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 II

INRW 0402.132

Holly Towns, M.ED.

NOTE: This is an 8-week course.
NOTE: This is a Blended/Hybrid course.

Spring 2021

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. Co-requisite INRWL 0402.

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.

The best way to communicate with me is by e-mail. I usually respond to e-mails within 24 hours. Please feel comfortable to contact me if you have any questions or concerns about the course. It is advisable that you check class announcements in Brightspace and MCC e-mail regularly. When you send an e-mail, include your name, last name, and section number. I do have an office number, but it does not have voicemail, please only call my office number during listed office hours

Instructor Information:

Instructor Name: Holly Towns
MCC E-mail: htowns@mclennan.edu
Office Phone Number: 254-299-8953 (only call during
office hours) Office Location: FOB 119
Office/Teacher Conference Hours: Tues & Thurs 11:00-12:00, or by
appointment.
Other Instruction Information: in case of emergency text 254-644-
5220.

Required Text & Materials:

1. Text: *Common Places 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.

<mark>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.</mark>

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:
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.
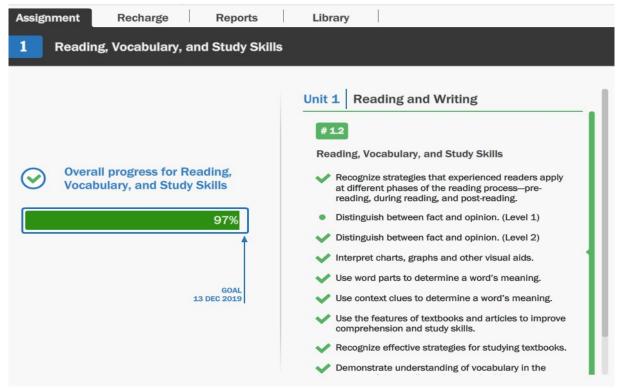8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.

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.

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 <u>need to put in extra time to keep up.</u>

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.

Course Outline or Schedule:

Course Outline

Week 1	Getting Started with Lab and Connect
	Chapter 7—Organizing, Drafting and Summarizing
	Introduction to Working with Sources—How to Avoid Plagiarism (Ch. 12)
	Chapter 2—Annotating Texts and Developing Vocabulary: Plagiarism Assignment
	Chapter 8—Titles, Introduction, and Conclusions
Week 2	Chapter 3—Previewing Texts and Working with Topics; Review Chapter 7 – (Summary Assignment)
	Submit Reading/Writing Project #1 (A SUMMARY and Information Sheets for Project #1, p. 396, Working with a Text to Create a Summary)
Week 3	Reading and Writing Processes (Chapter 3 continued)
	Continue major reading and writing project work
	Grammar and Punctuation Review, Unit 3 Punctuation and Mechanics, Page 571 (Including Fragments and Run-ons)
	Chapter 10 Revising and Editing
Week 4	*Chapter 4*—Main Ideas & *Chapter 5*—Support for Main Ideas
	Project #2----Submit Major Reading/Writing Project #2.
	(Working with Informative Texts—Social Media) p. 405

Week 5	Chapter 6 Text Purposes and Text Patterns Introduce Major Reading/Writing Project #3; (Impact of Walmart, p. 427) Page 218—Chapter 6—Basic Elements of Argument Chapter 12—Chapter on Using Sources
Week 6	Introduce detailed instructions for Major Reading/Writing Project #3; Finish Information Sheets on additional articles for Project #3 and write draft. Unit 3—Punctuation and Mechanics , Page 571 Continued Chapter 9—Classification & Review on Using Sources Project #3----Submit Major Reading/Writing Project #3—Argument (Taking a Position— using Sources)
Week 7	Finish all lab assignments (by 11:59 p.m.) end of this week or according to the lab instructor's instructions.
Week 8	Take both parts of final in the classroom with the lecture instructor.

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.

Cheating and plagiarism <u>will not be tolerated</u> in this course. Plagiarism is defined as using someone else's thoughts, ideas, or words that are not your own without giving due credit to the source. If a student is found to have cheated or plagiarized in an assignment, the student will <u>receive a zero</u> for the assignment and will be reported to the college's compliance officer for academic dishonesty. A second incidence of cheating or plagiarism will result in a <u>failing grade</u> for the course.

<u>Late Work, Attendance, and Make Up Work Policies:</u>

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.

<u>Student Behavioral Expectations or Conduct Policy:</u>

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.

Cheating and plagiarism <u>will not be tolerated</u> in this course. Plagiarism is defined as using someone else's thoughts, ideas, or words that are not your own without giving due credit to the source. If a student is found to have cheated or plagiarized in an assignment, the student will <u>receive a zero</u> for the assignment and will be reported to the college's compliance officer for academic dishonesty. A second incidence of cheating or plagiarism will result in a <u>failing grade</u> for the course.

* 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

C O L L E G E

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)
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
(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.*