

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**ESOL Integrated Reading and Writing
INRW 0412 – Section 010**

Wendy Hogan

NOTE 1: This is a 16-week course.

AN EQUAL OPPORTUNITY

Spring 2020

Integrated Reading and Writing
INRW 0402-Section

Course Description

This course integrates the critical reading and 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. 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 lecture and a lab component lab).

Prerequisites and/or Corequisites

Prerequisite: READ 0300 or credit by TSI assessment.

Connect Lab:

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course. **This is very important!**

Course Notes and Instructor Recommendations - HOW TO PASS & EXCEL IN THIS COURSE

- 1 **Get Organized.** Making a plan for what you're going to do and when you're going to do it will make sure you get it done.
- 2 **Take time to study and get your homework done.** Studying is a lot of work, and forcing yourself through a study marathon will only make it worse. Dividing your work into manageable chunks, then reward yourself when you finish each chunk. This will make studying (more) fun. (Set aside around 10 hours a week to study and complete work.)
- 3 **Sleep.** Don't underestimate the importance of those eight hours of zzz's every night! Getting a good night's rest will sharpen your focus and improve your working memory.
- 4 **Take notes.** Taking notes will not only keep you more engaged during class, but will also help you narrow down what you need to study when exam time rolls around. It's much easier to reread your notes than to reread your entire textbook!
- 5 **Have excellent attendance.** This means be on time and don't miss classes or labs.
- 6 **Use the Tutoring Center regularly.** This is one of your best resources. Be sure to go weekly!
- 7 **Ask questions.** You're in school to learn, so don't be afraid to do just that! Asking for help - from a teacher, a tutor or your friends - is a surefire way to make sure you truly understand the material.
- 8 **Complete ALL assignments.** Manage your time well because all work including papers and homework assignments must be completed on time.
- 9 **Keep up!** Do not get behind with your lab or your class work as it is difficult to get caught up. Make this class a priority.
- 10 **Get excited about learning!** The purpose of this class is to prepare you for your future. Prove to the instructor and yourself that you want to increase your skills in reading and writing, and do it!

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Instructor Information

Instructor Name: Wendy Hogan

MCC E-mail: whogan@mclennan.edu *Please give your full name and course I have you in each time you email me; use academic language and complete sentences.

Cell Number: (805)209-9292 *Please be sure to address who you are and which class you are in when you contact me; do not give out my number and be courteous when you call or text me.

Office Location: Faculty Office Building 119

Office/Teacher Conference Hours: M/W 8:20-9:20 am, or meetings upon request

Required Text & Materials

1. Text: *Common Ground 2nd Edition* Authors: Lisa Hoeffner and Kent Hoeffner

Software Access Card: *McGraw-Hill Connect* Integrated Reading & Writing Access Card. The access card and textbook will be packaged together and are available in the MCC Bookstore. This software access card will be used to complete computer lab assignments.

NOTE: If you purchase your text/card from MCC, you will find a small access card in the packet. Do not throw away this card! It contains the access code you will need to get into the online work.

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

Above is a link to the [MCC Bookstore](http://www.mclennan.edu/bookstore/). To complete the lab, you will need the CONNECT access code that comes with the purchase of the book.

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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry)

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is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [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

- This class consists of homework time, chapter readings from the textbook and three major projects in this course, plus any other activities.
- 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

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.

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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 (the lab) Works

- Students will login to BrightSpace and go to this course. They will click on Connect Lab and follow the instructions there to get started. In the lab, students will have thirteen units to complete. Students are expected to complete each of the units by the due dates they will find in the Connect Lab area in BrightSpace.
- Students should try to achieve a 100 on each unit and definitely no less than 70. A unit with less than a 70 grade will not be counted toward having an overall completion grade of 70. Students may work ahead on lab work. Students who do not complete the entire unit need to put in extra time to keep up.

This example (from Connect lab) shows you how to see the progress you've made on a lab assignment. In this case the assignment is "Reading, Vocabulary, and Study Skills" and the student has achieved 97. Please DISREGARD any dates you see in the Connect lab work online.

