

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

WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Integrated Reading and Writing  
INRWL 401 Laboratory Section 06  
Spring 2019  
2:30 to 3:29 p.m.  
January 14-April 29  
Room 110 Liberal Arts Building**

**Instructor:  
Katherine Cook**

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

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.

**Instructor Information:**

Instructor Name: Katherine Cook

MCC E-mail: kacook@mclennan.edu

Note: I will respond MUCH faster if you use this email address:  
seedseditor1@gmail.com

Office Phone Number: 299-8889 (please use 254-755-7745 as an alternate))

Office Location: By appointment

Office/Teacher Conference Hours: Mon-Wed 2:30-3:00 or by appointment

Other instructor information: My "day job" takes me all over town, so the fastest way to reach me is by the Gmail address: seedseditor1@gmail.com.

**Required Text & Materials:**

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

Title: Common Places: Integrated Reading and Writing (MCC Custom Edition)  
[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. **Note: Your access code will be on a card that is packaged with your book. Be careful when you open the shrink-wrap. That card is worth \$45.**

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](#)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://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**

Lab time will be spent on McGraw-Hill Connect.

**Course Objectives and/or Competencies**

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

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.

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

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.

**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.

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

The screenshot shows a navigation bar with 'Assignment', 'Recharge', 'Reports', and 'Library'. Below it, a dark header displays '1 Reading, Vocabulary, and Study Skills'. The main content area is divided into two sections. On the left, a progress indicator shows 'Overall progress for Reading, Vocabulary, and Study Skills' at 97%, with a goal line at 80% labeled 'GOAL 13 DEC 2019'. On the right, 'Unit 1 | Reading and Writing' is followed by '# 1.2 Reading, Vocabulary, and Study Skills'. A list of skills follows, each with a green checkmark: '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.', and '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.**

### Course Outline / or Schedule

*Note: Students will work at their own pace. You must complete the Connect work by **midnight on April 28th**, and you must have a 70% average to take the final exam on **April 29th**. I will give you periodic updates about your progress. You can check with me at any point to see where you are in your completion. If you complete the work early, you don't have to come back to the lab – but **don't forget that you have to come back for the final**. At the end of the*

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

*semester, I will send your lab grade and final grade to your lecture professor, who will assign your grade for the class. We will meet every Monday and Wednesday except for the Martin Luther King holiday on January 21, Spring Break and the Monday after Easter, unless I notify you otherwise.*

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

Unit 1	Module 1: Reading and Writing as Complementary Processes
Unit 2	Module 1: Reading, Vocabulary, and Study Skills
Unit 3	Module 1: Parts of Speech Review
Unit 4	Module 1: Identifying and Developing Main Ideas
Unit 5	Module 1: Verbs: Form, Tense and Other Information
Unit 6	Module 1: Supporting Points and Evidence
Unit 7	Module 1: Subject-Verb Agreement
Unit 8	Module 1: Writing Process
Unit 9	Module 1: Fragments, Run-ons, and Comma Splices
Unit 10	Module 1: Recognizing and Applying Organizational Structures
Unit 11	Module 1: Coordination and Subordination
Unit 12	Module 1: Writing in Response to Reading
Unit 12	Module 1: Identifying and Applying Patterns of Development
<b>Week 13</b>	
Unit 13	Module 1: Pronouns: Reference, Agreement, and Case
	<b>Final Exam</b>

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

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 and Part 2 – the Reading/Writing Skills Exit Exam. Part 1 will be given during the students' last week in lab on a Monday or Tuesday.** 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. The lab final will be on the Monday of the last week of classes.

Student Behavioral Expectations or Conduct Policy

Integrated Reading and Writing Laboratory  
INRWL 0401-Section

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.

\* [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.

### 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
8+ absence	0

Students will be dropped after missing 25% of the course.

### **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**



Integrated Reading and Writing Laboratory  
INRWL 0401-Section

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.*