

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Integrated Reading and Writing

INRW 0401 – 07

CLAIRE MOORE

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2019

Course Description:

Integrated Reading and Writing

0401-07

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 lec/2 lab).

Prerequisites and/or Corequisites:

Prerequisite: READ 0300 or credit by TSI assessment.

Course Notes and Instructor Recommendations:

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course. Students are dropped from the lab after **six** lab absences. If students have problems completing the lecture part or lab component of this course, please talk to me.

Instructor Information:

Instructor Name: Claire Moore

MCC E-mail: cmoore@mclennan.edu

Office Location: LA 221

Office Phone: 299-8826

Office/Teacher Conference Hours: Monday/Wednesday 12:35-1:00, 2:00-2:30

Required Text & Materials:

1. Text: Common Ground Integrated Reading and Writing Author: Hoeffner
2. Software Access Card: *Connect* Integrated Reading & Writing Access Card
3. The access card and textbook will be packaged together and will be available in the MCC Bookstore. Here is a link to the [MCC Bookstore](#). PLEASE: Consider carefully before purchasing your books *by mail* from the MCC Bookstore. Long delays in receiving texts have been reported.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](#)

(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

- Homework time will be used to read the textbook and do homework, including work on the three major projects in this course and any other activities.
- Class time will be spent applying the concepts you have read about in the textbook.
- Lab time will be spent on McGraw-Hill Connect and other activities. **Students must have at least a 70 average in the classroom and a 70 average in CONNECT to be eligible to take the two part final.**

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.

Course Outline or Schedule:

Each module consists of roughly three weeks. See the Course Calendar handout for more specific dates.

Module 1	Getting Started with this Course
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Jan. 14- Feb 1	Getting Started with Lab and Connect A Pathway to Success (Chapter 1) Reading, Writing, and Vocabulary (Chapter 2) Grammar Unit 1 Individualized Grammatical/Spelling Assessment Thematic Readings
Module 2 Feb. 4-22	Pre-and Pre-Writing Strategies (Chapter 4) Main Ideas in Paragraphs (Chapter 5) Thematic Readings Outlines, Graphic Organizers, and Summaries (Chapter 8) Main Ideas and Support in Essays (Chapter 10)
Module 3 Feb. 25- Mar. 22	Project 1- Why We Like Fantasy Thematic Readings Reading & Writing Exam 1 Submit Reading/Writing Project #1
Module 4 Mar. 25-	Project 2 Tips for Financial Success Revising, Editing, and Doing Your Best Work (Chapter 9)

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Apr. 12	Thematic Readings Finish/submit Reading/Writing Project 2 Reading & Writing Exam 2
Module 5 Apr. 15- May 3	Text Purposes and Patterns (Chapter 7) Project 3 The Power of Words Thematic Readings Finish/submit Reading/Writing Project 3 Final Exam

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%
Two Integrated Reading and Writing Major Tests		20%
Connect Work (includes individualized lab work & attendance)		20%
Daily Work/Homework (Chapter quizzes, vocabulary/punctuation/grammar sentence structure exercises/quizzes, etc.)		<u>20%</u>

Total 100

Final Exam: While the final exam (EXIT Exam) does not count toward the final average, to pass the course, students must pass the final exam. The final exam or EXIT EXAM consists of two sections: **Part 1—the Reading Comprehension Exit Exam and Part 2—the Reading/Writing Skills Exit Exam.** In addition, students **must be eligible** to take the final. Students **MUST** have at least a 70 average in the lecture part of the class and **at least a 70 average** in Connect to be eligible to take the FINAL EXAM. If a student fails the final exam but has a passing average in the course, the student will receive a grade of NC for the course.

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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 0401.

Late Work, Attendance, and Make Up Work Policies:

Students who miss 25% of the class will be withdrawn from this course. Late work will result in a lowered grade. It will not be accepted after the Friday of the week it is due, and a zero will be applied which will be quite damaging to your overall class grade. 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.

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 and communicating in a polite and respectful manner. Discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening communication will be grounds for instructor-initiated withdrawal of students and / or referral to McLennan Community College’s discipline officer. Please bring an attitude that seeks to take full advantage of the education opportunity this class provides.

I will always treat you with respect; please be respectful of me and your classmates. Being late is disrespectful and indicates to me that you are not serious about this class. I expect prompt and regular attendance. If you do arrive late, come in quietly. You may talk to me when class is dismissed. After the 8th absence, you will be dropped from both the lecture and lab class. If you need to be reached in case of an emergency, put your phone on vibrate and keep it in your pocket. If you get a call, please step into the hall. Do not text during class. Talking with your classmates during a lecture is disrespectful.

Cheating will NOT be tolerated. Students who are caught cheating will be reported to Student Discipline for further tracking. *Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college.*

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

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

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

A student will be dropped if he or she is absent for 20% or more of the course. Lab attendance is included in this percentage.

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, 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.

Please refer to the [Highlander Guide](#) for more information about the general attendance requirements established by MCC.

If you are considering dropping, please talk to me first. Let’s see if we can find a way to make the course work for you! If we can’t, I can still help you by giving you some guidance for next semester. Additionally, I can take care of the paperwork for you.

Please keep in mind that students may not drop more than six courses (18 hours) during their ENTIRE college experience in Texas. That means you may only drop six classes in Texas institutions, regardless of the college you attend. For example, if you dropped six classes at

University of Texas last year, you are not eligible to drop any more classes at MCC or anywhere else in the state of Texas.

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/>.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* **[Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

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 Title IX Coordinators at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*