

**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\_Section\_130**

**Professor Wendy Hogan**

**NOTE: This is an 8-week Hybrid course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

### **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:***

Due to the course being a hybrid, please make sure to access Brightspace often. I recommend checking Brightspace and your email once a day, Monday through Friday. Taking notes will be essential, come to class everyday prepared to write. No cellphone usage during class.

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course.

This course has a dedicated SI student tutor to help in the class. Your SI will schedule sessions with the class, usually via Zoom. These sessions are mandatory and will count towards your attendance and grade.

The best way to communicate with me is by e-mail. I usually respond to e-mails within 24 hours. Please feel comfortable to contact me if you have any questions or concerns about the course. It is advisable that you check class announcements in Brightspace and MCC e-mail regularly. When you send an e-mail, include your name, last name, and section number. I do have an office number, but it does not have voicemail, please only call my office number during listed office hours

### ***Instructor Information:***

Instructor Name: Wendy DeLa Rosa (Hogan)

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

Office Phone Number: 254-299-8953, or I can give out my cell number upon request

Office Location: FOB 119

Office/Teacher Conference Hours: TBD. You may always request an appointment via Zoom.

Other Instruction Information: cell # 254-644-5220 (Text or call in case of emergency only)

Instructor's Name:

MCC E-mail:

Office Phone Number:

Office Location: Faculty Office

Office/Teacher Conference Hours:

### ***Required Text & Materials:***

1. Text: *Common Places 2<sup>nd</sup> 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.**

### **Suggested Text:**

Title: MLA Handbook

Edition: 8<sup>th</sup>

ISBN: 9781603292627

By: Modern Language Association of America

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

### **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.

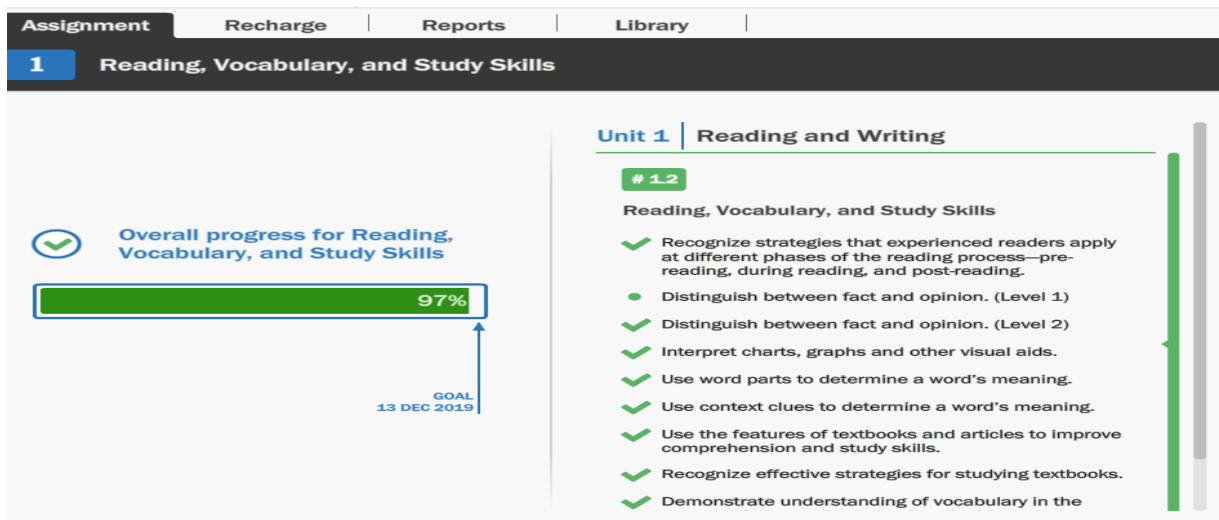
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5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advances the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies 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.



