

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW 0302 – SECTION L011

INSTRUCTOR: Katherine Cook

NOTE: This is a 16-week Blended/Hybrid course.

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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 an online lab component, which is imbedded in the Brightspace space. Completion is required and a 70 percent lab completion is one of the requirements to pass this course. Although most assignments will be posted on Brightspace, all work other than the lab will be accomplished in a face-to-face class.

Instructor Information:

Instructor Name: Katherine Cook

MCC E-mail: kacook@mclennan.edu

(Please note that this is "kacook," not "kcook." If you send it to "kcook," it will go to someone else, who is getting tired of getting essays from my students.)

Phone Number: Please use 254-498-4997. This is my cell phone.

Faculty Office: My office is LA 212, but I will remain in LA 101 from 12:30 to 1:00 for student consultations.

Teacher Conference Hours: Monday and Wednesday 12:30 to 1:00 in LA 101 or by appointment

Required Text & Materials:

Text: *Common Places* 2nd Edition

Authors: Lisa Hoeffner and Kent Hoeffner

Publisher: McGraw Hill Copyright: 2019

Note: You will need to acquire a copy of the text as soon as possible. You will be given reading assignments and we will be going over exercises directly from the book during

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class. Below is a link to the [MCC Bookstore](http://www.mclennan.edu/bookstore/). (<http://www.mclennan.edu/bookstore/>). I recommend going to the bookstore in person, if at all possible.

Methods of Teaching and Learning:

- The Face-to-Face portion of this class consists of three major writing projects, a reading comprehension exam, a midterm exam including reading comprehension assessment, and a final/exit exam.
- Homework time will consist of readings from the textbook and completion of your essays.
- Class time will be spent applying the concepts you have read about in the textbook, and on revisions of your essays. I will go over all of your essays with you and will expect you to revise them all.
- Lab time will be spent in work on the Lab module in our Brightspace class. Lab time is completely online and outside of lecture classroom time.

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.

Course Attendance/Participation Guidelines:

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 only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

This means:

- If a student does not attend class before Sep. 6, 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, 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 or encouragement needed for the student to 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 and Oct. 23 (the 60 percent 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 six withdrawals throughout their undergraduate education at all Texas public colleges and universities (combined total).
- If a student is absent from eight class meetings before Oct. 23, the instructor may withdraw them from the class, and the grade on their transcript will be a W.
- If a student reaches 8 absences after Oct. 23rd, they may receive an F for the course.
- Attendance will be taken at the beginning of class. If you come late, you may be counted absent for that class. If you cannot come to class for a legitimate reason, please contact me ahead of time, and I may be able to excuse your absence.

Course Overview

<p>Unit 1 <i>Learning to Be a Successful Student</i></p> <p>Week 1</p> <p>Week 2</p>	<p>Getting Started with Lab and Connect</p> <p><i>Unit 1, Task 1</i> Read Chapter 1, pages 3-11, complete Exercises 1-5 Complete a practice essay based on an interview with a classmate</p> <p><i>Unit 1 Task 2</i> Read Chapter 1, pages 12-17, complete Exercises 6-7 Complete two Critical Thinking Webquests (see Brightspace)</p>
<p>Unit 2 <i>Writing a Summary</i></p> <p>Week 3</p> <p>Week 4</p>	<p>Unit 2: Mastering MLA Style (formatting a paper, citing sources, doing Works Cited page) Learning to write a college essay FIRST MAJOR WRITING PROJECT</p> <p><i>Unit 2 Task 1</i> Read Chapter 7 pages 232-235 and complete Practice 1. Read Chapter 7 pages 243-251, pay attention to “Steps for Writing Summaries,” and complete Practice 5. Watch the video “You Can Write an Essay (No, really!) in this unit on Brightspace Using these skills, begin working on a summary of an article I will give you.</p> <p><i>Unit 2 Task 2</i> Turn in your outline, your prewriting notes, and first draft of your Summary Essay.</p>
<p>Unit 3 <i>Reading Comprehension</i></p>	<p><i>Unit 3 Task 1</i> Read Chapter 2, “Annotating Texts and Developing Vocabulary” and “Reading and Annotating”</p>