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Assignment
Recharge
Reports
Library

1
Reading, Vocabulary, and Study Skills

Overall progress for Reading, Vocabulary, and Study Skills

97%

GOAL
13 DEC 2019

Unit 1 | Reading and Writing

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

Course Outline: using Common Ground Textbook

Week 1	Getting Started with Lab and Connect Chapter 8—Organizing, Drafting and Summarizing Introduction to Working with Sources—How to Avoid Plagiarism (Online Sources, Video, Article), Start Vocabulary Journal, Begin Writing Journal , Grammar focus (Review Parts of Speech), Begin Reading/Writing Project 1
Week 2	Chapter 4—Annotating Texts and Developing Vocabulary: Plagiarism Assignment Chapter 8 (<i>Common Places</i> , Teacher will provide copies)—Titles, Introduction, and Conclusions, Add to Vocab Journal, Grammar focus
Week 3	Chapter 3 (<i>Common Places</i> , Teacher will provide copies)—Previewing Texts and Working with Topics; Review Chapter 7 – (Summary Assignment) — Submit Reading/Writing Project 1 (A SUMMARY and Information Sheets for Project #1, Creating a summary Working with a Text to Create a Summary)

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Week 4	Reading and Writing Processes (Chapter 3 continued) Start Reading/Writing Project 2, Read, annotate and analyze informative text Grammar and Punctuation Review, Punctuation and Mechanics, (Including Fragments and Run-ons), Add to Vocab Journal, Grammar focus
Week 5	Chapter 9 - Revising and Editing, Add to Vocab Journal, Grammar focus More on Informative Text, Example essay
Week 6	Chapter 10—Main Ideas & Support for Main Ideas, Add to Vocab Journal, Grammar focus, Tutoring Lab time with rough draft of essays
Week 7	Project #2----Submit Major Reading/Writing Project #2. (Working with Informative Texts—Social Media) p. 405 (<i>Common Places</i>) Review for Test 1
Week 8	Test 1 Chapter 11 – Critical Thinking, Opinions, Tone, Analyzing Literature, Add to Vocab Journal, Grammar focus
Week 9	Week 9 Spring Break
Week 10	Chapter 7 Text Purposes and Text Patterns, Add to Vocab Journal, Grammar focus Introduce Major Reading/Writing Project #3; (Impact of Walmart, p. 427) Page 218—Chapter 6—Basic Elements of Argument (See <i>Common Places</i>)
Week 11	Chapter 12—Chapter on Using Sources (See <i>Common Places</i>) Punctuation and Mechanics (Part 4: Grammar Handbook)
Week 12	Introduce detailed instructions for Major Reading/Writing Project #3; — Punctuation and Mechanics (Part 4: Grammar Handbook)
Week 13	Chapter 9—Classification & Review on Using Sources Add to Vocab Journal, Grammar focus
Week 14	Time in the Tutoring Center with rough drafts Project #3----Submit Major Reading/Writing Project #3—Argument (Taking a Position— using Sources in MLA Format), Add to Vocab Journal
Week 15	Review for Test 2 Test 2 Finish all lab assignments (by 11:59 p.m.) end of this week or according to the lab instructor's instructions.
Week 16	Take both parts of the final in the classroom with the lecture instructor.

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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	15%
Connect Work		20%
Daily Work/Homework (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Final Exam		20%

Total 100

Final Exam. The final exam consists of two related sections: Part 1 (Reading) and Part 2 (Writing). The lecture instructor will administer both parts during the designated final exams week.

Eligibility to take the Final Exam. A student must have an average of 70 or higher in the Connect lab to be eligible to take the final exam.

Lab Grades. At the end of the semester, each student will receive a lab grade. The lab grade will be an average of the scores for each of the Connect modules.

Course Grades

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.

Late Work, Attendance, and Make Up Work Policies

Late work will not be accepted. Please do not ask to submit work late. If you have an emergency situation that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required.

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. These expectations apply to online learning as well (lab). In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage, profanity, and any type of threatening/disruptive communication will be grounds for an instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. These behaviors are unacceptable in an online learning environment as well.

Communication

Students should use MCC email for communication with both instructors. MCC has a spam control and outside email addresses may not get to us. You may also call us at the phone numbers we have shared with you. This message will also go to the lecture instructor's email. While it is appropriate to wait up to 48 hours for a response to a message, you may 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 did not go to the spam folder. Email must be written in Standard English, not text messaging language. (We are not grading your email messages, but do expect you to write in such a way that your message is clear and understandable.)

* [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 Drop Policy

A student will be dropped if he or she is absent for 25% or more of the course. Lab participation is also measured. A student who fails to complete 2 or more Connect modules by their due dates will be withdrawn. Students, whether present or absent, whether face to face or online, are

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responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

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.*