McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW_0402_051

Ms. Kelli Nehring

NOTE: This is a 16-week course.

AN EQUAL OPPORTUNITY   **Fall_ 2022**

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.
Corequisites: INRWL 0402

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: Kelli Nehring
MCC E-mail: knehring@mclennan.edu
Office Phone Number: 254-299-8520
Office Location: Student Services Center 319
Office/Teacher Conference Hours:

Office/Teacher Conference
Tuesday 5:30 PM to 6:00 PM (before class/LA 110) and
Thursday 12:00 PM to 12:30 PM via Zoom (https://mclennan.zoom.us/j/88023011687)
And by appointment.
I will not be available on weekends and holidays.

Lab Instructor

For questions relating to the lab portion of the class, contact:
Name: Deborah Gernes
MCC E-mail: dgernes@mclennan.edu

Required Text & Materials

Text: Common Places 2nd Edition   *Publisher:* McGraw Hill
Authors: Lisa Hoeffner and Kent Hoeffner   *Copyright:* 2019

I also strongly suggest students concerned with mechanical errors in their final drafts may want to download a free editing software program like Grammarly or Prowriting Aid.

Also, if you haven't done so already **you will need to download a copy of Microsoft Office** from MCC's technical services. All major essays should be drafted using Microsoft Word. This program is free to you as a student.

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.
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. Please DISREGARD any dates you see in the Connect lab work online.
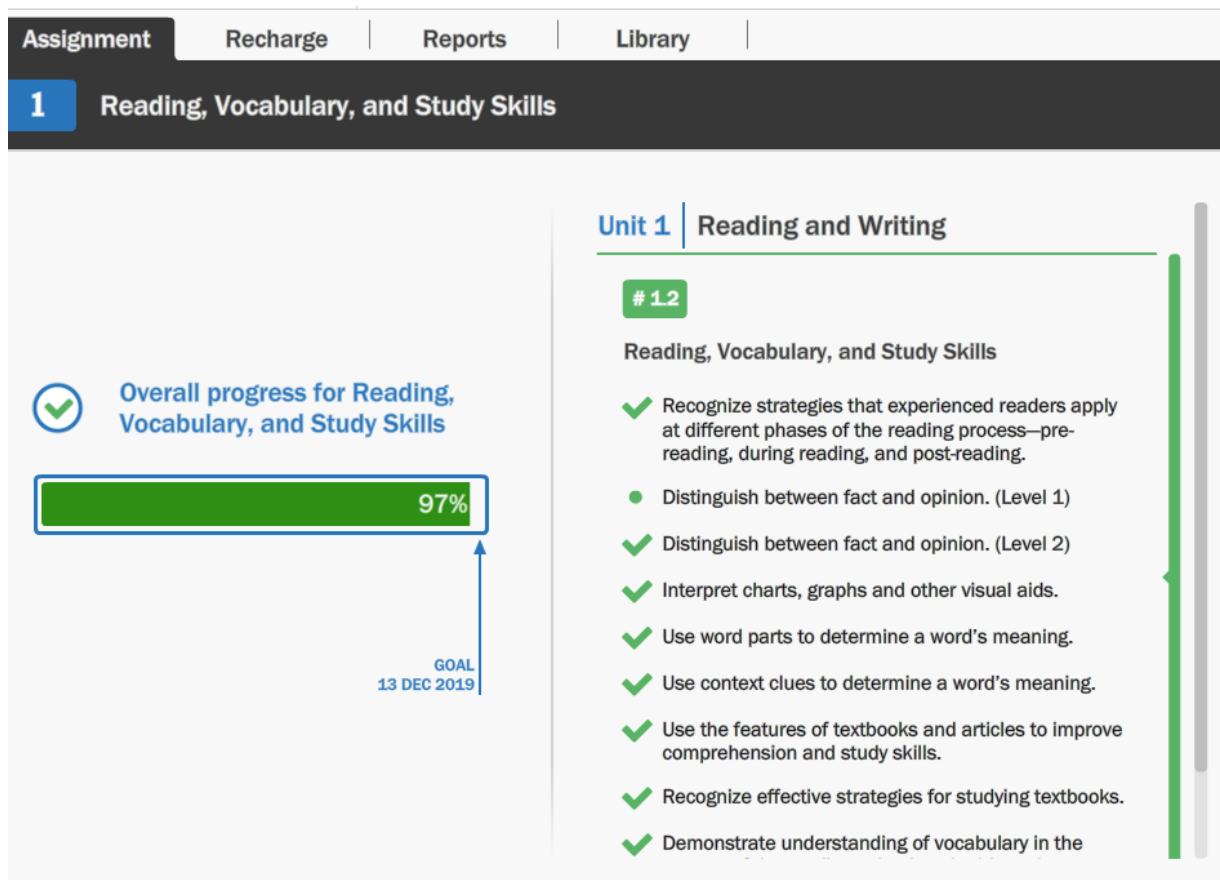
Suggested General Course Calendar/Outline for 16-Week Classes

All dates are subject to change. Please make sure you also allocate time to work on your Lab assignments with Ms. Gernes. Please remember, we will also be coordinating with your ENGL 1301 instructor, Dr. Land.