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<p>Week 5</p> <p>Week 6</p>	<p>Read, annotate, and outline Frederick Douglass article (see textbook or this section on Brightspace) (Extra credit: Write five objective questions over this article.)</p> <p><i>Unit 3, Task 1</i></p> <p>Chapter 4, “Main Ideas” and “Thesis Statements,” 79-107</p> <p>Chapter 5, “Support for Main Ideas,” 117-140</p> <p>Reading Comprehension Exam</p>
<p>Completion of Units 2 and 3</p> <p>Weeks 7-8</p>	<p><i>Completion of Unit 2</i></p> <p>Individual Consultations on your Summary Essay.</p> <p>Turn in revision of your Summary Essay.</p> <p><i>Completion of Unit 3</i></p> <p>Midterm Exam</p>
<p>Unit 4</p> <p><i>Writing an Informative Essay</i></p> <p>Week 9</p> <p>Week 10</p>	<p>Unit 4: Working with Informative Texts: Learning to inform through writing; Practicing formatting, researching & working with sources</p> <p>SECOND MAJOR WRITING PROJECT</p> <p><i>Unit 4 Task 1</i></p> <p>Review MLA Style (see MLA powerpoint on Brightspace)</p> <p>Chapter 12, “Introduction to Working with Sources,” pages 454-568</p> <p>Chapter 12, “Using Sources,” pages 468-478</p> <p><i>Unit 4 Task 2</i></p> <p>Unit 2 in the text, “Word Choice and Spelling,” beginning page 548</p> <p>Unit 3 in the text, “Punctuation and Mechanics,” beginning page 571</p> <p>Chapter 3 pages 50-77, pay close attention to “Prewriting” and “Selecting Topics”</p> <p>Consult with me about your topic for your Informative Essay.</p>

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	<p><i>Unit 4 Completion</i></p> <p>Consultations on Informative Essay</p> <p>Turn in first draft of Informative Essay</p>
<p>Unit 5 <i>Writing a Persuasive Essay</i></p> <p>Week 11</p> <p>Week 12</p>	<p>Unit 5: Writing a Persuasive Essay THIRD MAJOR WRITING PROJECT</p> <p><i>Unit 5 Task 1:</i> Chapter 6, Basic Elements of Argument, page 218 Consult with me about your topic for Persuasive Essay</p> <p><i>Unit 4, Task 2</i> Chapter 8, “Intros, Conclusions & Titles, pages 257-278 Chapter 9, “Inferences and Tone,” pages 290-302</p> <p><i>Unit 4 Completion:</i> Turn in Persuasive Essay</p> <p><i>Unit 5 Completion:</i> Turn in revised Informative Essay</p>
<p>Unit 6 <i>Revising and Editing</i></p> <p>Week 13</p> <p>Weeks 14-15</p>	<p>These two weeks will be spent finishing and revising all writing projects.</p> <p>Unit 6, Task 1 Chapter 10, Revising and Editing, pages 326-349 Revision Exercises</p> <p>Unit 6, Completion Consultation on Persuasive Essay Turn in revised Persuasive Essay</p>

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Week 16	Finishing up, FINAL EXAM All lab assignments are due by the end of the last week of classes. The final will be a departmental exit exam that includes an objective portion and an essay.
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Course Grading Information:

Students' grades will be determined in the following manner:

Three Integrated Reading and Writing Projects	Project #1	10%
	Project #2	10%
	Project #3	10%
Midterm Exam		10%
Daily Work/Homework/Attendance (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Lab/Connect Work		20%
Final Exam		20%

Total 100

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 and Make Up Work Policies:

Late work is not generally accepted. If you have an emergency situation that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required. Attendance will be taken at each class meeting. If you are consistently tardy or leave early, you will be counted absent. If you miss more than eight class meetings, you are in violation of MCC's attendance policy. I may not say anything to you when you leave, but be assured that I have noticed and am recording it.

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

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Student Behavioral Expectations or Conduct Policy:

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, such as your lab, as well. **In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage (without permission), 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.

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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 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.