McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING II

INRW 0302; SECTIONS L082 & L083

DR. YOLANDA J. GONZALEZ

NOTE: This is a 16-week course.

NOTE: This is an Online course.

INTEGRATED READING AND WRITING II

INRW 0302.L082 & L083

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 online course has two parts: a "lecture" and "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.

Technical Requirements
Students enrolled in this online course need regular, reliable access to the internet and a computer. Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

If you don't have reliable internet/computer access at home, make plans to come to campus and complete your coursework in one of the computer labs on campus.

Alternatively, if you are enrolled in at least 6 credit hours at MCC and have a cumulative GPA of 2.0 or above, you may qualify to check out a laptop, hotspot, and/or webcam that you can use during the semester. Please email me if you believe you qualify for this program so I may submit a referral on your behalf.

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
- Java

Using Brightspace:
All course materials are posted on Brightspace, and all assignments must be submitted online. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at brightspace.mclennan.edu.

Turnitin
https://www.turnitin.com/
In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Instructor Information:
Instructor Name: Dr. Yolanda J. Gonzalez
MCC E-mail: ygonzalez@mclennan.edu
Office Phone Number: (254) 299-8904 (please leave a voicemail message during office hours, listed below)
Office Location: FOB 112
Office/Teacher Conference Hours: In-person office hours are Mondays & Wednesdays from 9 am to 12 noon. I can be reached via email or Instant Messages on Brightspace Tuesdays & Thursdays from 10 am to 3 pm. MCC holidays will be observed, and office hours will not be held on those days.
I return emails/phone calls within 48 hours. If you do not hear back from me within that time frame, feel free to email/call again.
Other Instruction Information: Video conferencing on Zoom is also available. Please use this link to schedule an appointment: Virtual Office Hours

Required Text & Materials:

Books and website materials 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,* 2nd edition, by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2019. Simply 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 Places* 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:
Where does this course take place?
- This is an **all online** course. In this course, students will read material, watch videos, and follow a guided study path on Brightspace.
- Students will be expected to complete **independent** homework assignments, but help is always available.

What do we do in this course?
- Plan to set aside some time each week, preferably for 3-4 days a week, to work on this course. You will do all your work online through a computer. If you do not feel comfortable working on a computer alone, you can work on this course on campus in the library or in the Academic Support and Training (AST) lab in the Student Services Center.
- You will use Excelsior OWL to help you learn how to read and write well for the Writing Lab component of the course. Writing Lab assignments may include videos, short quizzes, and/or written assignments.
- You must take the Exit Exam at the end of the semester. To be eligible to take the exam, students must have at least a 70 average on all assignments due before the Exit Exam (Projects 1-3).
- To access the course and learn what to do each week, enter your user information at this link: https://brightspace.mclennan.edu/d2l/login. Click INRW 0302 once you have logged in to Brightspace.

How will I know what to work on?
- Each week, you will enter the course module for that week and click on the menu item called "Tasks." There, you will see a list of "to do" items. You will also see a list of due dates for all of the items you will be working on. Use that list to help you plan your class schedule for the week. Links for the assignments due will be posted immediately after the "Tasks" list.

What if I have problems?
- If you have **academic problems,** use the resources available at MCC. MCC offers all kinds of help for students. For drop-in help, visit the AST. For more information, see this link: https://www.mclennan.edu/academic-support-and-tutoring/.
- To get a tutor, visit the AST. More information is provided at this link: https://www.mclennan.edu/academic-support-and-tutoring/tutor.html.
- You can get assistance with the research/library tasks required in this course. For more information, follow this link and look at the menu of services on the right-hand column: https://www.mclennan.edu/library/. Try making an appointment with a librarian, or you can use the chat feature.
- You can get technical support if you have computer, password, or technology issues. Click this link for help: https://www.mclennan.edu/tech-support/index.html.
- If you have **personal problems** that are keeping you from getting your work done, please contact me by email as soon as possible. I am happy to work with you on possible solutions!

<u>Course Objectives and/or Competencies:</u>
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.

How Attendance Works in This Course:

- For this online course, attendance is recorded at weekly intervals. You must submit at least one course assignment (i.e. an activity that has a corresponding grade item in the grade book) each week to be counted present for that week.
- Failure to complete a course assignment by Saturday, September 2 will result in a course drop. This can negatively impact your financial aid package now and/or your ability to qualify for financial aid in the future. **Also, developmental students dropped from developmental courses will lose their entire schedule.**
- Alternatively, you may choose to drop this course by September 2. In this circumstance, the course will not appear on your transcript. **Choosing to drop INRW 0302 will automatically cause you to lose your entire course schedule.**
- You may choose to withdraw from this course any time between September 6 and October 23. A grade of W will appear on your transcript for the course if you withdraw. *A withdrawal from INRW 0302 will also cause you to be withdrawn from ENGL 1301. Please check with your advisor and the Financial Aid Office before requesting a withdrawal to ensure you understand how the decision will impact you.

