

# 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 – 035**

**Dr. Kenneth Walker**

**NOTE: This is a 16-week course.**

**NOTE: This is a Blended/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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

## INTEGRATED READER & WRITING

INRW 0402.035

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### **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 for this course. If you do not complete the lab with a passing grade, you will also fail the course overall.*

*The best way to communicate with me is by e-mail or text. I usually respond 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 email regularly. When you send an e-mail or text, include your name and section number. Also, please know that I have face-to-face and virtual office hours. I prefer more communication rather than less. If I am not available to meet your schedule, please let me know, and I will make arrangements to meet at your convenience, by appointment.*

### **Instructor Information:**

Instructor Name: **Dr. Ken Walker**

MCC Email: **kwalker@mclennan.edu**

Office Phone Number: **(254) 299-8364**

Text/Mobile Phone: **(254) 826-8042**

Office Location: **FOB 205 (Faculty Office Building)**

Zoom (Virtual Office Hours): **Meeting ID: 254 299 8364**

<https://mclennan.zoom.us/j/2542998364>

Office/Teacher Conference Hours: **Monday-Thursday 1-3:00pm (In-Person & Zoom)  
Friday 1-3:00pm (Zoom)**

(I am also available to meet by appointment outside the office hours posted above, including evenings and weekends. Please contact me far enough in advance to adjust my schedule. Also, know that I will do my best to accommodate your schedule, but I cannot guarantee my availability for some days and times.)

Other Instruction Information: I appreciate texts, emails, office visits, and Zoom meetings.

**Required Text & Materials:**

Text: Common Places 2nd Edition Authors: Lisa Hoeffner and Kent Hoeffner Publisher:

McGraw Hill Copyright: 2019 MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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

**Methods of Teaching and Learning:**

- *Lecture, class assignments, chapter readings, and homework*
- *Class discussions, papers, quizzes, and examinations*
- *Lab exercises in McGraw-Hill Connect as assigned in the INRW Lab*

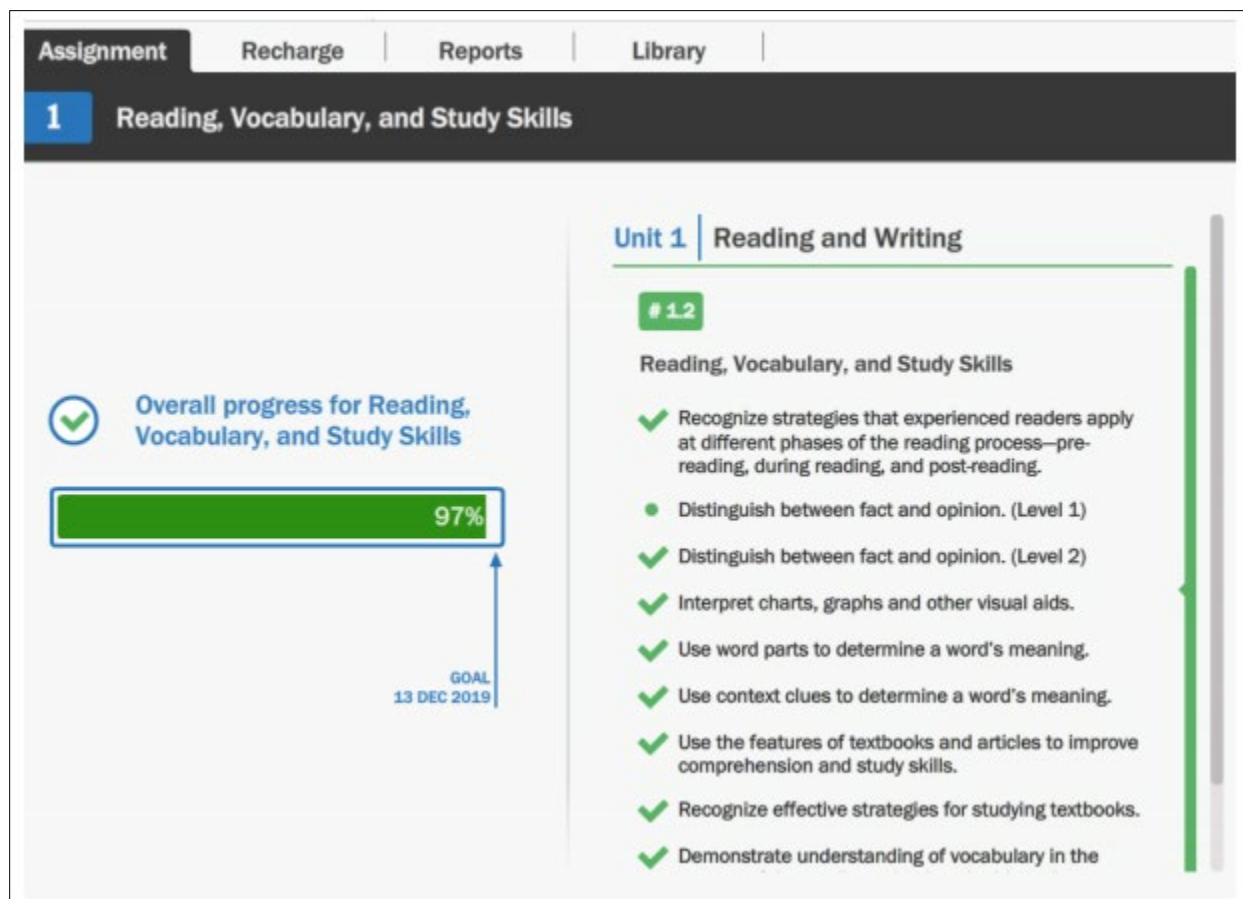
**Course Objectives and/or Competencies:**

