

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **INTEGRATED READING AND WRITING**

**INRW\_0402\_128**

**J.L. Crawford**

**NOTE: This is an 8-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 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 to pass this course.

### **Instructor Information**

Instructor Name: J.L. Crawford

MCC E-mail: [jcrawford@mclennan.edu](mailto:jcrawford@mclennan.edu)

Office Phone Number: 254-299-8925

Office Location: Faculty Office Building, Room 116

**Office/Teacher Conference Hours:** TTH 11:00 A. M. to 11:30 A. M.

### **Required Text & Materials**

A mask is required at all times.

Text: *Common Places* 2<sup>nd</sup> Edition Authors: Lisa Hoeffner and Kent Hoeffner\

Publisher: McGraw Hill, Copyright: 2019 Access will be provided.

**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) ([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>)

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:**

I expect and encourage students to check the college email on a regular basis. **Masks and social distancing are REQUIRED.** Therefore, there may be times in this course when you might be expected to use your cell phone to call me during class time if you have questions.

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**

- The hybrid portion of this class consists of homework time, chapter readings from the textbook and three major projects in this course, plus any other activities.
- 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.

### **Course Objectives and/or Competencies**

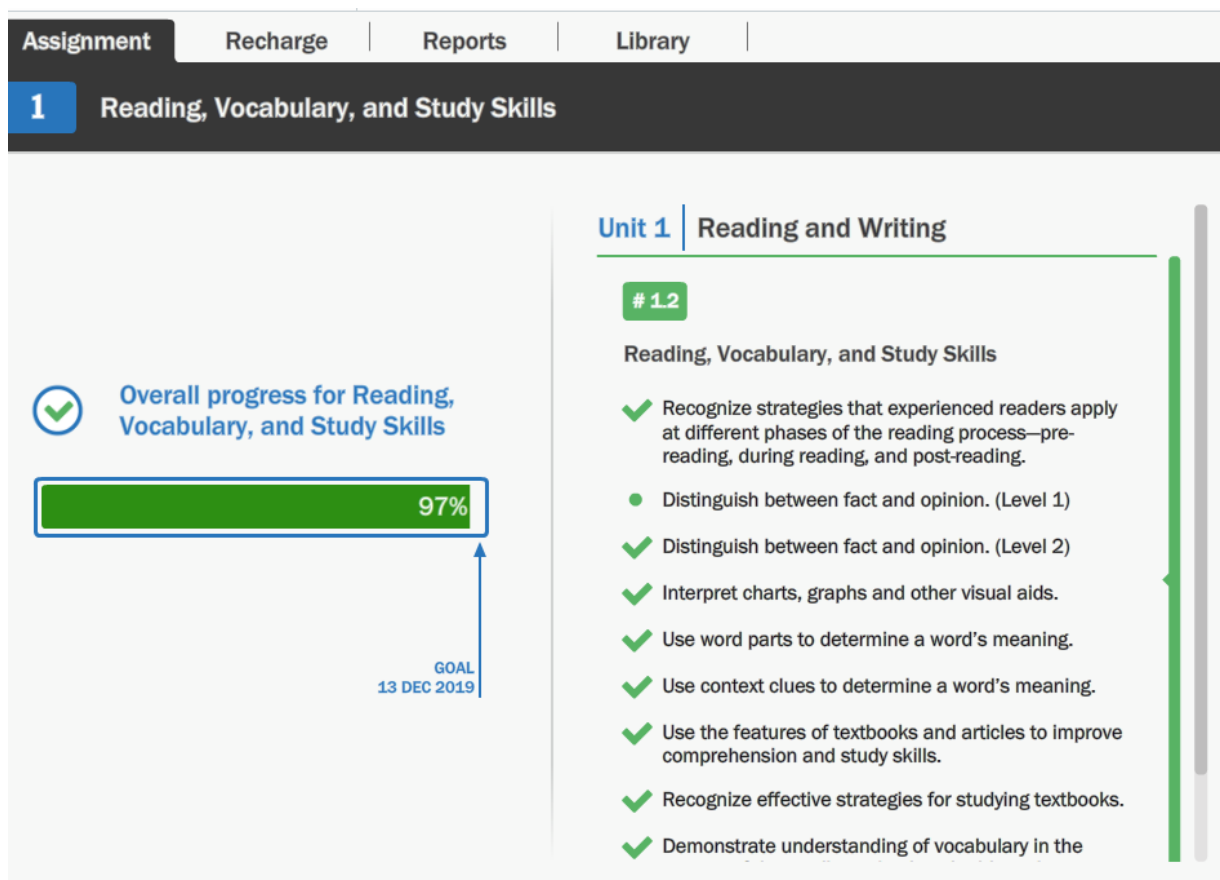
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, 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.



