

**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 034 (3731)**

**8:00-9:20 A.M.**

**Instructor's Name:**

**Prof. Royce B. Smith**

**NOTE: THIS IS A 16-WEEK 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.

# INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

## Contents

Course Description: .....	3
Prerequisites and/or Corequisites:.....	3
Course Notes and Instructor Recommendations: .....	3
Instructor Information: .....	3
Required Text & Materials: .....	4
MCC Bookstore Website: <a href="http://www.mclennan.edu/bookstore/">http://www.mclennan.edu/bookstore/</a> .....	4
Student Support/Resources: .....	4
MCC Foundation Emergency Grant Fund .....	5
Minimum Technical Skills:.....	5
Backup Plan for Technology: .....	5
* Click Here for the Minimum System Requirements to Utilize MCC's D2L Brightspace .....	5
Email Policy:.....	5
Instructional Uses of Email:.....	5
Email on Mobile Devices: .....	6
Forwarding Emails:.....	6
Methods of Teaching and Learning .....	6
Course Objectives and/or Competencies: .....	6
Course Outline or Schedule: .....	7
Course Grading Information .....	8
Late Work, Attendance, and Make Up Work Policies:.....	9
Student Behavioral Expectations or Conduct Policy .....	9
* Click Here for the MCC Academic Integrity Statement .....	10
* Click Here for the MCC Attendance/Absences Policy .....	10
Accommodations/ADA Statement.....	10
* Click Here for more information about Title IX.....	10

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

### **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/2 lab).

### **Prerequisites and/or Corequisites:**

Prerequisite: READ 0300 or credit by TSI assessment.

### **Course Notes and Instructor Recommendations:**

How to Pass This Course

Student should make every attempt to turn in all assignments on time.

Students should put forth great effort in lab and in class time to obtain a grade in which he/she may wish to achieve.

To successfully complete this course, students will need to have good study skills. The following information might help you as you plan for your study time.

Study Time Expected:

Plan on spending 6 - 9 hours per week on this course (not including class or lab time) during fall or spring semesters. Longer hours will be required in the summer and in flex-track courses (courses that are shorter than 15 weeks).

### **Instructor Information:**

**Instructor Name:** Royce B. Smith

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

**Office Phone Number:** 254 – 299 - 8923

**Office Location:** Lecture Hall Building, Room 103

**Office/Teacher Conference Hours:** Monday & Wednesday from 10:00 A.M. until 11:00 A.M.  
or by appointment via Zoom

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

### Required Text & Materials:

1. **Text:** *Common Places ULN* Author: Hoeffner
2. **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.
3. Student Email

Your student e-mail account is automatically set up after you register for classes and you may access it as soon as it has been created. Your username will be your first and last initial followed by your seven-digit student ID number, which is located on the front of your student ID card. For example, John Doe (ID number 0211111) would be jd0211111. Your password will be your first and last name initials followed by your six-digit birth date (mmddyy). John Doe's birthday is May 12, 1988. His password would be jd051288. All student e-mail addresses end with @students.mclennan.edu. To access your student e-mail account, go to [www.mclennan.edu](http://www.mclennan.edu) and click on the Student E-mail link. Enter your username and password. If you prefer me to contact you at a different email address rather than your campus email address, it is your responsibility to get that email address to me. For a rule, I will submit correspondence through the campus email unless otherwise noted by you.

**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).

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

### **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) (<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

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

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:**

- Locate explicit textual information; describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.
- Describe, analyze and evaluate information within and across a range of texts.
- Identify and analyze the author's message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- 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.
- Demonstrate ability to use an effective writing process to produce paragraphs and brief compositions in Standard English prose.
- Recognize and apply the conventions of Standard English in reading and writing.

# INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

## Course Outline or Schedule:

<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Getting Started with the Course</li> <li>• Getting Started with Lab and Connect</li> <li>• Critical Thinking Skills and Success Strategies (Chapter 1)</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Annotating Texts and Developing Vocabulary (Chapter 2)</li> <li>• Individualized Grammatical/Spelling Assessment</li> <li>• Thematic Readings</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Begin <b>Informative Reading and Writing Project #1</b> (Found under Project 4 in <i>Common Places</i>)</li> <li>• Individualized Grammatical/Spelling Assessment</li> <li>• Thematic Readings / Current Event</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Reading and Writing Processes (Chapter 3)</li> <li>• Additional work time to complete and submit Reading and Writing project #1 at the end of this week (found under Project 4 in <i>Common Places</i>).</li> <li>• Individualized Grammatical/Spelling Assessment</li> <li>• Thematic Readings / Current Event</li> <li>• <b>Submit Reading/Writing Project #1</b></li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• Reading and Writing Processes (Chapter 3)</li> <li>• Main Ideas (Chapter 4)</li> <li>• Sentence Combining (Unit 4)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Main Ideas (Chapter 4)</li> <li>• Begin the second Reading /<b>Writing Project #2:</b> (found under Project 5 in <i>Common Places</i>)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>• Supporting Details (Chapter 5)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>• <b>Complete and submit Reading/Writing Project#2</b></li> <li>• Punctuation and Mechanics (Unit 6 in <i>Common Places</i>)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• Text Patterns (Chapter 6)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>

# INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Spelling and Word Choice (Unit 2, <i>Common Places</i>)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Begin <b>Project 3</b> (found under Project 6 in <i>Common Places</i>)</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Reading &amp; Writing Workshop</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• <b>Complete and submit Reading/Writing Project#3</b></li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• <b>Begin Project #4</b></li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Reading &amp; Writing Workshop</li> <li>• Make-up Work week</li> <li>• Thematic Readings</li> <li>• Individualized Grammatical/Spelling Assessment</li> </ul>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Strategies for Reading and Writing Exams (Chapter 15)</li> <li>• <b>Finish/submit Reading/Writing Project 3</b></li> <li>• In-class Reading and Writing work</li> <li>• Thematic Readings</li> <li>• <b>(FINAL) EXAM</b></li> </ul>

## Course Grading Information

Student's grades will be determined in the following manner:

<b>Three Integrated Reading and Writing Projects</b>	<b>Project #1</b>	<b>10%</b>
	<b>Project #2</b>	<b>10%</b>
	<b>Project #3</b>	<b>10%</b>
	<b>Project #4</b>	<b>20%</b>
<b>Connect Work</b>	(includes individualized lab work and attendance)	<b>20%</b>

## Daily Work/Homework

(Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.) **10%**

**Final Exam** **20%**

**Total 100**



## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

**Final Exam:** The final exam counts 20% towards the final average. It is highly unlikely that students will pass the class without passing the final. The final exam consists of two sections: **Part 1—the Reading Comprehension Exit Exam and Part 2—the Reading/Writing Skills Exit Exam.** The lecture instructor will administer both parts during the designated final exams week. Students MUST have at least a 70 average in the lecture part of the class and **at least a 70 average** in Connect to be eligible to take the FINAL EXAM. If a student's final average is less than 70, he/she will receive an NC (no credit) for the course.

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.

**Note:** Students must have an overall average of at least 70 to pass the course. If a student fails to maintain a 70-overall average in the course, the student will receive a grade of NC for the final grade.

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

Students who miss 25% of the class will be withdrawn from this course. All assignments should be turned in on time. Late work will only be accepted one class period after the assignment is due. Please **DO NOT** ask to submit beyond one class period. Work that has not been submitted will receive a 0. There will be one make-up day provided per semester where all unfinished work may be turned in. Failure to miss the make-up day will result in a 0 for any missed assignment. If you have an emergency that prohibits you from making progress in the course, contact Professor Smith 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 educational opportunity. In the classroom, discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening/disruptive communication will be grounds for instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. This expectation is further explained in the General Conduct Policy of the Highlander Guide.

Students are expected to follow the General Conduct Policy in the Highlander Guide. In addition, students are expected to:

1. Treat all classmates and the instructor with respect. Any disrespectful and/or disruptive behavior on your part may result in your being removed from the classroom.

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

2. Silence all smartphones, laptops, and any other electronic devices that may go off during class.
3. Quietly exit when emergencies arise (i.e. restroom, private call, etc.).
4. Visitors who are not enrolled in this class are not welcomed unless they have been approved by the instructor.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

([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)**

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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](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](http://www.mclennan.edu/titleix)**

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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

## INTEGRATED READING AND WRITING

INRW 0402-106 (2910)

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.*

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## ACADEMIC RESOURCES/POLICIES

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**MCC Academic Integrity Statement:**

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

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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.