

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Integrated Reading and Writing Lab
INRWL - 0401/0402 – F3

Megan Kittner

Integrated Reading and Writing Lab

0401/0402-F3

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.

Prerequisites and/or Corequisites:

Prerequisite: READ 0301 and ENGL 0300 or credit by TSI Assessment.

Course Notes and Instructor Recommendations:

This course requires a lecture component. Completion is required and the corresponding grade are part of the requirements for this course. Students are dropped from the lab after **six** lab absences. If there are any issues in completing the lecture or lab components of this course, please let me know.

Instructor Information:

Instructor Name: Megan Kittner

MCC E-mail: mlkittner@mcclennan.edu (ensure that the lowercase L comes after the m because there is another mkittner on campus)

Office Phone Number: (254) 299-8953

Office Location: N/A

Office/Teacher Conference Hours: Tuesday/Thursday 12:40-2:00 pm

Other Instruction Information: **Each student is required to use his or her MCC Email account. Email (and Brightspace) are the ways I will provide course information, course documents, etc.**

Required Text & Materials:

Title: *Common Ground* and Corresponding Access Code for *Connect*

Author: Kent Hoeffner and Lisa Hoeffner

Publisher: McGraw-Hill Education

ISBN: 978-1-260-10458-5

MCC Bookstore Website: <http://www.mcclennan.edu/bookstore/>

NOTE Please consider carefully before purchasing your books *by mail* from the bookstore. Long delays in receiving your books have been reported.

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](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:

Lab time will be spent on McGraw-Hill Connect and other activities.

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.
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

Integrated Reading and Writing Lab

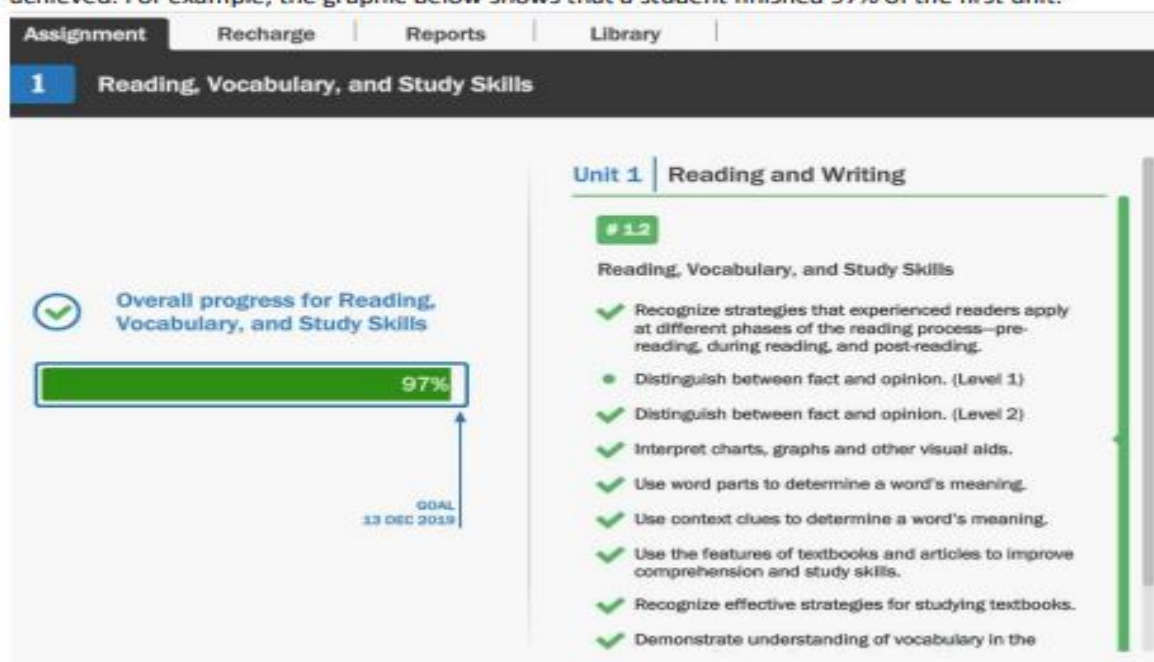
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How Connect Works

Once students have established a way to login to Connect, they can get started with course content immediately. Students will have several units to complete. Students are expected to complete each of the units by the end of the course.

Students will work on approximately one to two units per week in spring and fall semesters and one to two units per day in short 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.



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 projected time, the student should start on the next assignment.

Course Outline or Schedule: *Units occur by week but you may go at your own pace.*

Unit 1	Reading, Vocabulary, and Study; Parts of Speech; Writing Process; Verbs: Form, Tense, and Other Information
Unit 2	Identifying and Developing Main Ideas; Coordination and Subordination; Supporting Points and Evidence; Fragments, etc.
Unit 3	Writing in Response to Reading; Colons and Semicolons; Recognizing and Applying Organization; Subject-Verb
Unit 4	Subject-Verb and Commas; Patterns; Apostrophes and Quotations
Unit 5	End-Punctuation; Writer's Purpose; Pronouns
Unit 6	Writer's Purpose; Infer; Modifiers; Supporting Arguments; Documentation
Final	Final Exam the last week of classes

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.

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.

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.

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](#)**

(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)

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

* **[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.*