

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INRWL 401-05**

**CLAIRE MOORE**

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2019

**Course Description**

INRWL supports the INRW course, which fulfills TSI (Texas Success Initiative) requirements for developmental reading and writing. The course integrates the critical reading and academic writing skills students need to comprehend to 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 Co-requisites**

Prerequisite: READ 0300 or credit by TSI assessment.

### **Course Notes and Instructor Recommendations:**

The INRW 0401 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, they should talk to me or to their lab instructor.

**Attendance is required.** The lab (INRWL) grade is part of the course (INRW) grade, and the course cannot be passed without it. Students are dropped from the lab after **six** lab absences. If you are having trouble attending the lab or doing the lab work, please speak to the lab instructor.

### **Instructor Information:**

Instructor Name: Claire Moore

MCC E-mail: [cmoore@mclennan.edu](mailto:cmoore@mclennan.edu)

Office Phone Number: 299-2286

Office Location: LA 221

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

### **Required Text & Materials:**

- Title: Common Ground Integrated Reading and Writing  
[Access code to McGraw-Hill's *Connect* software package is also required.]
- Authors: Lisa and Kent Hoeffner
- Publisher: McGraw-Hill

### **MCC Bookstore Website**

- Here is a link to the [MCC Bookstore](#). To complete the lab, you will need the CONNECT access code that comes with the purchase of the book.

### **Student Email**

Students will be **required** to use their **MCC student email** accounts for communicating with the professor. Email (and Blackboard) are the ways I will provide course information, course documents, etc.

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.

\* [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**

**In-class:** Lab time will be spent on McGraw-Hill Connect and other activities. Questions and requests for clarification or explanation are encouraged.

**Outside-of-class work (Homework):** Online lab tutorials and mastery exercises can be done at Academic Support (SSC-105) or anywhere on or off campus that you can use a computer with online connection.

### **Course Objectives and/or Competencies**

This lab supports the following INRW 0401 course objectives and/or Competencies:

Learning Outcomes

Upon the successful completion of this course, students will:

- 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.

### How Connect Works

Once students have established a way to login to Connect, they can get started with course content immediately. Students will have thirteen units to complete. Notice that we did not put in a legitimate due date (we used a date in 2019). Students need to know that they are expected to complete each of the units by the end of the course.

Since there are 13 units, students will work on approximately one unit per week (in spring and fall semesters).

As students work through each unit, students will be able to see the percentage of progress they have achieved. For example, the graphic below shows that a student finished 97% of the first unit.

The screenshot displays a student dashboard with the following elements:

- Navigation Bar:** Assignment | Recharge | Reports | Library
- Unit Header:** 1 Reading, Vocabulary, and Study Skills
- Progress Overview:**
  - Overall progress for Reading, Vocabulary, and Study Skills: 97%
  - GOAL: 13 DEC 2019
- Unit 1 | Reading and Writing Tasks:**
  - # 1.2 Reading, Vocabulary, and Study Skills
  - Recognize strategies that experienced readers apply at different phases of the reading process—pre-reading, during reading, and post-reading.
  - Distinguish between fact and opinion. (Level 1)
  - Distinguish between fact and opinion. (Level 2)
  - Interpret charts, graphs and other visual aids.
  - Use word parts to determine a word's meaning.
  - Use context clues to determine a word's meaning.
  - Use the features of textbooks and articles to improve comprehension and study skills.
  - Recognize effective strategies for studying textbooks.
  - Demonstrate understanding of vocabulary in the

Students should complete at least one unit each week and should achieve at least an 80% for the grade on each unit. If a student completes an entire unit earlier than the end of the week, the student should start on the next week's work.

Students who do not complete the entire unit need to put in extra time outside of class to keep up. They can work on Connect at home and at any other computer with Internet access, but they are **required to come to class each day scheduled and stay the entire time. Leaving early without consent will result in an absence. Students should have discipline to work on their own to complete the units in a timely manner.**

### Course Outline / or Schedule

#### General Course Calendar/Outline for 15-Week Classes

Unit 1 Week 1	Module 1: Reading and Writing as Complementary Processes
Unit 2 Week 2	Reading, Vocabulary, and Study Skills <b>Syllabus Assignment Due</b>
Unit 3 Week 3	Parts of Speech Review
Unit 4 Week 4	Identifying and Developing Main Ideas
Unit 5 Week 5	Verbs: Form, Tense and Other Information
Unit 6 Week 6	Supporting Points and Evidence
Unit 7 Week 7	Subject-Verb Agreement

