McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Integrated Reading and Writing 0401/0402

INRW 0401 F1 (4048)

INRW_0402_F1 (5739)

M W

1:00 A.M. – 2:40 P.M.

PROFESSOR ROYCE B. SMITH, INSTRUCTOR

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.

The course fulfills TSI requirements for reading and/or writing. Semester Hours 4 (3 lec/2 lab).

Prerequisites and/or Co-requisites

Prerequisite: INRW 0401, READ 0301, ENGL 0301 or a satisfactory score on either the TSI. Successful completion of INRW 0402 fulfills the developmental course sequence for English and reading.

Course Notes and Instructor Recommendations:

How to Pass This Course

Student should make every attempt to turn in all assignments on time.

Students should put forth great effort in lab and in class time in order to obtain a grade in which he/she may wish to achieve.

To successfully complete this course, students will need to have good study skills. The following information might help you as you plan for your study time.

Study Time Expected:

Plan on spending 9-12 hours per week on this course (not including class or lab time) during fall or spring semesters. Longer hours will be required in the summer and in flex-track courses (courses that are shorter than 15 weeks).

Instructor Information

Instructor Name: Royce B. Smith

MCC E-mail: rbsmith@mclennan.edu

Office Phone Number: 254 – 299 - 8923

Office Location: Lecture Hall Building, Room 103

Office/Teacher Conference Hours: Monday & Wednesday from 10:00 A.M. until 11:00 A.M.

Required Text & Materials:

1. Text: *Common Places*   Authors: Lisa and Kent 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. http://www.mclennan.edu/bookstore/ PLEASE: Consider carefully before purchasing your books by mail from the MCC Bookstore. Long delays in receiving texts have been reported.
4. Student Email

Your student e-mail account is automatically set up after you register for classes and you may access it as soon as it has been created. Your username will be your first and last initial followed by your seven-digit student ID number, which is located on the front of your student ID card. For example, John Doe (ID number 0211111) would be jd0211111. Your password will be your first and last name initials followed by your six-digit birth date (mmddyy). John Doe's birthday is May 12, 1988. His password would be jd051288. All student e-mail addresses end with @students.mclennan.edu. To access your student e-mail account, go to www.mclennan.edu and click on the Student E-mail link. Enter your username and password.

If you prefer me to contact you at a different email address rather than your campus email address, it is your responsibility to get that email address to me. For a rule, I will submit correspondence through the campus email unless otherwise noted by you.

5. The computer software that will be used campus wide by MCC students is Brightspace. You can find Brightspace at:

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

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/

* **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.

Learning the Material / Methods of Teaching and Learning

- Homework time will be used to read the textbook and do homework, including work on three of the projects in this course.
- 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.

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 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.

General Course Calendar/Outline for 15-Week Classes

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

Module 1	Getting Started with Lab and Connect
	Chapter 7—Organizing, Drafting and Summarizing
	Introduction to Working with Sources—How to Avoid Plagiarism (Ch. 14)*
	Chapter 2—Annotating Texts and Developing Vocabulary: Plagiarism Assignment
	Chapter 8—Titles, Introduction, and Conclusions
	Chapter 3—Previewing Texts and Working with Topics; Review Chapter 7 – (Summary Assignment)
	Read Triumphing over Adversity, page 582 —Submit **Reading/Writing Project #1 (AN ESSAY)**
	Reading and Writing Processes (Chapter 3 continued)
	Continue major reading and writing project work
	Grammar and Punctuation Review, **Unit 3 Punctuation and Mechanics,** Page 571 (Including Fragments and Run-ons)
	Chapter 10 Revising and Editing
	Chapter 4—Main Ideas & *Chapter 5*—Support for Main Ideas
	Project #2----Submit Major **Reading/Writing Project #2.**
	(Go to www.monster.com and create a profile.
	You will search for a job that you can actually apply for now using your present employable skills. You will create a resume and a cover letter. Both must be written professionally and project the best you. Quiz on Major Errors, etc. **Major Reading & Writing Test #1**