- Locate explicit textual information, draw complex inferences, and 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.
- Identify and analyze the audience, purpose, and 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 advances the writer's purpose.
- Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
- 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.
- Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
- Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- 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:**

Week 1	(08/22 - 08/28)	Introductions, Ch. 1, Brightspace "Intro"
Week 2	(08/29 - 09/04)	Ch. 7, Summary Essay Due, Outlining
Week 3	(09/05 - 09/11)	Ch. 3, Topics
Week 4	(09/12 - 09/18)	Ch. 7, and Ch. 7 Quiz
Week 5	(09/19 - 09/25)	Ch.2, Vocabulary
Week 6	(09/26 - 10/02)	Ch. 4
Week 7	(10/03 - 10/09)	Informative Essay Due, Ch. 5
Week 8	(10/10 - 10/16)	Ch. 5, Organizational Patterns
Week 9	(10/17 - 10/23)	Ch. 8, Introductions & Conclusions
Week 10	(10/24 - 10/30)	Ch. 10, Revising, Editing
Week 11	(10/31 - 11/06)	Intro to Argument, Ch. 10 (Continued)
Week 12	(11/07 - 11/13)	Argument Topics, Thesis for Essay
Week 13	(11/14 - 11/20)	Argument Essay Due
Week 14	(11/21 - 11/27)	Review
Week 15	(11/28 - 12/04)	Review
Week 16	(12/05 - 12/11)	Final

***NOTE: The course schedule is meant to be a guide for the semester but could change at any time. The instructor reserves the right to edit the schedule and modify assignments as necessary. All dates and assignments are subject to change. Any and all changes will be posted on Brightspace and announced in class.***

### **Course Grading Information:**

*Students' grades will be determined in the following manner:*

10%	Essay 1
15%	Essay 2
15%	Essay 3
20%	Connect Lab
20%	Daily/Quizzes (everything not mentioned above except for final exam)
20%	Final Exam

*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.*

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*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 Grade*

<i>Course average of 90-100:</i>	<i>Grade of A</i>
<i>Course average of 80-89:</i>	<i>Grade of B</i>
<i>Course average of 70-79:</i>	<i>Grade of C</i>
<i>Course average of 60-69:</i>	<i>Grade of NC (no credit)</i>
<i>The grade of "I" (incomplete) is not available in INRW.</i>	

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

*All assignments are due at the time listed above, and late work will not be accepted. If you discover an issue or have concerns that might prevent you from submitting your assignment(s), you must contact me prior to the due date and time to make other arrangements. Therefore contact me as soon as possible and do not wait to alert me to potential problems related to your submitting assignments on time.*

*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. Face-to-face attendance is only calculated by how many classes the student has assignment online, and attend a minimum of one SI session. If a student misses 25% of the course (or a combination of 4 days, assignments or SI sessions) they can be dropped from the course.*

*If a course is fully online, attendance is calculated via assignments and discussion boards turned in. For an accelerated online course (8 weeks long), students must turn in a minimum of two assignments per week and participate in the discussion board to be counted present. For a regular online course (16 weeks long), students must participate in the weekly discussion board each week to be counted present.*

### **Student Behavioral Expectations or Conduct Policy:**

Students will be expected to adhere to absence policies.

*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.*

*\*Cheating and plagiarism will not be tolerated in this course. Plagiarism is defined as using someone else's thoughts, ideas, or words that are not your own without giving due credit to the source. If a student is found to have cheated or plagiarized in an assignment, the student will receive a zero for the assignment and will be reported to the college for academic dishonesty. A second incidence of cheating or plagiarism will result in a failing grade for the course.*

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

**(<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 additional guidelines specific to this course.

### **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>)

### **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. 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.

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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.