



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTEGRATED READING & WRITING I**

**INRW 0301.0085**

**Holly Towns, M.A. M.Ed**

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

**NOTE: This is an Online course.**

Choose an item.

## INTEGRATED READING & WRITING I

INRW 0301.0085

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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](#)

Due to the course being online, please make sure to access Brightspace often. I recommend checking Brightspace and your email once a day, Monday through Friday.

This course requires a lab component.

The best way to communicate with me is by e-mail. I usually respond to e-mails 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 e-mail regularly. When you send an e-mail, include your name and section number.

### **Instructor Information:**

Instructor Name: Holly Towns

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

Office Phone Number: (254)299-8499

Office Location: SSC 307

## INTEGRATED READING & WRITING I

INRW 0301.0085

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Office/Teacher Conference Hours: By appointment through Zoom only.

Other Instruction Information: Please feel free to email me at anytime. I will respond to emails between 7am-9pm each day.

### **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 online portion of this class consists of homework time, lecture videos, chapter readings from the textbook and four writing projects in this course, plus any other activities.
- Lab time will be spent on Excelsior Owl 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 & WRITING I

INRW 0301.0085

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### **Course Outline or Schedule:**

Course schedule is subject to change. Students will be notified of changes via Brightspace announcement and email.

<b>Week 1</b>	Course Orientation Activities Reading Assignment: Chapter 2 in Common Grounds Lesson 1: Integrated Reading and Writing  Chapter 2 & 13 Activities
<b>Week 2</b>	Lesson 2: Project 1 Introduction  Project 1 Activities
<b>Week 3</b>	Lesson 3: Outlines and Drafts  Chapters 4, 5, & 6 Activities
<b>Week 4</b>	Lesson 4: Revise and Edit  Chapters 5, 6, & 14 Activities  Submit Final Project 1
<b>Week 5</b>	Begin Project 2 Lessons  Lesson 1
<b>Week 6</b>	Lesson 2:
<b>Week 7</b>	Lesson 3:

# INTEGRATED READING & WRITING I

INRW 0301.0085

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<b>Week 8</b>	Lesson 4:  Submit Final Project 2
<b>Week 9</b>	Begin Project 3  Lesson 1
<b>Week 10</b>	Lesson 2
<b>Week 11</b>	Lesson 3
<b>Week 12</b>	Lesson 4  Submit Final Project 3
<b>Week 13</b>	Begin Project 4  Lesson 1
<b>Week 14</b>	Lesson 2
<b>Week 15</b>	Lesson 3  Submit Final Project 4
<b>Week 16</b>	Project 5: Exit Exams

## **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%

## INTEGRATED READING & WRITING I

INRW 0301.0085

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<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.

### **This means:**

- If a student does not attend class before Sep. 6<sup>th</sup> (census date), they will be dropped from the class. This can negatively impact the student’s ability to receive financial aid in the future.
- If a student *chooses* to drop the class before Sep. 6<sup>th</sup>, they may do so, and the course will not appear on their transcript at all. Before making this choice, the student should speak with me to address their concerns. If I can provide the resources, advice, and/or

encouragement needed for the student to successfully complete the class, I will be happy to do so. If after speaking with me, the student still wishes to drop the course, they should first check with their advisor and with the Office of Financial Aid to ensure they understand how dropping a class might affect their timeline to graduation and their ability to receive financial aid/scholarships in the future.

- If a student *chooses* to withdraw from the class between Sep. 6<sup>th</sup> (census date) and Oct. 23<sup>rd</sup> (the 60% point in the semester), they may do so, and the grade on their transcript will be a W. Again, the student should consult with me, their advisor, and the Financial Aid Office to ensure they are making a fully informed decision.
- Please note: Students are limited to 6 withdrawals throughout their undergraduate education at all Texas public colleges and universities (combined total).
- If a student is absent from 8 class meetings before Oct. 23<sup>rd</sup>, the instructor may withdraw them from the class, and the grade on their transcript will be a W. In the case of an online class, if a student fails to submit 25% of the course work by Oct 23<sup>rd</sup>, they will be dropped.
- If a student reaches 8 absences after Oct. 23<sup>rd</sup>, they may receive an F for the course.
- Attendance will be taken at the start of class. Students who arrive up to 20 minutes late will be counted tardy. After 20 minutes, the student will be counted absent. Three tardies will equal one absence. If a student is tardy, it is their responsibility to speak with me after class to ensure they are marked “tardy” and not “absent.”

### **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

Click or tap here to enter text.

#### **[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.

INTEGRATED READING & WRITING I

INRW 0301.0085

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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.