



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING & WRITING II

INRW 0302.L001

Dr. Jessica Zbeida

NOTE: This is a 16-week course.

INTEGRATED READING & WRITING II

INRW 0302. [Click or tap here to enter text.](#)

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. This is a linked course that is a co-requisite with college-level English (ENGL 1301: Composition I). Semester Hours 3 (3 lec/1 lab)

Prerequisites and/or Corequisites:

Credit for INRW 0301 or credit based on ELAR scores on 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](#)

Instructor Information:

Instructor Name: Dr. Jessica Zbeida

MCC Email: jzbeida@mclennan.edu

Office Phone Number: (254) 299 - 8949

Office Location: FOB 113

Office/Teacher Conference Hours: TTH, 10:00 am – 12:00 pm

Other Instruction Information: I respond most quickly to e-mail (within 24-48 hours). If you want to meet outside of office hours, please contact me at least 24-48 hours in advance.

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 Places* by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2nd edition, 2019. When your textbook is

INTEGRATED READING & WRITING II

INRW 0302. [Click or tap here to enter text.](#)

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:

This course uses a variety of methods to meet the learning objectives, which may include:

- Assigned reading, lecture, and class discussion
- In class and online writing exercises
- Peer review workshop (share draft & provide feedback) for writing projects
- Supplemental Instruction (SI) sessions with collaborative learning
- Writing Projects (three assignments involving prewriting, drafting, and revision/editing; each project includes reflection in a self-evaluation feedback form)
- An Exit Exam (taken during the final exam period)

Students will submit their work online in Brightspace (**save your work in .rtf or .docx format**).

All essay assignments MUST be submitted online—hard copies are not accepted.

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.

INTEGRATED READING & WRITING II

INRW 0302. [Click or tap here to enter text.](#)

Course Outline or Schedule:

“Start Here”: Course Introduction Unit; Week 1, 8/21 – 8/27

- Discuss course syllabus, schedule, and textbook. Overview of course shell in Brightspace and how to set notifications/communicate with instructor.
- Writing Circle: WK 1 (About Me)
- Academic Success and Emotional Intelligence (*Common Places*, Ch. 1, p. 2 – 23); Identify your learning goals for the semester and submit in unit.

Work Due: Week 1 Reading; Writing Circle, WK 1 (8/25); Learning Goals (in class).

Unit 1: Reading and Writing in College; Weeks 2 – 4, 8/28 – 9/17

- Discuss Writing Project #1 (Summary of a Text). Discuss how to analyze an assignment sheet to identify expectations for the instructor and discipline/field.
- What is a summary? Parts of a strong summary: main idea, supporting points, transitional words and phrases, and an overview of the source’s meaning or value.
- Effective Thesis Statements: Do’s and Don’ts. In class exercise on material.
- Why You Need Peer Review: How to give and receive constructive feedback.
- Writing Circle: WKS 2 – 4 (includes Peer Review Workshop #1).
- Writing Lab: WKS 2 – 4.
- Complete Self-Evaluation Feedback Form.
- Revise & Submit Writing Project #1 in Brightspace.

Work Due: Week 2 – 4 Reading; Writing Circle: WK 2 (9/1); Writing Lab: WK 2 (9/3); Writing Circle: WK 3 (9/8); Writing Lab: WK 3 (9/10); Writing Circle: WK 4, Peer Review Workshop #1 (post draft Mon., 9/11; post feedback Fri., 9/15); Writing Lab: WK 4 (9/17); WP #1 Self-Evaluation Feedback Form (9/17); Submit Writing Project #1 (9/17).

Unit 2: Engaging with Perspectives and Problems; Weeks 5 – 8, 9/18 – 10/15

- Discuss Writing Project #2 (Informative Writing). Discuss how to gather information from texts, craft a thesis, develop it, organize ideas, and demonstrate why it matters.
- Strategies for organizing ideas and drafting an essay. Developing engaging titles, introductions, and conclusions for your rhetorical situation (audience, purpose, context).
- Strategies for revising an essay: revising in parts/stages and reverse outlining.
- Writing Circle: WKS 5 – 8 (includes Peer Review Workshop #2).
- Writing Lab: WKS 5 – 8.
- Complete Self-Evaluation Feedback Form.
- Revise & Submit Writing Project #2 in Brightspace.