Week #	To Read/Watch/Participate	To Do:
Week 1 8/22-8/28	Attend class: Tuesday, August 23, 2022 (6 – 7:20 PM) Syllabus – Orientation Plagiarism (CP: Ch. 2 & pg. 495) Project 1 Information	Due by 08/28/2022 at 11:59 PM -Student Information Form -Syllabus Quiz -Plagiarism Quiz -Project 1 Outline
Week 2 8/29-9/4	Attend class: Tuesday, August 30, 2022 (6 – 7:20 PM) Writing Processes (CP: Ch. 3) Introductions and Conclusions/Thesis Statements (Ch. 4 & 15)	Due by 09/04/2022 at 11:59 PM -Introduction -Grammar Pretest -Week 2 Reading – Discussion Board -Rough-draft Project 1
Week 3 9/4-9/11	Attend class: Tuesday, September 6, 2022 (6 – 7:20 PM) Main Ideas/Supporting Details (Ch. 4 & 5)	Due by 09/06/2022 at 11:59 PM -Project 1 Tutor Draft Due by 09/08/2022 at 11:59 PM -**Submit Project 1 Final Draft** Due by 09/11/2022 at 11:59 PM -Main Ideas & Supporting Details
Week 4 9/12-9/18	Attend class: Tuesday, September 13, 2022 (6 – 7:20 PM) Text Patterns (Ch. 6) Summarizing (Ch. 14) Project 2 Information	Due by 09/18/2022 at 11:59 PM -Summary Practice -Week 4 Reading – Discussion Board -Project 2 Outline
Week 5 9/19-9/25	Attend class: Tuesday, September 20, 2022 (6 – 7:20 PM) Sources (Ch. 21)	Due by 09/25/2022 at 11:59 PM -Week 5 Reading – Discussion Board

		-Bibliography of Possible Sources Continue working on Project 2
Week 6 9/26-10/2	Attend class: Tuesday, September 27, 2022 (6 – 7:20 PM) MLA (Ch. 12)	Due by 10/02/2022 at 11:59 PM -MLA Quiz -Project 2 Rough-draft
Week 7 10/3-10/9	Attend class: Tuesday, October 4, 2022 (6 – 7:20 PM) Elements of Argument (pg. 219) Punctuation and Mechanics (Unit 6)	Due by 10/06/2022 at 11:59 PM -Submit Project 2 Tutor Draft Due by 10/09/2022 at 11:59 PM -**Submit Project 2 Final Draft**
Week 8 10/10-10/16	Attend class: Tuesday, October 11, 2022 (6 – 7:20 PM) Library Day	Due by 10/16/2022 at 11:59 PM -Fallacies Assignment -Week 8 Reading – Discussion Board
Week 9 10/17-10/23	Attend class: Tuesday, October 18, 2022 (6 – 7:20 PM) Review for Midterm	Due by 10/23/2022 at 11:59 PM **Midterm Exam**
Week 10 10/24-10/30	Attend class: Tuesday, October 25, 2022 (6 – 7:20 PM) Sentence Combining (Ch. 23) Project 3 Information	Due by 10/30/2022 at 11:59 PM -Week 10 Reading – Discussion Board -Submit Project 3 Topic
Week 11 10/31-11/6	Attend class: Tuesday, November 1, 2022 (6 – 7:20 PM) Illustration (Ch. 8)	Due by 11/06/2022 at 11:59 PM -Week 11 Reading – Discussion Board -Submit Project 3 Outline
Week 12 11/7-11/13	Attend class: Tuesday, November 8, 2022 (6 – 7:20 PM) Revising and Editing (Ch. 17) Inferences and Tone (Ch. 9)	Due by 11/13/2022 at 11:59 PM -Inferencing Assignment -Submit Project 3 Sources

Week 13 11/14-11/20	Attend class: Tuesday, November 15, 2022 (6 – 7:20 PM) Review: MLA, Sources, Introductions and Conclusions, Grammar, and Punctuation	Due by 11/20/2022 at 11:59 PM -Week 13 Reading – Discussion Board -Submit Project 3 Rough Draft
Week 14 11/21-11/27	Attend class: Tuesday, November 22, 2022 (6 – 7:20 PM) Lab work Review Project 3	Due by 11/22/2022 at 11:59 PM -Project 3 Tutor Draft Due by 11/29/2022 at 11:59 PM **-Submit Project 3 Final Draft** **Last Day of Lab** *-REMEMBER!! You MUST be making a grade of 70 in the lab to take the final for this class!*
Week 15 11/28-12/4	Attend class: Tuesday, November 29, 2022 (6 – 7:20 PM) Last class day Review for Final Exam	Due by 12/04/2022 at 11:59 PM **All missing work MUST be submitted by 12/01/2022**
Week 16 12/5-12/11	**No class**	Due by 12/06/2022 at 11:59 PM Final opens on 11/30/2022 at 12:01 AM **Final Exam Part 1 and Part 2**

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%
Connect Work		20%
Daily Work/Homework (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Final Exam		20%
	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 exam 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

Attendance will be calculated differently for blended courses. To be counted as fully present each week, students must come to both in-person class days on campus and submit a minimum of one assignment online. If a student misses 25% of the course (or a combination of 8 days or assignments) they can be dropped from the course.

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.

Weekly assignments will lose 5 points per day of lateness. Essays will lose 10 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.

Student Behavioral Expectations or Conduct Policy

I expect you to respect yourself, your classmates, lab instructor Ms. Gernes, 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.

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 may receive a zero for the assignment and be reported to the college for academic dishonesty. A second incident of cheating or plagiarism may result in a failing grade for the course.

Communication

When possible, please use your MCC email to communicate with Ms. Gernes 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.

[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 a hybrid course, attendance will be measured by attending face-to-face class and submitting assignments. If students turn in all the assignments by the due date, they will be marked present. If they do not, they will be marked absent. Lab participation is also measured. Students who fail to complete all of the Connect modules by their due dates will be marked absent even if they have done the class assignments and vice versa. If students turn in the work after the due dates, the absence will not be removed. 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
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.