- A student who fails to submit any course assignments for four weeks prior to October 23 may be withdrawn by the instructor. A grade of W will appear on their transcript for the course. *A withdrawal from INRW 0302 will also cause you to be withdrawn from ENGL 1301.
- After October 23, a student who accumulates 4 or more absences may earn a failing grade in the course.

Course Outline or Schedule:

This course has weekly deadlines and requires weekly participation. Assignments become available once you have met specified grade criteria or submitted assignments. Please see the schedule below and refer to the "Content" or "Calendar" portion of Brightspace for specific course deadlines. Also, any updates or changes to the schedule will be communicated on Brightspace "Announcements." Plan to check that page regularly to stay up-to-date on what's going on in the course.

Course Orientation:
- **Course Orientation; due 8/26**
    - Syllabus Quiz
    - Questionnaires
    - Discussion Board
    - Read Chs. 1 ("Emotional Intelligence and Your Pathway to Succes"), 2 ("Annotating Texts and Developing Vocabulary") & 6 ("Text Purposes and Patterns")
    - Ch. 2 Comprehension Test
    - "In Class" Essay assignment

Project 1: Working with a Text to Create a Summary
- **Lesson 1; due 9/2**
    - Read Chs. 3 ("Prewriting and Working with Topics"), 11 ("Three Integrated Reading and Writing Projects" & Project #1 ("Working with a Text to Create a Summary")
    - Ch. 3 Comprehension Test
    - "Writing a Thesis Statement" PowerPoint
    - Thesis Statement for Project #1
    - Lab Assignment
- **Lesson 2; due 9/9**

- o Project #1 Outline
  - o Project #1 Rough Draft
  - o Discussion Board
  - o Lab Assignment
- **Lesson 3; due 9/16**
  - o Project #1 Peer Review
  - o Lab Assignment
  - o Final Draft for Project #1
  - o Reading Assignment

Project 2: Working with Informative Texts
- **Lesson 1; due 9/23**
  - o Read Chs. 4 ("Main Ideas") & 5 ("Support for Main Ideas")
  - o Ch. 4 & 5 Comprehension Test
  - o Project #2 Information Sheet
  - o Discussion Board
  - o Lab Assignment
- **Lesson 2; due 9/30**
  - o Read Chs. 7 ("Organizing, Drafting, and Summarizing") & 8 ("Titles, Introductions, and Conclusions")
  - o Chs. 7 & 8 Comprehension Test
  - o Project #2 Outline
  - o Discussion Board
  - o Lab Assignment
- **Lesson 3; due 10/7**
  - o Project #2 Draft
  - o Discussion Board
  - o Lab Assignment
- **Lesson 4; due 10/14**
  - o Project #2 Peer Review
  - o Final Draft for Project #2
  - o Lab Assignment
  - o Reading Assignment

Project 3: Completing an Argument Project
- **Lesson 1; due 10/21**

- o Review Ch. 6 ("Argument")
- o Ch. 6 Comprehension Test
- o Project #3 Information Sheet, part 1
- o Lab Assignment
- **Lesson 2; due 10/28**
    - o Read Ch. 12 ("Using Sources")
    - o Using a College Library Video & Assignment
    - o Project #3 Information Sheet, part 2
    - o Lab Assignment
- **Lesson 3; due 11/4**
    - o Read Ch. 9 ("Inferences and Tone")
    - o Ch. 9 Comprehension Test
    - o Project #3 Thesis Statement
    - o Module 11 Discussion Board
    - o Lab Assignment
- **Lesson 4; due 11/11**
    - o Project #3 Outline
    - o Project #3 Draft
    - o Discussion Board
    - o Lab Assignment
- **Lesson 5; due 11/18**
    - o Read Ch. 10 ("Revising and Editing")
    - o Ch. 10 Comprehension Test
    - o Project #3 Peer Review
    - o Discussion Board
    - o Writing Lab
- **Lesson 6; due 11/25**
    - o Lab Assignment
    - o Final Draft for Project #3
- **Lesson 7; due 12/2**
    - o Reading Assignment (TBD)
    - o Grade Audit

Exit Exam:
- **Lesson 1; due 12/4**

o   Exit Exam for students who qualify

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 Work		20%
Daily Work (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Exit Exam		20%

Total   100%

Exit Exam: The final 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.

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 Writing Lab modules.

Course Grading Scale
Final grades will correspond to the following scale:

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

Late Work and Make Up Work Policies:
Late work: Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family; observance of a religious holiday). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence. An extension on the late work will be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

Student Behavioral Expectations or Conduct Policy:

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 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 general catalog. In addition, in this class, students may be subject to the following discipline:

- First Offense: Warning & failing grade on the assignment.
- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

Click Here for the MCC Attendance/Absences Policy
(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.

M^CLENNAN COMMUNITY COLLEGE

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.