McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW - 0402 - 204

PROFESSOR: STEPHANIE TOLBERT

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

Course Description:
This course integrates the critical reading and academic 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.

Prerequisites and/or Corequisites:
READ 0301 and ENGL 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: Professor Stephanie Tolbert
MCC Email: stolbert@mclennan.edu
Office Phone Number:
Office Location: Room 202
Office/Teacher Conference Hours: 11:00 a.m. -11:15 a.m.
Other Instruction Information:

Required Text & Materials:
Title: Common Places
Author: Hoeffner
Edition: 2nd
Publisher: MCGRAW HILL CREATE (CUSTOM PUBLISHING)
ISBN: 9781264263851

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:
- 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.

Course Outline or Schedule:

Week 1 **10/19**	Connect: E-Version register for Connect, Review Syllabus Discuss: 3-Ring binder, Plagiarism (Pg. 476) Chapter 1 and 2 (Annotating Texts and Developing Vocabulary, Pg. 24)
10/21	Other Assignments: Writings and Practices Chapter 3-Previewing Texts (Pg. 50) Chapter 4-Main Ideas (Pg. 78)
Week 2 **10/26**	**Introduction of Project 1**: Working with a Text to Create (Pg. 396) Definitions and Sentences, Class Writing Project Chapter 5-Supporting Details (Pg. 117) Chapter 6-Text Patterns (Pg. 148)
10/28	Chapter 7-Organizing, Drafting, and Summarizing (Pg. 232) Chapter 8-Titles, Introductions, and Conclusions (Pg. 257) Chapter 9- Classification (Pg. 290)
Week 3 **11/2**	**Project 1 Due** (Pg. 396), **Introduction of Project 2**: Working with Informative Texts (pg. 405), Chapter 11 Review (Pg. 366)
11/4	Major Reading & Writing Test #1, Vocabulary Test
Week 4 **11/9**	Continue Chapter 11 (Pg. 366), In-Class Writing Assignment Grammar and Puntuation Review (Unit 1, Pg. 498 – Unit 2, Pg. 548 – Unit 3, Pg. 571)
11/11	Rough Draft of Project 2 due, In-Class Writing Assignment
Week 5 **11/16**	In-Class Writing Assignment, Major Reading and Writing Test #2 (Multiple Choice)

11/18	**Project 2 Due** (Working with Informative Texts (pg. 405), **Introduction to Project 3** (Completing an Argument Project, The Impact of Walmart Pg. 427)
Week 6 **11/23** **11/25**	In-Class Writing Assignment, Vocabulary Quiz, Notebook Check ***Thanksgiving Break***
Week 7 **11/30** **12/2**	T.B.A. Zoom Meeting @ 9:35 a.m. – 11:00 a.m., Review Project 3 Final Major Reading and Writing Test #2
Week 8 **12/7** **12/9**	Review for 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%
Connect Work		20%
Daily Work/Homework (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		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.

(www.mclennan.edu/academic-integrity)
The website above will provide you with information about academic integrity, dishonesty, and cheating.

Late Work, Attendance, and Make Up Work Policies:

Late work will be accepted, but **20%** will be deducted from your score each day the assignment is 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.*