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

INRW_0401_087

LECTURE INSTRUCTOR:

Rachel Kramer, MLIS, MALLT
Research Librarian, Library Services

LAB INSTRUCTOR:

Claudette Jackson, Ed.D.
Director, Diversity, Equity & Inclusion

NOTE: This is a 16-week, fully online 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.

What that actually means: This class will begin to teach you the reading skills needed to understand college-level writing. You will also learn the skills needed to begin writing at a college level. You will read essays, textbook chapters, and other materials. You will also practice the different steps of writing. You will continue to learn and practice these skills in INRW 0402.

The course fulfills TSI requirements for reading and/or writing.
Semester Hours: 4 (3 lecture and one lab component).

PREREQUISITES (Requirements to take this course)

READ 0300 or credit by TSI assessment.

COURSE NOTES

This course includes a lab component. The lab isn't a science laboratory! It's an online program called McGraw-Hill Connect where you will complete grammar exercises. Dr. Claudette Jackson is the lab instructor for this course.

You cannot pass this course if you do not complete the lab activities.
You cannot take the final exam unless you have a 70% in the lab activities.

LECTURE INSTRUCTOR INFORMATION
Instructor Name: Rachel Kramer
E-mail: rkramer@mclennan.edu   **Zoom Room:** 465 154 9689
Office Phone Number: (254) 299-8390   **Texting Phone Number:** (254) 500-3743

Office Location: LTC 305M (in the library, above the cafeteria. The LTC has a statue out front.)
Office Hours: 8 – 9 am & 4 pm – 5 pm Monday – Friday
I am on campus Monday – Friday from 8 am–5 pm. However, sometimes I teach library classes and am unavailable. Please contact me in advance if you would like to meet outside of office hours. We can meet in-person or over Zoom or phone. I am always happy to help!

REQUIRED TEXTBOOK & OTHER MATERIALS
Text: Common Places 2nd Edition   **Publisher:** McGraw-Hill
Authors: Lisa Hoeffner and Kent Hoeffner   **Copyright:** 2019

MCC Bookstore Website: https://www.mclennan.edu/bookstore

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.

The textbook is included in your tuition and is not an extra cost!
If you get your textbook from MCC, you will find a small access card in the pocket. The card contains the access code you need to get into the lab.

METHODS OF TEACHING AND LEARNING (How this class is organized)
This is a fully online course. It will take place in MCC's Learning Management System, Brightspace, at brightspace.mclennan.edu.

Expect to spend *at least* four hours each week on this course:
- Readings, discussion posts, the three major projects, and other activities will take at least three hours each week.
- Lab activities will take at least one hour each week. Lab time will be spent on McGraw-Hill Connect and other activities.

COURSE GOALS (what you'll be able to do at the end of this course)
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.

McGRAW HILL CONNECT (the lab)

- Dr. Claudette Jackson is the lab instructor for this course.
- Log in to Brightspace and go to this course. Click on Content, then Getting Started On Your Connect Lab. Follow the instructions to get started. You will have 13 lab units to complete. You must complete each of the units by the due dates.
- Try to score 100% on each unit and no less than 70%. A unit with a score of less than 70% will not be counted toward having an overall completion grade of 70%. I encourage you to work ahead on lab work! If you do not complete the entire unit by the due date, you will have to put in extra time to keep up.

COURSE SCHEDULE

Please note: Every INRW class is different because every student has different reading and writing skills. I may change certain readings and assignments after I get to know you and your skills. I will give advance notice of any changes. The due dates for labs, projects and the final exam will NOT change.

Essays, activities, exams, and other assignments are always due on Sunday nights by 11:59 pm.
First discussion posts are always due on Thursday nights by 11:59 pm.
Discussion responses are always due on Sunday nights by 11:59 pm.
The abbreviation CP stands for *Common Places*, our textbook. PP. stands for pages.

WEEK:	TO READ OR WATCH:	TO DO:
Week 1 8/22-8/28	Course Syllabus & Instructor Plan Getting Started On This Class & Getting Started On Your Connect Lab Modules Lecture 1 – Reading & Writing as Complementary Processes Project 1 – Assignment Description Optional – CP pp. 152-162	Syllabus Quiz Activity 1 – How Reading & Writing Work Together Discussion – 1 post, 2 responses Project 1 – Submit topic Connect Lab Unit 1
Week 2 8/29-9/4	Lecture 2 – Thesis Statements & Outlines Discussion Text/Video Optional – CP pp. 135-140 & 158	Activity 2 – Thesis Statements Discussion – 1 post, 2 responses Project 1 – Submit outline Connect Lab Unit 2
Week 3 9/4-9/11	Lecture 3 – Drafts Discussion Text/Video Optional – CP pp. 232-246	Activity 3 – Parts of Speech Review Discussion – 1 post, 2 responses Project 1 – Submit rough draft Project 1 – Submit tutor verification

