this course.

Instructor Information:
Instructor Name: Dr. Michael C. White
MCC E-mail: mwhite@mclennan.edu
Office Phone Number: 254-299-8952
Office Location: FOB 114
Office/Teacher Conference: Monday/Wednesday; 3:30 p.m. - 4:30 p.m.

Required Text & Materials:
1. **Text:** *Common Ground ULN*   Author: Hoeffner; ISBN# 978-1-259-79564-0
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.
3. 3 colored highlighter markers.

Here is a link to the MCC Bookstore. NOTE: PLEASE consider carefully before purchasing textbooks *by mail* from the MCC Bookstore. Long delays in receiving texts have been reported.
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:
There are 3 parts to the organization and procedures of this course:
- Classroom time is structured to apply the concepts from the textbook.
- 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.
- Lab time is to build and apply skills via the McGraw-Hill Connect software activities.

➢ **A minimum 70-points average in classroom-based work, and a 70-points average on the CONNECT platform to be eligible to take the TWO-PART COURSE EXIT (FINAL) EXAM.**

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.
- 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.

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Course Outline or Schedule:

8-week & dates	Course Content
8/24 - 8/26	• Introduction to the course and the instructor; • getting started with Connect Lab; • dictionary utilities.
8/31- 9/2	• • <u>Intro to The Reading Process</u>; • point and support; annotating; • identifying the elements of a text; • Intro. to Project 1 (**summary writing**).
9/7-9/9	• **LABOR Day Holiday** (**NO CLASS** meeting); • <u>Intro to The Writing Process</u>; • a writing diagnostic; • point and support, AGAIN!; • critical thinking in writing; • intro to Academic Writing Center. • <u>Annotating practice.</u>
9/14 -9/16	• <u>Integrating the Two Processes</u>; • **Project 1 due: 9/16** • intro to Project 2 (**informative writing**); • **Midterm exam activity: 9/16**
9/21-9/23	• Pronoun usage, • avoiding the 3rd person pronoun in academic writing.
9/28-9/30	• Project **2 due: 9/30** • intro to Project 3 (**argument/persuasive writing**). • Prepare for Final Exam.
10/5-10/7	• Project 3 **due: 10/7** • Prepare from final exam.
10/14/2020	• **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%
Lab Connect Work (includes individualized lab work & attendance)		20%
Daily Work/Homework (Chapter quizzes, vocabulary/punctuation/grammar sentence structure exercises/quizzes, etc.)		<u>20%</u>

Total 100%

I use a points system that we will discuss for your further understanding and clarity.

       Final Exam: While the final exam (EXIT Exam) does not count toward the final average, to pass the course, passing the final exam is REQUIRED. The final exam or course EXIT EXAM consists of two sections:

Part 1—the Reading Comprehension Exit Exam and,
Part 2—the Reading/Writing Skills Exit Exam.

In addition, every student **must be eligible** to take the course exit exam. A minimum 70-points average in classroom-based work, and a minimum 70-points average in Connect computer lab work to be eligible to take the FINAL EXAM. Failing the final exam, **but** a passing average in the course, leads to the NC grade for the course.

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 "I" grade (incomplete) is not available in INRW 0401.

Late Work, Attendance, and Make Up Work Policies:
Students who miss 20% of the class will be withdrawn from this course.

I DO NOT ALLOW neither "late", nor "make up" nor, "extra credit" for missed assignments and coursework! Meaning, I will not, or do not, count any late assignments towards points for your course grade! Our course calendar allows you plenty advance time for you to plan and complete our assigned coursework. The due dates are firm!

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 expectation is further explained in the General Conduct Policy of the Highlander Guide.

* 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.

The Center for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate

ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

* 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.
The link above describes the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

A student will be dropped if he or she is absent for 20% or more of the course. Lab attendance is included in this percentage.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. 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.

Please refer to the Highlander Guide for more information about the general attendance requirements established by MCC.

Should there be a need to consider dropping the course, please first meet with the instructor to discuss. Please keep in mind that students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas. That means you may only drop six classes in Texas institutions, regardless of the college you attend. For example, if you dropped six classes at University of Texas last year, you are not eligible to drop any more classes at MCC or anywhere else in the state of Texas.

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.