### Course Outline

Integrated Reading and Writing  
INRW 0402-128

Week 1 -	<i>Getting Started with Lab and Connect</i>
Week 2 -	<p><b>Chapter 7--</b> Organizing, Drafting and Summarizing -- <b>page 232</b></p> <p><b>Chapter 12--</b> Introduction to Working with Sources page – <b>page 454</b>, How to Avoid Plagiarism-- <b>pages 476 and 495.</b></p> <p><b>Chapter 2--</b> Annotating Texts and Developing Vocabulary: Plagiarism Assignment – <b>pages 26 to 32.</b></p> <p><b>Chapter 8--</b>Titles, Introduction, and Conclusions – <b>page 257</b> <i>Start Reading/Writing Project #1)</i></p> <p><b>Chapter 3--</b> Previewing Texts and Working with Topics – <b>page 50</b> Review <b>Chapter 7-- page 232</b></p> <p><b>Chapter 11-- (Summary Assignment) – page 396</b> <i>Introduce Reading/Writing Project #1 (A SUMMARY; Working with a Text to Create a Summary) <u>due at the end of Week 3</u></i></p>
Week 3 -	<p>Reading and Writing Processes (<b>Chapter 3 continued</b>) (<i>Start major reading and writing project work</i>)</p> <p>Grammar and Punctuation Review, <b>Unit 3</b> Punctuation and Mechanics (Including Fragments and Run-ons) — <b>page 571</b></p> <p><b>Chapter 10--</b>Revising and Editing – <b>page 326</b> <i><u>Project #1 A Summary – due</u></i></p>
Week 4 -	<p><b>Chapter 4--</b>Main Ideas –<b>page78</b></p> <p><b>Chapter 5--</b>Support for Main Ideas – <b>page 117</b></p> <p><i>Introduce Reading/Writing Project #2 Social Media – page 405</i></p> <p><i>Major Reading/Writing Project #2— <u>due at the end of Week 5</u></i></p> <p><b>Chapter 6--</b>Basic Elements of Argument – <b>page 218</b> <b>Major Reading and Writing Test #1</b></p>
Week 5 -	<p><b>Chapter 6--</b> Text Purposes and Text Patterns – <b>page 148</b></p> <p><i>Introduce Major Reading/Writing Project #3; (Impact of Walmart -- page 427</i></p> <p><i>Major Reading/Writing Project #3—Argument (Taking a Position Using Sources) <u>due at the end of Week 7</u></i></p> <p><b>Chapter 6--</b>Basic Elements of Argument – <b>page 218</b> <i><u>Project #2 Social Media –due</u></i></p>
Week 6 -	<p><i>Introduce detailed instructions for Major Reading/Writing Project #3; Finish Information Sheets on additional articles for Project #3 and write draft.</i></p> <p><b>Unit 3--</b>Punctuation and Mechanics, <b>page 571</b> Continued</p> <p><b>Chapter 9--</b>Inferences and Tone Classification &amp; Review on Using Sources</p>
Week 7 -	<p><i><u>Finish all lab assignments (by 11:59 p.m.) end of this week or according to the lab instructor's instructions.</u></i></p> <p><b>Major Reading and Writing Test #2</b> <i><u>Project #3 Walmart –due</u></i></p>
Week 8 -	Take both parts of final in the classroom with the lecture instructor.

### **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 (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Final Exam		20%
		<hr/> <b>Total 100</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.

### **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.

### **Communication**

Students should use MCC email for communication with both instructors. MCC has a spam control and outside email addresses may not get to us. You may also call us at the phone numbers we have shared with you. This message will also go to the lecture instructor's email. While it is appropriate to wait up to 48 hours for a response to a message, you may receive a response the same day you send your email. After 48 hours, if no response is received, you should resend the message to make sure it did not go to the spam folder. Email must be written in Standard English, not text messaging language. (We are not grading your email messages, but do expect you to write in such a way that your message is clear and understandable.)

#### **\* 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>)

### **Instructor's Drop Policy**

A student will be dropped if he or she is absent for 25% or more of the course. Lab participation is also measured. A student who fails to complete 2 or more Connect modules by their due dates will be withdrawn. Students, whether present or absent, whether face to face or online, 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.



### **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](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.