

**McLennan**  
C O M M U N I T Y  
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WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTEGRATED READING AND WRITING**

**INRW 0401 – SECTION 018**

**Lecture Instructor: Katherine Cook**

**Lab Instructor: Lois McDowell**

**NOTE: This is a 16-week Hybrid/Blended 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> 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**

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: Katherine Cook

**MCC E-mail:** kacook@mclennan.edu

*(Please note that this is “kacook,” not “kcook.” If you send it to “kcook,” it will go to someone else, who is getting tired of getting essays from my students.*

**Phone Number:** Please use 254-498-4997. This is my cell phone.

**Faculty Office:** My office is LA 212, but I will stay in our classroom for 30 minutes before and after class in case you need to talk to me. You are also welcome come early or stay and work on homework. If you need privacy, we can move to upstairs to the office.

**Teacher Conference Hours:** Monday and Wednesday 12:30 to 1:00 in LA 109 or by appointment

Other instructor information: Your lab instructor is Lois McDowell. Her email address is lmcowell@mclennan.edu.

### **Required Text & Materials**

Text: *Common Ground*

Authors: Lisa Hoeffner and Kent Hoeffner

Publisher: McGraw Hill Copyright: 2019

**Note: You will need to acquire a copy of the text as soon as possible. You will be given reading assignments and we will be going over exercises directly from the book during class.** Here is a link to the [MCC Bookstore](http://www.mclennan.edu/bookstore/). (<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 writing projects, a reading comprehension exam, a midterm exam including reading comprehension assessment, and a final/exit exam.
- Class time will be spent applying the concepts you have read about in the textbook.
- Lab time will be spent on McGraw-Hill Connect. Lab time is completely online and outside of lecture classroom time.

**Course Objectives and/or Competencies:**

1. Locate explicit textual information; 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. Describe, analyze and evaluate information within and across a range of texts.
4. Identify and analyze the author's message across a variety of texts.
5. Describe and apply insights gained from reading and writing a variety of texts.
6. 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.
7. Demonstrate ability to use an effective writing process to produce paragraphs and brief compositions in Standard English prose.
8. Recognize and apply the conventions of Standard English in reading and writing.
9. Improve our punctuation mechanics.
10. Improve our spelling proficiency.
11. Expand our vocabulary.
12. Develop disciplined habits of reading and writing regularly.

**How Connect (the lab) Works**

- Lab work consists of a series of online **units** which you will do **on your own**. This lab work is **in addition to** the work you will do in class, and the work assigned by your lecture instructor. Your grade in lab will count **20 percent** of your course grade. The lab uses a program called CONNECT written by McGraw-Hill. Your ability to access Connect is included in your tuition for this course, so you should not need an access code. The lessons are self-paced, but you will need to complete all of them by the end of the semester.
- Your lab instructor is Lois McDowell. You can contact her at [lmcdowell@mclennan.edu](mailto:lmcdowell@mclennan.edu).

# Integrated Reading and Writing

## INRW 0401 Section 019

### Course Outline

|   |  |
|---|--|
| <p><b>Unit 1</b><br/><i>Writing Practice</i></p> <p><b>Week 1</b></p> <p><b>Week 2</b></p>      | <p>Getting Started with Lab and Connect</p> <p><i>Unit 1, Task 1</i></p> <p>Read Chapter 1, pages 3-10a, and complete Practices 1 and 3.</p> <p>Read Unit 1 in the text, pages 328-346, Parts of Speech. Complete the Combined Practice on page 346.</p> <p><b>Interview one of your classmates and find out eight things about them.</b></p> <p><i>Unit 1 Task 2</i></p> <p>Read Chapter 1, pages 10b-20, complete Practices 5, 6 and 8, and answer the questions under “Reflecting on Your Learning” on page 20.</p> <p><b>Write a short essay (150 words) answering one of these two questions:</b></p> <p>If you were a musical instrument, which one would you be and why?</p> <p>Of all the animals in the world, which one are you most like and how are you like it?</p> |
| <p><b>Unit 2</b><br/><i>Writing a Summary</i></p> <p><b>Week 3</b></p> <p><b>Week 4</b></p>     | <p>Unit 2: Mastering MLA Style (formatting a paper, citing sources, doing Works Cited page)</p> <p>Learning to write a college essay</p> <p>FIRST MAJOR WRITING PROJECT</p> <p><i>Unit 2 Task 1</i></p> <p>Practice setting up an essay in the correct format.</p> <p>Read Chapter 13 pages 278-289.</p> <p><b>Begin working on a 200-word summary of an article I will give you. We will go over this in class.</b></p> <p><i>Unit 2 Task 2</i></p> <p>Watch the video “You Can Write an Essay (No, really!) in this unit on Brightspace</p> <p><b>Turn in your outline and first draft of your 200-word summary.</b></p>   |
| <p><b>Unit 3</b><br/><i>Reading Comprehension</i></p> <p><b>Week 5</b></p> <p><b>Week 6</b></p> | <p><i>Unit 3 Task 1</i></p> <p>Read Chapter 5 pages 89-98, Complete Practice 1.</p> <p><b>Complete Reading Comprehension Practice Exam.</b></p> <p><i>Unit 3 Task 2</i></p> <p>Watch PowerPoints on annotation and reading comprehension. Turn in grammar and reading comprehension exercises that you will be given in class.</p> <p>Read, annotate, and outline the article “Hunger Brings Conflict; Food Brings Peace.” (There will be a physical handout and the article will be in this section on Brightspace).</p> <p>Read Chapter 6 pages 106-116 and Complete Practice 5.</p> <p><b>Reading Comprehension Exam</b></p>  |

