

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Integrated Reading and Writing

INRW 0401 – Section 112

INSTRUCTOR NAME

Barbara Sanders

NOTE: This is an 8-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

INTEGRATED READING AND WRITING

INRW 0401 SECTION 112

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.

Course Notes and Instructor Recommendations:

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

Instructor Information:

Instructor Name: Barbara Sanders

MCC E-mail: bsanders@mcclennan.edu

Office Phone Number: (254) 299-8925

Office Location: FOB – Room 116

Office/Teacher Conference Hours: Tuesday & Thursday

11:00 a.m. – 11:45 a.m.

Other Instruction Information: If needed and requested, additional conference time is available.

Required Text & Materials:

Title Text: *Common Ground: Integrated Reading and Writing*

Author: Hoeffner

Edition: (2019)

Publisher: McGraw-Hill

ISBN: 978-1-260-10458-5

Connect Software Access: *McGraw-Hill Connect* - Integrated Reading & Writing Access.

Students are no longer required to purchase an access card at the bookstore. Connect access is included in the course tuition and does not have to be purchased additionally. Sign on to the Connect assignment in Brightspace and complete the Connect registration page. Once you enter your name and email, completing the registration, you will have full access. If you are asked to pay, please contact your Connect Lab or Lecture instructor immediately. Click

on the link below for student registration instructions.

Student Registration Instructions (Brightspace/Inclusive

Access): <http://video.mhhe.com/watch/dgiVkJnWz63U77eeq6MhgT>

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

Methods of Teaching and Learning:

- The hybrid portion of 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:

- 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.

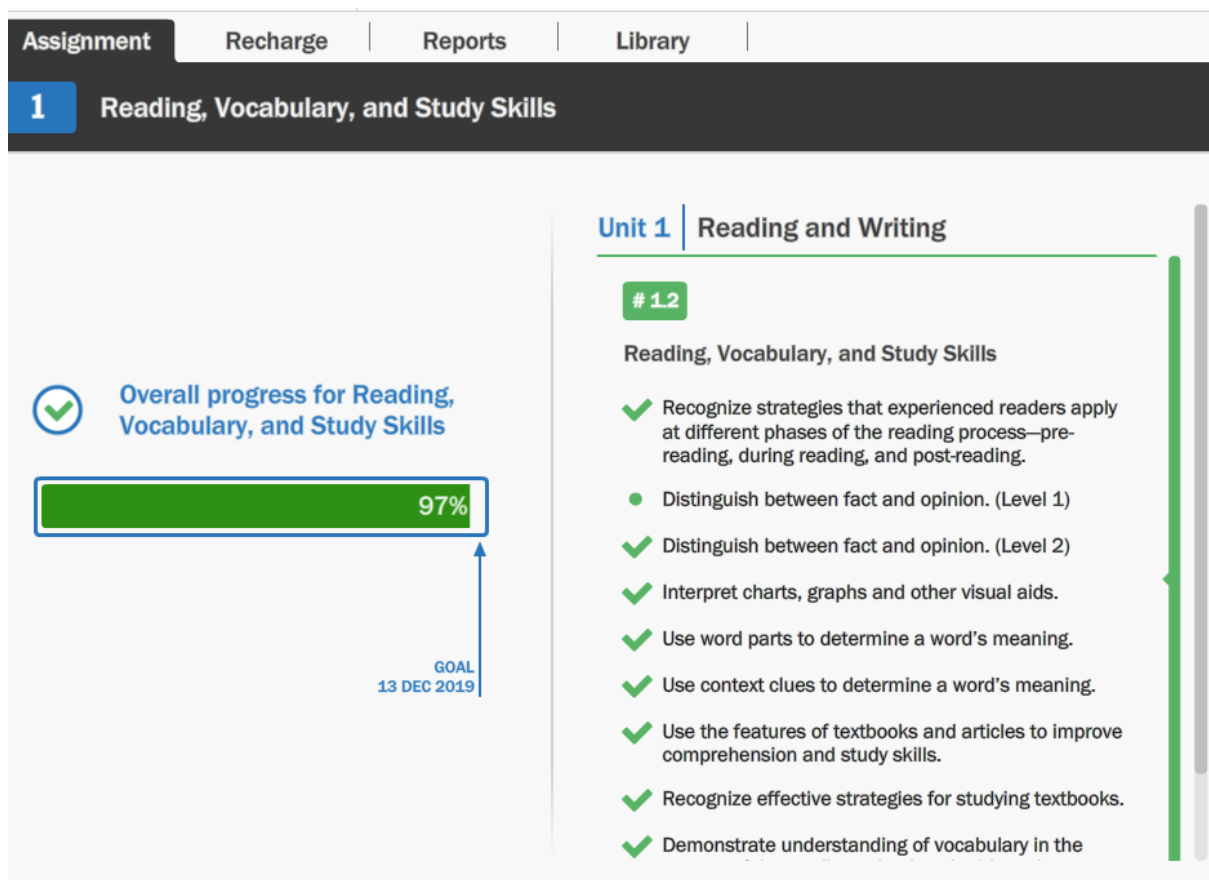
How Connect (the lab) Works:

- 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.