Unit 8 Week 8	Writing Process
Unit 9 Week 9	Fragments, Run-ons, and Comma Splices
Unit 10 Week 10	Recognizing and Applying Organizational Structures
Unit 11 Week 11	Coordination and Subordination
Unit 12 Week 12	Writing in Response to Reading
Unit 13 Week 13	Identifying and Applying Patterns of Development
Unit 14 Week 14	Pronouns: Reference, Agreement, and Case
<b>04/28</b>	<b>Last day to complete lab assignments (by 5 p.m.)</b>
<b>04/29</b>	<b>Lab Final Exam</b>

## Course Grading Information

### Student's Lab Grade

At the end of the semester, each student will receive a lab grade. The lab grade will be based on these elements:

Attendance/Participation: 20%

Completion of Connect Topics: 80%

### Assigning the Completion Grade

Students will receive a progress grade in Connect that reveals the percentage of content they have mastered. For example, a student who has mastered 80% of the content we have assigned for the semester will receive a completion grade of 80. This is the grade to record for the completion grade.

### Calculating Course Grades

To calculate the student's course grade, the attendance grade will be weighted at 20%, and the completion grade will be weighted at 80%.

Example:

Sara made a 75 for her attendance grade. She made an 82 completion grade.

$$75 \times .20 = 15$$

$$82 \times .80 = 65.6$$

$$15 + 65.6 = 80.6 = \text{lab grade of } 81$$

**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—will be taken during the students' last week in lab on a Monday or Tuesday before the College's Final Exam week and Part 2—the Reading/Writing Skills Exit Exam, which will be taken during the College's Final Exam week. The lecture instructor will give Part 2 of the final.** 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.

### 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. Discriminatory comments, talking, texting, cell phone usage, profanity, and any type

of threatening/disruptive communication will be grounds for instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. Students who leave early will be counted absent.

Adhering to the following two principles will cover most situations:

- Act in a manner that is respectful and courteous toward everyone else in class.
- Do not dress, behave, talk, or whisper in any way that might be a disruption or a distraction to yourself or others.

#### **Cell Phones and Other Electronic Equipment**

- At the beginning of class, please **turn all cell phones off** or on vibrate. Note: a cell phone on vibrate on any hard surface counts as a distraction. Turn off anything else that could make distracting sounds.
- Do not text or talk on the phone during class.
- Do mention to me before class any emergency you anticipate needing to respond to.
- If in an emergency you must answer your phone, please step into the hall to do so.
- Do not wear headphones or ear plug-ins.

#### **Food and drink**

No meals or open drinks in the classroom. If you bring a drink, it must be in a capped bottle to minimize the potential for a spill. Discreet, non-messy snacks are allowed. It is your responsibility to clean up after yourself.

**Restroom breaks**, thirst, or other situations should be handled before or after class. If you have a medical condition for which you need to go to the bathroom, give me medical documentation.

\* [Click Here for the MCC Academic Integrity Statement](#)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

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

\* [Click Here for the MCC Attendance/Absences Policy](#)

([www.mclennan.edu/highlander-guide/policies](http://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.

#### **Instructor's Guidelines:**

- **All work is due the week assigned. If it is not completed during lab, it should be completed as homework.**
- **Tardies may count as absences unless** the student informs the instructor of his (her) presence and asks that the record be changed. It is the **student's responsibility, not the instructor's**, to make sure an absence is corrected to a tardy.
- **Three tardies equal one absence even if the student informs the instructor of his or her presence.**
- **Leaving early** triggers **all** the same procedures and consequences as arriving late.
- Appropriate documentation for any of the four reasons listed in the complete MCC Attendance/Absences Policy is required for any absence, tardy, or early exit to be excused.



## Attendance/Participation Grade

Students will have 15 weeks in lab. Students should receive the following attendance grades:

0-1 absence:	100	
2 absences:	90	
3 absences:	85	
4 absences:	80	
5 absences:	75	
6 absences:	70	
7 absences:	65	Students will be dropped after missing 25% of the course.
8+ absence	0	

## **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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix) ([www.mclennan.edu/titleix](http://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](mailto:titleix@mclennan.edu) or to call 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.*