# Integrated Reading and Writing

## INRW 0401 Section 019

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| <p><b>Completion of Units 2 and 3</b></p> <p><b>Weeks 7-8</b></p>                                      | <p><i>Completion of Unit 2</i><br/>Individual Consultations on your Summary.<br/><b>Turn in revision of your Summary.</b></p> <p><i>Completion of Unit 3</i><br/><b>Midterm Exam</b></p>  |
| <p><b>Unit 4</b><br/><i>Writing a Narrative Essay</i></p> <p><b>Week 9</b></p> <p><b>Week 10</b></p>   | <p>Unit 4: Learning to Write a Narrative Essay<br/>SECOND MAJOR WRITING PROJECT</p> <p><i>Unit 4 Task 1</i><br/>Unit 2 in the text, Writing Good Sentences, pages 349-370.<br/><b>Consult with me about your topic for your Narrative Essay.</b></p> <p><i>Unit 4 Task 2</i><br/>Unit 2 in the text, Writing Good Sentences, pages 371-386.</p> <p><i>Unit 4 Completion</i><br/>Consultations on Persuasive Essay<br/><b>Turn in first draft of 250-word Narrative Essay</b></p>  |
| <p><b>Unit 5</b><br/><i>Writing a Persuasive Essay</i></p> <p><b>Week 11</b></p> <p><b>Week 12</b></p> | <p>Unit 5: Formatting, Researching &amp; Working with Sources<br/>THIRD MAJOR WRITING PROJECT</p> <p><i>Unit 5 Task 1:</i><br/>Chapter 12 pages 250-261 and complete Practices 1-4.<br/><b>Consult with me about your topic for your Persuasive Essay</b></p> <p><i>Unit 4, Task 2</i><br/>Read Chapter 12 pages 262-267 and answer the questions under “Reflecting on Your Learning on page 267.</p> <p><i>Unit 4 Completion:</i> <b>Turn in 300-word Persuasive Essay</b></p> <p><i>Unit 3 Completion:</i> <b>Turn in revised Narrative Essay</b></p> |

## Integrated Reading and Writing

### INRW 0401 Section 019

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|--|---|
| <b>Unit 6</b><br><i>Revising and Editing</i><br><br><b>Week 13</b><br><br><br><b>Weeks 14-15</b> | <p>These two weeks will be spent finishing and revising all writing projects.</p> <p>Unit 6, Task 1<br/>Read Chapter 9 on Revising and Editing.<br/>Complete handout Revision Exercises.</p> <p>Unit 6, Completion<br/>Consultation on <b>Persuasive Essay</b><br/> <b>Turn in revised Persuasive Essay</b></p> |
| <b>Week 16</b>   | <p><b>Finishing up, FINAL EXAM</b></p> <p>All lab assignments are due by the end of the last week of classes, or according to the lab instructor's instructions.</p> <p>On the day of the final, you will take both parts of the final with the lecture instructor.</p>   |

### Course Grading Information:

Students' grades will be determined in the following manner:

|   |            |     |
|---|------------|-----|
| Three Integrated Reading and Writing Projects   | Project #1 | 10% |
|   | Project #2 | 10% |
|   | Project #3 | 10% |
| Midterm Exam  |            | 10% |
| Daily Work/Homework/Attendance<br>(Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.) |            | 20% |
| Lab/Connect Work  |            | 20% |
| 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.

### **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 is not generally accepted. 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. Attendance will be taken at each class meeting. If you are consistently tardy or leave early, you will be counted absent. If you miss more than eight class meetings, you are in violation of MCC’s attendance policy.

### **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 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.

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

(<https://www.mclennan.edu/highlander-guide/policies.html>)

### **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 (without permission), 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.

*\* 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

### **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 <https://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 <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://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.

**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).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. 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. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**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.