INTEGRATED READING AND WRITING

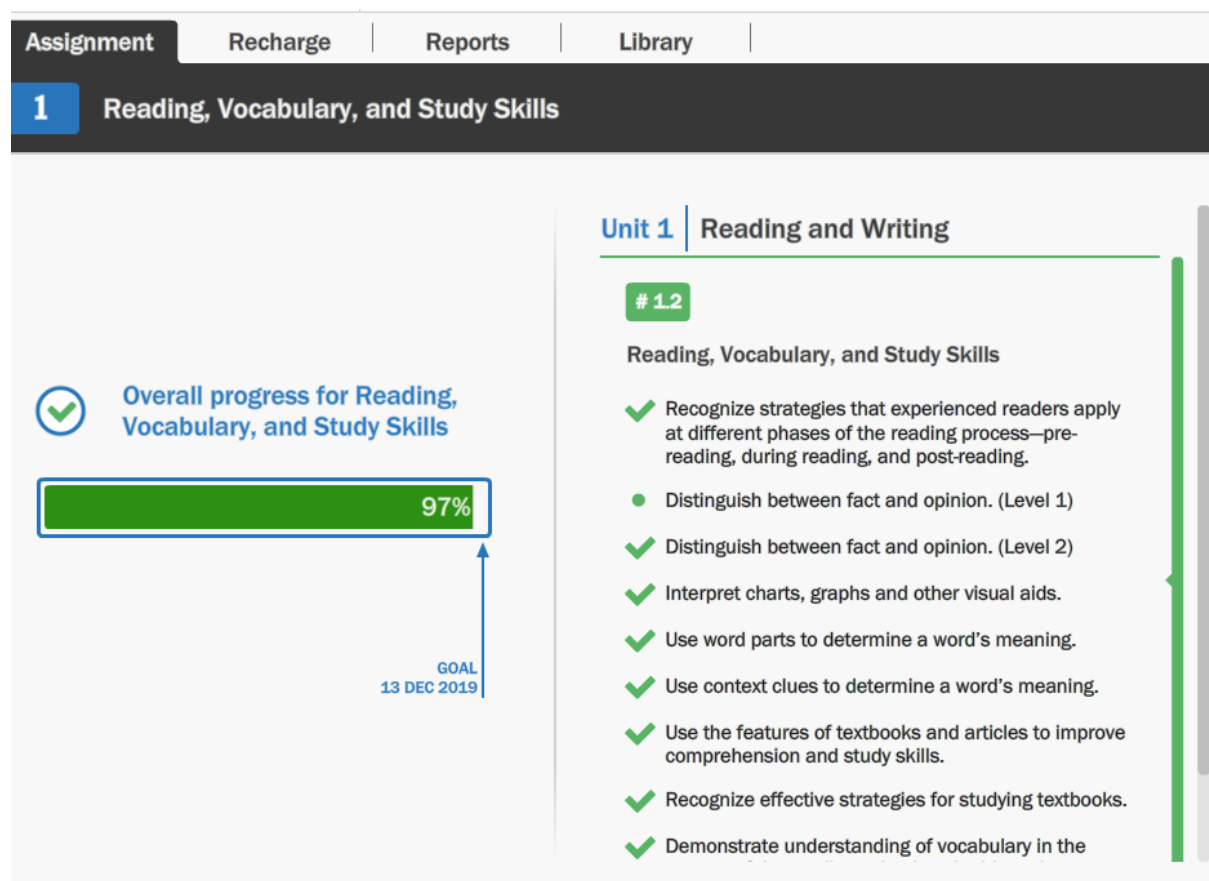
INRW 0401 SECTION 112

*The example below (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.*



INTEGRATED READING AND WRITING

INRW 0401 SECTION 112



Course Outline or Schedule:

Weeks 1 and 2	<ul style="list-style-type: none">• Getting Started with the Course• Getting Started with Lab and Connect• Critical Thinking Skills and Success Strategies (Chapter 1)• Annotating Texts and Developing Vocabulary (Chapter 2)• Begin Informative Reading and Writing Project #1 – Chapter 13• Individualized Grammatical/Spelling Assessment• Thematic Readings
---------------	---

INTEGRATED READING AND WRITING

INRW 0401 SECTION 112

Weeks 3 and 4	<p>Reading and Writing Processes</p> <ul style="list-style-type: none"> • Main Ideas • Sentence Combining • Additional work time to complete and submit Reading and Writing Project #1 at the end of this week • Thematic Readings • Submit Project #1
Week 5	<ul style="list-style-type: none"> • Main Ideas and Supporting Details • Punctuation and Mechanics • Begin the second Reading /Writing Project #2: Chapter 14 • Thematic Readings
Week 6	<ul style="list-style-type: none"> • Supporting Details, continued • Text Patterns • Spelling and Word Choice • Complete and submit Reading/Writing Project#2 and begin Project 3 in Chapter 15 • Thematic Readings
Weeks 7	<ul style="list-style-type: none"> • Strategies for Reading and Writing Exams (Chapter 15) • Finish/submit Reading/Writing Project 3 • In-class Reading and Writing work • Thematic Readings
Week 8	<p>Take both parts of the final in the classroom with the lecture instructor.</p>

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.

INTEGRATED READING AND WRITING

INRW 0401 SECTION 112

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.

If the schedule changes, you will be notified about the changes. The information will be posted in D2L|Brightspace or announcements in class.

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

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

INTEGRATED READING AND WRITING

INRW 0401 SECTION 112

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.

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

In accordance with MCC campus COVID-19 guidelines: When attending face-to-face (F2F) classes, face coverings are mandatory. No admittance to F2F classes is permitted without wearing appropriate face coverings.

<https://www.mclennan.edu/employees/policy-manual/docs/E-XXXXI.pdf>

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

*** 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**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

**** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

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.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

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](http://www.mclennan.edu/titleix)
(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 (Chief of Staff for Equity & Inclusion/Title IX) 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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*