



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Integrated Reading and Writing Lab
INRWL 0402 -16**

Wendy Hogan

Course Description:

INRWL 0402 is designed to help students learn and review both fundamental and intermediate aspects of the English language.

Instructor Information:

Instructor Name: Wendy Hogan

MCC E-mail: whogan@mclennan.edu

Office Location: FO, room 119

Office/Teacher Conference Hours: Tuesdays, 12:00 pm-2:15 pm

Phone number: Cell phone number given upon request

Other instructor information:

- Students will be **required** to use their **MCC student email** accounts for communicating with the professor.

Required Text & Materials:

Title: *Common Places: Integrated Reading and Writing 2nd. Edition*

[Access code to McGraw-Hill's *Connect* software package is also required.]

Authors: Lisa and Kent Hoeffner

Publisher: McGraw-Hill

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](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

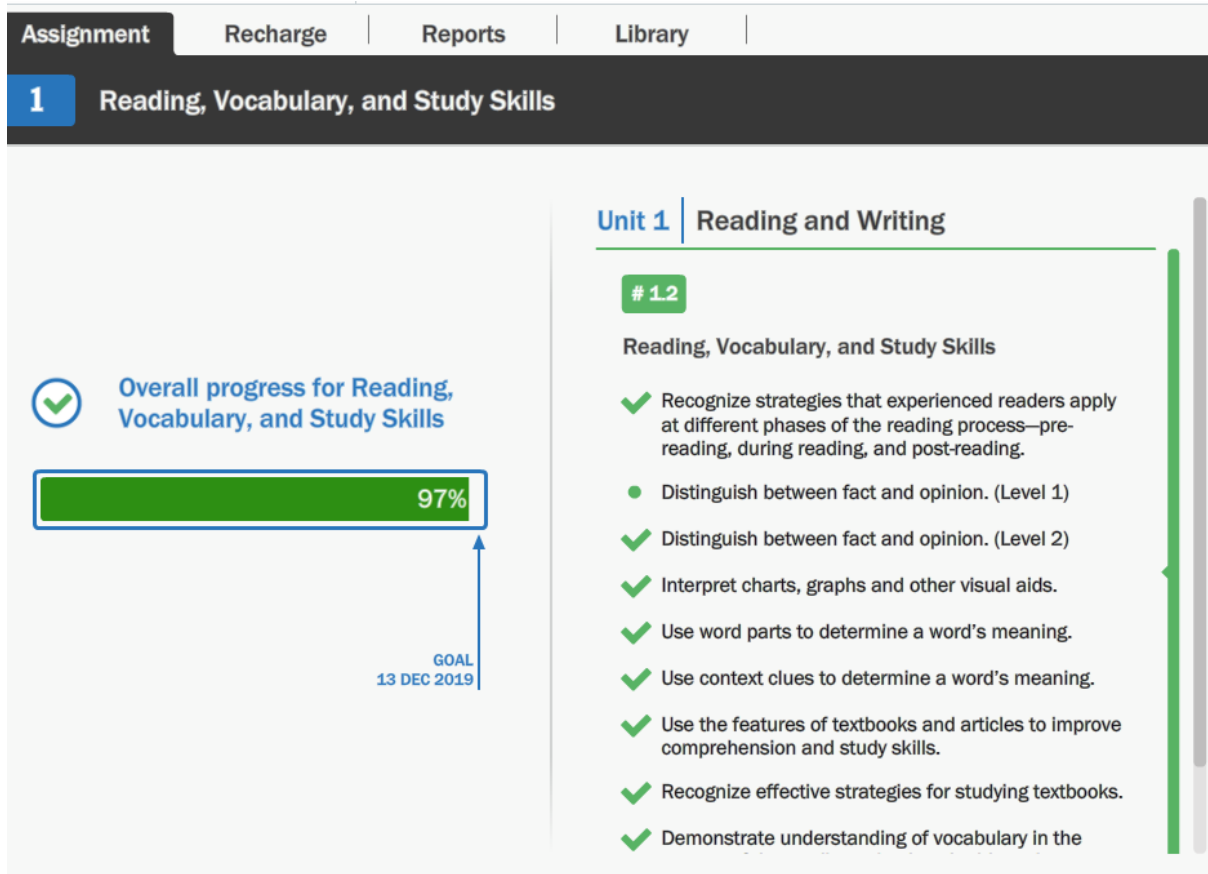
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 15 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.



Students should complete from 2 to 3 units by the end of the week and should achieve at least an 80 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 during the entire scheduled lab each day**.

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%

Attendance/Participation Grade

Students will have 5 weeks in lab. Students should receive the following attendance grades:

0-1 absence: 100

2 absences: 80

3 absences: 70

Students who miss more than three times will have exceeded the number of acceptable absences and will be dropped as per the attendance policy for the summer.

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.

$$75 \times .20 = 15$$

$$82 \times .80 = 65.6$$

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

Calendar

Weeks 1-3—Introduction to Connect

Final Exam-TBD

Units 1-3

Weeks 4-6—Units 4-6

Weeks 7-9—Units 7-9

Weeks 10-12—Units 10-12

Weeks 13-14—Units 13-14

Week 15 Take Final Exam on Monday or Tuesday BEFORE the official week of Finals

* [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-2016-17/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.*