Work Due: Week 5 – 8 Reading; Writing Circle: WK 5 (9/22); Writing Lab: WK 5 (9/24); Writing Circle: WK 6 (9/29); Writing Lab: WK 6 (10/1); Writing Circle: Week 7 (10/6); Writing Lab: WK 7 (10/8); Writing Circle: WK 8, Peer Review Workshop #2 (post draft Mon., 10/9; post feedback Fri., 10/13); Writing Lab: WK 8 (10/15); WP #2 Self-Evaluation Feedback Form (10/15); Writing Project #2 (10/15).

INTEGRATED READING & WRITING II

INRW 0302. [Click or tap here to enter text.](#)

Unit 3: Practicing Rhetoric & Research; Weeks 9 – 12, 10/16 – 11/12

- Discuss Writing Project #3 (Argument). Discuss how to make a claim, support it with good reasons and evidence, address objections in a counterargument, organize ideas effectively, and end with a call to action (why the claim matters).
- Strategies for engaging in research: how to find and evaluate source materials using MCC's library resources. Using a working bibliography to manage sources.
- Strategies for integrating source materials: using summary, paraphrase, and quotation to support your ideas. Using MLA style format to document words and ideas with in-text citations and a works cited page.
- Tips for recognizing and avoiding plagiarism in your writing. Giving others credit.
- Writing Circle, WKS 9 – 12 (includes Peer Review Workshop #3)
- Writing Lab: WKS 9 – 12.
- Complete Self-Evaluation Feedback Form.
- Revise & Submit Writing Project #3 in Brightspace.

Work Due: Weeks 9 – 12 Reading; Writing Circle: WK 9 (10/20); Writing Lab: WK 9 (10/22); Writing Circle: WK 10 (10/27); MLA Style Exercise (10/27); Writing Lab: WK 10 (10/29); Writing Circle: WK 11 (11/3); Avoiding Plagiarism Exercise (11/3); Writing Lab: WK 11 (11/5); Writing Circle: WK 12, Peer Review Workshop #3 (post draft Mon., 11/6; post feedback Fri., 11/10); Writing Lab: WK 12 (11/12); WP #3 Self-Evaluation Feedback Form (11/12); Writing Project #3 (11/12).

Unit 4: Thriving in High-Stakes Writing Situations; Weeks 13 – 16, 11/13 – 12/7

- Discuss Exit Exam process and requirements for INRW 0302.
- Strategies for high-stakes writing situations: short answer and essay questions on exams; managing your time during exams; and, the mind/body connection.
- Writing Circle, WKS 13 & 15
- Writing Lab: WKS 13 -14
- Study for Exit Exam

Work Due: Writing Circle: WK 13 (11/17); Writing Lab: WK 13 (11/19); Writing Lab: WK 14 (11/26); Writing Circle: WK 15 (12/1).

NOTE: Exit Exam is Mon., Dec. 4th, 8:00 – 10:00 am

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%
Writing Lab		20%

INTEGRATED READING & WRITING II

INRW 0302. [Click or tap here to enter text.](#)

Daily Work	20%
Exit Exam	20%
<hr/>	
Total 100%	

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.

Late Work: In this course, you may submit one Writing Project up to 72 hours late without penalty. In rare cases (hospitalization, serious car accident, etc.), I will allow students to submit additional work late on a case-by-case basis. **If something happens that may affect your ability to submit your work, please contact me immediately (either by e-mail or phone).** Make-up work is

allowed solely at my discretion. **Writing Projects that are not submitted within ONE WEEK of the original deadline receive a “0” grade.**

Revision: You may revise writing projects that receive below a passing grade. When I return a project with feedback, you have **ONE WEEK** to revise. You can send your revision file as an e-mail attachment or submit it in Brightspace. Revision involves thought and reflection on higher-order concerns (like an essay’s thesis, development, and organization) and lower-order concerns (like grammar and mechanics).

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

In college courses, it’s important for us to engage in vigorous debate, and to learn to do so respectfully. This is essential for class discussion and writing workshop where our success depends listening to and to empathizing with others. Throughout this course, **strive to keep an open mind**, particularly when you engage with your peers. We all have our own identity and experience—this is a strength ☺

You **DO NOT** have to change your views or beliefs to succeed in this class. However, your expression of those views and beliefs ***cannot intimidate other students or limit their ability to participate***. If you disrupt the learning environment (i.e., posting inappropriate material in a discussion board), you will be marked absent. I remove any inappropriate content posted in the course. If you observe any inappropriate behavior, please contact me or another MCC campus official.

[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.

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.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

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 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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.