



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTEGRATED READING & WRITING I**

**INRW 0301.Section B009 (1883)**

**Ms. Barbara Sanders**

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

**NOTE: This is a Blended/Hybrid course.**

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

## INTEGRATED READING & WRITING I

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### **Course Description:**

This course integrates the critical reading and academic 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 the lexile of 700-1000. This is a stand-alone course that prepares students for upper-level developmental reading and writing linked to college-level English. Semester Hours 3 (3 lec/1 lab).

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

Placement in INRW 0301 is determined by scores on the ELAR portion of the TSIA2 assessment.

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

This blended course has two parts: an in-person “lecture” and an online “lab.” Completion of both parts of the course with at least a 70% average is required to earn credit for the class and move on to more advanced college courses. If you have problems completing either the lecture part or lab component of this course, please talk to me.

### **Recommended Programs**

- [Microsoft Office 365](#) (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*
- [Adobe Reader](#)

Click or tap here to enter text.

### **Instructor Information:**

Instructor Name: Ms. Barbara Sanders

MCC Email: [bsanders@mclennan.edu](mailto:bsanders@mclennan.edu)

Office Phone Number: (254)299-8925

Office Location: FOB 116

Office/Teacher Conference Hours: 9:30 – 10:30 a.m. Monday & Wednesday

Other Instruction Information: Additional conference time is available as needed or requested.

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### **Required Text & Materials:**

Books for this course are pre-paid through a course fee, so you do not have to purchase anything from the bookstore.

You will, however, need to visit the MCC bookstore to pick up a copy of *Common Ground* by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2019. When your textbook is ready, you should receive an email from the MCC bookstore. To pick up your book, head to the back of the store, where the textbooks are at, and let an employee know that you need your free copy of *Common Ground* for your Integrated Reading and Writing class. I recommend taking a copy of your schedule with you so you can verify your enrollment in this course.

**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 four 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 other activities as assigned.

### **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.

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## Course Outline or Schedule:

<b>Week 1</b>	<ul style="list-style-type: none"><li>• Getting Started with the Course</li><li>• Critical Thinking and Success Strategies (Chapter 11)</li><li>• A Pathway to Success (Chapter 1)</li><li>• Getting Started with Lab Assignments</li><li>• <b>Begin Project #4 – Vocabulary Journal</b></li><li>• Thematic Readings &amp; Lab Assignment</li></ul>
<b>Week 2</b>	Reading and Writing Processes <ul style="list-style-type: none"><li>• Individualized Grammatical/Spelling Assessment</li><li>• Basic Sentence Structure</li><li>• Annotating Texts and Developing Vocabulary (Chapter 2)</li><li>• Writing Style Characteristics (Chapter 11)</li><li>• Thematic Readings &amp; Lab Assignment</li></ul>
<b>Week 3</b>	Reading and Writing Processes <ul style="list-style-type: none"><li>• Begin <b>Informative Reading and Writing Project #1 (Chapter 13)</b></li><li>• Sentence Combining (Chapter 3)</li><li>• Sentence Structure</li><li>• Main Ideas</li><li>• MLA Formatting</li><li>• Thematic Readings &amp; Lab Assignment</li></ul>
<b>Week 4</b>	Reading and Writing Processes <ul style="list-style-type: none"><li>• Main Ideas</li><li>• MLA Formatting (continued)</li><li>• Pre-Reading and Prewriting Strategies (Chapter 4)</li><li>• Additional work time to complete and submit <b>Reading and Writing Project #1 (Chapter 13)</b></li><li>• Thematic Readings &amp; Lab Assignment</li></ul>

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<b>Week 5</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Annotating</li> <li>• Paragraphs</li> <li>• Main Ideas (Chapter 5)</li> <li>• Supporting Details (Chapter 6)</li> <li>• <b>Begin Reading and Writing Project #2</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 6</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Supporting Details (Chapter 6 &amp; 10 continued)</li> <li>• Parts of Speech</li> <li>• Working With Verbs</li> <li>• Grammar and Mechanics</li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 7</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Outline Basics (Chapter 8)</li> <li>• Using outlines to organize your writings</li> <li>• Writing Good Sentences</li> <li>• <b>Complete and Submit Reading and Writing Project #2 (Chapter 14)</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 8</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Editing and Revising (Chapter 9)</li> <li>• Prereading and Prewriting</li> <li>• Identifying parts of speech</li> <li>• Spelling and word choice</li> <li>• <b>Begin Reading and Writing Project #3 (Chapter 15)</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>

