

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW – 0402 - 106

PROFESSOR: STEPHANIE TOLBERT

NOTE: This is an 8-week course.

NOTE: This is a 16-week course.

NOTE: This is a Minimester course.

NOTE: This is a Blended/Hybrid 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 0402-106

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. Insert course description information here from MCC Course Catalog

Prerequisites and/or Corequisites:

READ 0301 and ENGL 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: Professor Stephanie Tolbert

MCC Email: stolbert@mclennan.edu

Office Phone Number:

Office Location: Room 106

Office/Teacher Conference Hours: 11:00 a.m. – 11:15a.m.

Other Instruction Information:

Required Text & Materials:

Title: Common Places

Author: Hoeffner

Edition: 2nd

Publisher: MCGRAW HILL CREATE (CUSTOM PUBLISHING)

ISBN: 9781264263851

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

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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.

Course Outline or Schedule: **ASSIGNMENT AND DATES ARE SUBJECT TO CHANGE!**

<u>Week 1</u> <u>1/11</u>	Connect: E-Version register for Connect, Review Syllabus Discuss: 3-Ring binder, Plagiarism (Pg. 476) Chapter 1 and 2 (Annotating Texts and Developing Vocabulary, Pg. 24)
<u>1/13</u>	Other Assignments: Writings and Practices Chapter 3-Previewing Texts (Pg. 50) Chapter 4-Main Ideas (Pg. 78)
<u>Week 2</u> <u>1/18</u>	HOLIDAY Introduction of Project 1: Working with a Text to Create (Pg. 396) Definitions and Sentences, Class Writing Project Chapter 5-Supporting Details (Pg. 117) Chapter 6-Text Patterns (Pg. 148)
<u>1/20</u>	Chapter 7-Organizing, Drafting, and Summarizing (Pg. 232) Chapter 8-Titles, Introductions, and Conclusions (Pg. 257) Chapter 9- Classification (Pg. 290)

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<p><u>Week 3</u> <u>1/25</u></p> <p><u>1/27</u></p>	<p>Project 1 Due (Pg. 396), Introduction of Project 2: Working with Informative Texts (pg. 405), Chapter 11 Review (Pg. 366)</p> <p>Major Reading & Writing Test #1, Vocabulary Test</p>
<p><u>Week 4</u> <u>2/1</u></p> <p><u>2/3</u></p>	<p>Continue Chapter 11 (Pg. 366), In-Class Writing Assignment Grammar and Punctuation Review (Unit 1, Pg. 498 – Unit 2, Pg. 548 – Unit 3, Pg. 571)</p> <p>Rough Draft of Project 2 due, In-Class Writing Assignment</p>
<p><u>Week 5</u> <u>2/8</u></p> <p><u>2/10</u></p>	<p>In-Class Writing Assignment, Major Reading and Writing Test #2 (Multiple Choice)</p> <p>Project 2 Due (Working with Informative Texts (pg. 405), Introduction to Project 3 (Completing an Argument Project, The Impact of Walmart Pg. 427)</p>
<p><u>Week 6</u> <u>2/15</u></p> <p><u>2/17</u></p>	<p>In-Class Writing Assignment, Vocabulary Quiz, Notebook Check</p>
<p><u>Week 7</u> <u>2/22</u></p> <p><u>2/24</u></p>	<p>Review Project 3 Final</p> <p>Major Reading and Writing Test #2</p>
<p><u>Week 8</u> <u>3/1</u></p> <p><u>3/3</u></p>	<p>Review for Final</p> <p>Final Exam</p>

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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.

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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 be accepted, but **20%** will be deducted from your score each day the assignment is 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. Include late work policies, make-up policies, and other policies specific to the instructor. Be specific about consequences for late work or missing class.

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.

*** [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.

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** 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

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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.*