		Connect Lab Unit 3
Week 4 9/12-9/18	Lecture 4 – Using feedback: Revising, Editing & Proofreading Optional – CP pp. 326-363	**Submit Project 1 (Narrative Essay)** Connect Lab Unit 4
Week 5 9/19-9/25	Lecture 5 – Information Sheets & Verbs Discussion Text/Video Project 2 – Assignment Description Optional – CP pp. 366-395, 405-426	Activity 4 – Verbs & Form Tense Discussion – 1 post, 2 responses Project 2 – Submit info sheet #1 Connect Lab Unit 5
Week 6 9/26-10/2	Lecture 6 – Supporting Points & Evidence Discussion Text/Video Optional – CP pp. 366-395, 405-426	Activity 5 – Supporting Points & Evidence Discussion – 1 post, 2 responses Project 2 – Submit info sheet #2 Connect Lab Unit 6
Week 7 10/3-10/9	Lecture 7 – Subject/Verb Agreement & Outlines Discussion Text/Video Optional – CP pp. 366-395, 405-426	Activity 6 – Subject/Verb Agreement Discussion – 1 post, 2 responses Project 2 – Submit outline Connect Lab Unit 7
Week 8 10/10-10/16	Lecture 8 – Plagiarism/Citations & Writing Process Discussion Text/Video Optional – CP pp. 232-246	Activity 7 – Plagiarism & Citations Discussion – 1 post, 2 responses Project 2 – Submit rough draft Project 2 – Submit tutor verification Connect Lab Unit 8
Week 9 10/17-10/23	Lecture 9 – Fragments, Run-Ons & Comma Splices Optional – CP pp. 326-363	**Submit Project 2 (Informative Essay)** Connect Lab Unit 9
Week 10 10/24-10/30	Lecture 10 - Review for Midterm Exam & Organizational Structures	**Submit Midterm Exam** Connect Lab Unit 10
Week 11 10/31-11/6	Lecture 11 – Coordination & Subordination Discussion Text/Video Project 3 – Assignment Description	Activity 8 – Coordination & Subordination Discussion – 1 post, 2 responses Project 3 – Submit topic Connect Lab Unit 11
Week 12 11/7-11/13	Lecture 12 – Finding Sources, Patterns of Development & Writing in Response to Reading	Activity 9 – Development & Writing Discussion – 1 post, 2 responses Project 3 – Submit info sheets #1, #2 & #3

	Discussion Text/Video Optional – CP pp. 366-395	Connect Lab Unit 12
Week 13 11/14-11/20	Lecture 10 – Pronouns Discussion Text/Video Optional – CP pp. 366-395	Activity 10 – Pronouns Discussion – 1 post, 2 responses Project 3 – Submit outline Connect Lab Unit 13
Week 14 11/21-11/27	Lecture 11 – Revising & Editing Discussion Text/Video Optional – CP pp. 232-246 & 326-363	Activity 11 – Revising & Editing Discussion – 1 post, 2 responses Project 4 – Submit rough draft Project 4 – Submit tutor verification
Week 15 11/28-12/4	Review Lecture 8 – Plagiarism & Citations	**Submit Project 3 (Analytical Essay)**
Week 16 12/5-12/11	Lecture 12 – Review for Final Exam Final discussion text/video!	Discussion – 1 post, 2 responses **All missing work MUST be in by 12/9!** **Submit Final Exam**

COURSE GRADING INFORMATION

Your grade will be determined in the following manner:

ASSIGNMENT	VALUE
Project 1 (Narrative Essay)	10%
Project 2 (Informative Essay)	15%
Project 3 (Analytical Essay)	15%
McGraw-Hill Connect (Lab) Work	20%
Daily Work (Discussion posts, quizzes, activities, midterm exam etc.)	20%
Final Exam	20%
Total	**100%**

Final Exam: The final exam consists of two related sections: Part 1 (Reading) and Part 2 (Writing).

Eligibility to take the Final Exam: You must have an average of 70% or higher in the Connect lab to be eligible (be able to, qualify for) to take the final exam.

Lab Grades: At the end of the semester you will receive a lab grade. The lab grade will be an average of the scores for each of the McGraw-Hill Connect units.

Course Grades:

Course average of 90 – 100: **A**

Course average of 80 – 89: **B**

Course average of 70 – 79: **C**

Course average of 0 - 69: **NC (no credit)**

The grade of "I"—incomplete—is not available in INRW.

Late Work, Attendance, and Make-Up Work Policies:

Assignments and essays are always due on Sunday nights by 11:59 pm.

First discussion posts are always due on Thursday nights by 11:59 pm.

Discussion responses are always due on Sunday nights by 11:59 pm.

Discussion posts will lose 1 point per day of lateness. Daily assignments will lose 2 points per day of lateness. Essays will lose 5 points per day of lateness.

If you have an emergency that will negatively affect your ability to complete this course, please contact me as soon as possible to discuss the best course of action. So that we understand each other, here are some emergency situations that are acceptable reasons for not completing work on time. In these situations, lateness will not result in lost points:

- Death, severe illness, hospitalization, or incarceration of yourself or a family member
- Homelessness, domestic violence, being the victim of other crimes

I sincerely hope you don't experience any of these situations! If you do, I will do my best to connect you with resources that may help. **Less serious reasons for late work will result in lost points.**

In Texas, college students can only drop six total courses from ALL schools before being unable to continue their education. If you are considering dropping, please contact me!

Student Behavior Expectations:

I expect you to respect yourself, your classmates, lab instructor Dr. Jackson, and me (and we are committed to respecting you). This includes communicating politely and respectfully. If you use discriminatory comments, profanity, or any type of threatening language, I could withdraw you from this course and/or refer you to McLennan Community College's discipline officer.

Communication:

When possible, please use your MCC email to communicate with Dr. Jackson and me. MCC has spam control and we may never receive your email. You may also call us at the phone numbers listed. **We will respond to your emails within 48 hours.** If you have not received a response after 48 hours, you should resend the message to make sure it did not go to the spam folder.

Instructor's Drop Policy

MCC requires instructors to take attendance. Student will be dropped if they are absent for 25% or more of the course. **For an online course, attendance is measured by discussions.** If students participate in discussions by the due date, they will be marked present. If they do not, they will be marked absent. If students submit discussions after the due dates, the absence will not be removed.

MCC Polices

Please visit the following link for all of MCC's policies, including policies on attendance and absences: https://www.mclennan.edu/highlander-guide/policies.html

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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
  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 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. 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.

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 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.

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.