



**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**INRW 0401
Section 87 and 88**

Dr. Lisa Hoeffner (Häyf-ner)

AN EQUAL OPPORTUNITY INSTITUTION

Spring, 2019

Instructor Information

Instructor Name: Dr. Lisa Hoeffner

MCC E-mail: Lhoeffner@mclennan.edu

Office Phone Number: 299-8807

Personal Cell Phone: 254-315-2347 (Feel free to text me; please include your name.)

Office Location: FOB 204

Office/Teacher Conference Hours: by appointment, by Zoom (online videoconferencing), and by phone.

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 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. If students have problems completing the lecture part or lab component of this course, please talk to me.

Required Texts & Materials

1. Text: *Common Ground*, 1st edition, 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](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(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

Where does this course take place?

- This is an **all online** course *except* for the final exam. It will be taken on campus, and students **MUST** pass the final to pass the class.
- 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?

- You will need to set aside some time each week, preferably for 3-4 days a week, to work on this course. You will do all of 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 Center for Academic Excellence.**
- You will write papers in this course and submit them for grading in McGraw-Hill Connect, an online program.
- You will also use Connect to help you learn how to read and write well.
- You will take the final exam on campus at the end of the semester. No exceptions will be made.
- 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 on INRW 0401 once you have logged in to Brightspace.)

How Will I Know What to Work On?

- Each week, you will click on the menu item called "Weekly Work." 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.

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 Center for Academic Excellence. For more information, see this link: <http://www.mclennan.edu/center-for-academic-excellence/>.
- To get a tutor, visit the Center for Academic Excellence. More information is provided at this link: <http://www.mclennan.edu/center-for-academic-excellence/>.
- You can use **online tutoring** called Smarthinking free of charge. For more information, click here: <http://www.mclennan.edu/center-for-academic-excellence/smarthinking>.
- You can get assistance with the research/library tasks required in this course. For more information, click here <http://www.mclennan.edu/library/#> and look at menu of services on right-hand column. You can even make an appointment with a librarian.
- You can get technical support if you have computer, password, or technology issues. Click here: <http://www.mclennan.edu/tech-support/>.
- If you have **personal problems** that are keeping you from getting your work done, please contact me by email as soon as possible. Maybe we can work out a solution!

Methods of Teaching and Learning:

- Students will read, listen to videos, and work on interactive software (Connect).
- Students will complete the lab portion of this class online and do not have to sign up for an on-campus or online INRWL lab. The lab work is built into this course.
- 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

There **will be changes** to this course schedule. All changes are announced in the Brightspace announcements area. Students are responsible for reading the information on Brightspace to learn about any course schedule changes.

Weekly Work for Week #. . .	starts on Monday,	Due Dates (There may be changes made to due dates. Read Announcements weekly for any due date changes.)
1	1/14	This week's work is due by Sunday, 1/20 at 11:59 pm.
2	1/22 (Tuesday)	This week's work is due by Sunday, 1/27 at 11:59 pm.
3	1/28	This week's work is due by Sunday, 2/03 at 11:59 pm.
4	2/04	This week's work is due by Sunday, 2/10 at 11:59 pm.
5	2/11	This week's work is due by Sunday, 2/17 at 11:59 pm.
6	2/18	This week's work is due by Sunday, 2/24 at 11:59 pm.
7	2/25	This week's work is due by Sunday, 3/03 at 11:59 pm.
8	3/04	This week's work is due by Sunday, 3/10 at 11:59 pm.
9	3/18	This week's work is due by Sunday, 3/24 at 11:59 pm.
10	3/25	This week's work is due by Sunday, 4/07 at 11:59 pm.
11	4/08	This week's work is due by Sunday, 4/14 at 11:59 pm.
12	4/15	This week's work is due by Sunday, 4/21 at 11:59 pm.
13	4/22	This week's work is due by Sunday, 4/28 at 11:59 pm.
14	4/29	This week's work is due by Sunday, 5/05 at 11:59 pm.
Final Exam	The final exam will be taken at the MCC Testing Center. Instructions will appear on Brightspace that will tell you how to sign up for a testing time. Testing dates are May 6 and 7. No exams are allowed after May 7.	

Course Grading Information

Course grades will be calculated using these percentages:

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 does not count toward the final average, to pass the course, students must pass the final exam.

The final exam consists of two sections:

- Part 1—the Reading Comprehension Final Exam and**
- Part 2—the Reading/Writing Skills Final 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.

Assignment	Percentage of Final Grade	Your Grade	To calculate your course grade, multiply your grade times the percentage. Be sure to convert the percentage to a decimal. For example, 5% = .05; 20% = .20, etc. Add all the numbers in this column, and you will have your course grade.
Project 1	10%		
Project 2	15%		
Project 3	15%		
Major Test 1	10%		
Major Test 2	10%		
Connect Average	20%		
Daily Work / Homework Average	20%		

Final Course Grade			(Add products)
Final Grade			

Final Grade Determination

90 – 100 % = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

59% or lower = F

Penalties for Plagiarism or Cheating

Plagiarism occurs when you use the work of another person or entity without giving credit to that person or entity. Plagiarism can occur in many ways, including but not limited to using a source’s ideas without giving credit to the source, using a source’s words without giving credit to the source, having someone write a paper for you, purchasing a paper and submitting it as if you had written it, and so on. Cheating occurs when students have someone else take a course or a portion of a course for them.

Plagiarism or cheating will result in penalties ranging from zero on the assignment in question to being dropped from the course. The punishment for plagiarism is entirely at the professor’s discretion. Students who cheat or plagiarize will be referred to McLennan Community College’s disciplinary officer.

Late Work, Attendance, and Make Up Work Policy

No late work will be accepted.

Student Behavioral Expectations or Conduct Policy

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Absences

In an online class, attendance is defined as participation in the course. To judge a student's level of participation, the instructor considers the submission of course work. The specific policy for participation follows:

I will check your work each week. If you have not completed 50% of the Connect assignments for the week, you will be dropped. And/or if you do not turn in an Integrated Reading and Writing Project, you will be dropped. No exceptions.

If a student is dropped after the official drop date (the 60 percent point in the semester or term), the professor may assign a W if the student is passing and requests to be withdrawn. However, if the student who is dropped is not after the official drop date, the student will receive an F. In extenuating circumstances, the professor may assign a W to a student who is not passing.

For more details, see *<http://www.mclennan.edu/highlander-guide-2016-17/policies>.

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 Coordinator 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.*