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***Course Outline or Schedule:***

*\*Course schedule is subject to change, students will be notified via student email, in-class announcements, and/or Brightspace announcement.*

INRW 0401/0402 Combined Schedule with SI Tutor:

<b>Week #</b>	<b>Content</b>	<b>SI Schedule</b>	<b>Estimated Week Start Date</b>
<b>Week 1</b>	Syllabus- Orientation  Syllabus Quiz  Plagiarism/ Using Sources- Chap 12  Writing Processes- Chap 7  Parts of Speech  Reading Strategy 1	Annotating Texts and Developing Vocab- Chap 2	<b>August 24th</b>
<b>Week 2</b>	Main Ideas/ Supporting Main Ideas- Chaps 4 &5 Paragraph & Essay Structure Summarizing- Chap 7 Project 1- Summarizing Quiz Reading Strategy 2	Phrases and Clauses Periods, Question Marks & Exclamation Points  Vocab	<b>August 31st</b>
<b>Week 3</b>	Titles, Intros, & Conc.- Chap 8  Revising and Editing- Chap 10 Text Structures- Description, Order & Sequence, Compare & Contrast  Reading Strategy 3  Quiz  Complete Project 1	Commas  Vocab  Review for midterm.	<b>September 7th</b>
<b>Week 4</b>	MLA Formatting Begin Project 2 Midterm  Quiz	Semicolons & colons  Vocab	<b>September 14th</b>

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	Library Day (databases)  Reading Strategy 4		
<b>Week 5</b>	Complete Project 2  Quiz  Text Structures- Cause & Effect, Problem/Solution, Persuasion Inference & Tone-Chap 9  Reading Strategy 5	Quotation marks and ellipsis  Vocab	<b>September 21th</b>
<b>Week 6</b>	Begin Project 3  Research  Quiz  Logical arguments  Using Sources- Chap 12  Reading Strategy 6	Word Choice/ Misused Words  Vocab	<b>September 28th</b>
<b>Week 7</b>	Complete Project 3  Quiz  Continue research and logical arguments  *Finish all lab assignments (by 11:59 p.m.) end of this week or according to the lab instructor's instructions.	Cliches and Slang  Review essays  Review for final	<b>October 5th</b>
<b>Week 8</b>	Final Exam		<b>October 12th</b>

***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%

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Connect Work	20%
Daily Work/Homework (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)	10%
Midterm and SI sessions	10%
Final Exam	20%

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**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.

**SI Tutor.** This course has an attached student tutor with the course. You will have mandatory Zoom or Face to Face sessions each week with the student tutor. This is a portion of your grade and is counted among your attendance. Failure to attend student tutor sessions may result in a lower grade or being dropped from the course.

### 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.

\*Cheating and/or plagiarism will not be tolerated for any reason. Any assignments found to have plagiarism will receive a 0 for the assignment. The student will receive a warning and will be reported for academic dishonesty. If plagiarism occurs again during the timeframe of this course, the student will receive a 0 for the course and asked not to return to class.

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

All work is due by the beginning of the class period it has been assigned. Late work will not be accepted.

On-campus students will be withdrawn from the class when they have missed 25% of the class before the last day for student-initiated withdrawals. Absences will be recorded from the first-class meeting.

Attendance will be calculated differently due to the course being blended. To be counted fully present each week, students must come to both in person class days on campus, submit a minimum of one assignment online, and attend the SI Zoom session. If a student misses 25% of the course (or a combination of 4 days, assignments or Zoom sessions) they can be dropped from the course.

### ***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. Phone calls and texts will not be tolerated in class. If you have an emergency situation arise, please take your conversation into the hallway.

### **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 we do expect you to write in such a way that your message is clear and understandable.)

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

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

The college requires instructors to take attendance. A student will be dropped if he or she is absent for 25% or more of the course. For an online course, attendance will be measured by assignments. Lab participation is also required. Students who fail to complete the Connect modules by their due dates may also be dropped. Students, whether present or absent, whether



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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 and withdrawals.

- \* 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.

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## ACADEMIC RESOURCES/POLICIES

### **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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at [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 notified via 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.

### **Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> 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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**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. For additional information, please visit [www.mclennan.edu/disability](http://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

**Title IX:**

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.