Module 3	**Chapter 6 Text Purposes and Text Patterns**
	Introduce Major Reading/Writing Project #3; (Social Media)Page 218
	Chapter 6—Basic Elements of Argument
	Chapter 12—Chapter on Using Sources
	Information Sheets for Project 3 Due; Continue work on Project #3
	Introduce detailed instructions for Major Reading/Writing Project #3; Unit 3—Punctuation and Mechanics , Page 571 Continued
	Chapter 9—Revising, Editing, and Doing Your Best Work
	Project #3----Submit Major Reading/Writing Project #3—Argument (Taking a Position— using Sources)
Module 4	Strategies for Reading and Writing Exams (Chapter 15)
	Finish/submit Reading/Writing Project 4
	In-class Reading and Writing Assignment (mock exit exam that counts as one of the reading and writing assignments)
	Thematic Readings
	Final Exam
	Major Reading & Writing Test #2
	Sign up to take the Final in the Testing Center
	Finish all lab assignments by week 14.
Before Finals	**Take Final Part 1 in the lab, and Take Final Part 2 during week of finals**

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	10%
	Project #4	15%
Two Integrated Reading and Writing Major Tests		20%
Connect Work (includes individualized lab work & attendance)		10%
(**Daily Work/Homework (**Chapter quizzes, vocabulary/punctuation/grammar sentence structure exercises/quizzes, etc.)		20%
		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.

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.

MCC Attendance Policy and Drop Policy

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.

Late Work and Make Up Work Policies

Late work will only be accepted one class period after assignment is due. Please **DO NOT** ask to submit beyond one class period. If you have an emergency situation that prohibits you from making progress in the course, contact Professor Smith to discuss the best course of action. Documentation will be required.

Student Behavioral Expectations or Conduct Policy:

Students are expected to follow the General Conduct Policy in the Highlander Guide. In addition, students are expected to:
1. Treat all classmates and the instructor with respect. Any disrespectful and/or disruptive behavior on your part may result in your being removed from the classroom.
2. Silence all smartphones, laptops, and any other electronic devices that may go off during class.
3. Quietly exit when emergencies arise (i.e. restroom, private call, etc.).

Communication

Students should use MCC email (rbsmith@mclennan.edu) for communication. While it is appropriate to wait up to 48 hours for a response to a message, you will usually receive a response the same day you send your email. After 48 hours, if no response is received, you should resend the message to make sure it was received. Our MCC email system has a spam folder, and sometimes messages get sent to the spam folder by the system.

Email must be written in standard English, not text messaging English. (I'm not grading your email messages, but I [and your other instructors] expect you to write in such a way that I can easily understand your message.)

Subject lines for messages need to be used. Please use these suggested subject lines:
 QUESTION -- Use this if you have a question. Example: QUESTION about Due Dates.
 URGENT -- Use this only if you truly have an urgent issue. Ex: URGENT: I went into labor!

If a message doesn't concern one of the areas above, students can create their own subject line.

Students are expected to maintain classroom decorum to include respecting other students and the instructor, exercising prompt and regular attendance (see below for how attendance is monitored in online classes), and communicating in a polite and respectful manner.

These expectations extend to the online classroom as well. Students are expected to participate in writing assignments and communication—including email and Brightspace postings—in such a way as to communicate respect for their classmates and instructor. Discriminatory comments, 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.

MCC Academic Integrity Statement:

* **Click Here for the MCC Academic Integrity Statement**
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

You MUST ALWAYS submit your OWN work. You may discuss daily and major assignments with other students, but do not work so closely that your submitted assignment is too close to being the same as another student's submitted assignment. Doing so is a form of plagiarism. Note: If you are caught plagiarizing, the first offense will result in your receiving A GRADE OF **ZERO** for the plagiarized assignment (you **MAY NOT** make up a plagiarized assignment). I will also report the offense to the Counseling Specialist who will document the incident. IF YOU ARE CAUGHT PLAGIARIZING A SECOND TIME, YOU WILL RECEIVE A GRADE OF "NC" IN THE COURSE FOR THE SEMESTER.

MCC Attendance Policy:

* **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.

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

Title IX:
* **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.*

Final Exam Schedule:
Wednesday, May 8, 2019 from 1:00 P.M. – 3:00 P.M. (Place: TBA)