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<b>Week 9</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Punctuation and Mechanics (continued)</li> <li>• Text Patterns and Purposes (Chapter 7)</li> <li>• Signal Word Usage Writing</li> <li>• Outlines (Chapter 8)</li> <li>• <b>Complete and Submit Reading and Writing Project #3</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 10</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Using Punctuation Correctly</li> <li>• Transition Word Usage</li> <li>• <b>Begin Reading and Writing Project #4</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 11</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Sentence construction</li> <li>• Vocabulary</li> <li>• Editing Writings</li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 12</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Revising Writings</li> <li>• Additional time to work on <b>Reading and Writing Project #4</b></li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 13</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Outlines (Chapter 8)</li> <li>• Identifying the Subject</li> <li>• Correct Verb Usage</li> <li>• Thematic Readings &amp; Lab Assignment</li> </ul>
<b>Week 14</b>	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> <li>• Prewriting</li> <li>• Editing</li> </ul>

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	<ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Completion of Lab Assignments</li> <li>• Additional time to work on and complete <b>Reading and Writing Project #4</b></li> </ul>
<b>Week 15</b>	Reading and Writing Processes <ul style="list-style-type: none"> <li>• Revising</li> <li>• Correct Grammar Usage</li> <li>• Strategies for Reading and Writing Exams (Chapter 15)</li> <li>• Submit <b>Reading and Writing Project #4 by due date</b></li> </ul>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Strategies for Reading and Writing Exams (Chapter 15)</li> <li>• Review of Reading and Writing Processes</li> </ul> <p><b>Take both parts of the final exam in the classroom with the lecture instructor</b></p>

## Course Grading Information:

Students' grades will be determined in the following manner:

<b>Four Integrated Reading and Writing Projects</b>	40% (10% each)
<b>Writing Lab Assignments</b>	20%
<b>Homework</b>	20%
<b>Exit Exam</b>	20%

**Note:** Students must pass the Exit Exam to pass the course. If a student fails the Exit Exam but has a passing average of the course, the student will receive a grade of NC for the course.

**Exit Exam:** The exam consists of two related sections: Part 1 (Reading) and Part 2 (Writing). The instructor will administer both parts during the designated Final Exams dates.

**Eligibility to take the Exit Exam:** A student must have an average of 70 or higher in the course to be eligible to take the Exit Exam.

## **Course Grading Scale**

Final grades will correspond to the following scale:

Credit (CR) = 70-100%      No Credit (NC) = 0-69%

The grade of "I"—incomplete—is not available in INRW 0301.

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

**Attendance:** If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will receive funding only for those courses attended as of the course census date.

After the census date but before the 60% point of the semester, students who miss 25% of a face-to-face or blended course or who fail to complete 25% of the total work required for an online course will be withdrawn from that course with a grade of W.

After the 60% point of the semester, the instructor may

1. Honor a student's request to withdraw (if the student is passing) or,
2. When posting course grades, assign the grade the student has earned in the course.

Your assignments are due at the specified times. **Late submissions will lose a minus 5 points per day no matter what the reason. Essays will lose 10 points per day of lateness. You might have a good reason for being late and I might accept your work, but you will still lose the points unless you have documentation of extenuating circumstances.** If you have an emergency situation that prohibits you from making progress in the course, contact me immediately to discuss the best course of action. Documentation will be required.

**Student Behavioral Expectations or Conduct Policy:**

**Course Policy on Academic Dishonesty**

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, utilizing AI to create portions or full drafts of essays, copying another's work, and gaining illegitimate access to quiz/exam passwords and/or quiz/exam questions or answers prior to taking the assessment) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- A reduced or failing grade on the assignment in question, and/or
- An academic integrity referral; and/or
- A failing grade in the course



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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. 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.

### **Communication:**

**Students should use MCC email for communication with 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)**

**(<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.

### **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 measured. 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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Updated 07/18/2023



## **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 [www.mclennan.edu/disability](http://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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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 <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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 [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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 (<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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.