

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

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTEGRATED READING AND WRITING**

**ESOL INRW - 0411 - 010**

**CAROLYN CARR**

**NOTE: This is an 16-week 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 & WRITING

0401 - 010

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### **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.

### **Prerequisites and/or Corequisites:**

Prerequisite: READ 0300 or credit by TSI assessment  
Insert course description information here from MCC Course Catalog

### **Course Notes and Instructor Recommendations:**

- 1 **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!
- 2 **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.
- 3 **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. Divide your work into manageable chunks, then reward yourself when you finish each chunk. This will make studying more rewarding. (Set aside around 10 hours a week to study and complete work.)
- 4 **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.
- 5 **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!
- 6 **Have excellent attendance.** This means be on time and don't miss classes or labs.
- 7 **Use the Tutoring Center regularly.** This is one of your best resources. Be sure to go weekly!
- 8 **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.
- 9 **Complete ALL assignments.** Manage your time well because all work including papers and homework assignments must be completed on time.
- 10 **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.

### **Instructor Information:**

Instructor Name: Carolyn Carr

MCC Email: ccarr@mcclennan.edu

Office Phone Number: TBA

Office Location: TBA

## INTEGRATED READING & WRITING

0401 - 010

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Office/Teacher Conference Hours: Wednesday 12:30 – 1:30 p.m. or by appointment

### **Required Text & Materials:**

Title: *Common Ground*

Author: Lisa Hoeffner, Kent Hoeffner

Edition:

Publisher: McGraw Hill

ISBN: 978-1260-10458-5

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

### **Methods of Teaching and Learning:**

- This blended / hybrid course consists of homework assignments, chapter readings from the textbook and other sources, integrated reading and writing assignments, three major reading and writing projects, and a final exam. There is also a lab component which must be completed online.
- Class time (face to face or in a Zoom meeting) will be spent applying the concepts learned in homework assignments (face to face or in Zoom). Therefore, it is important that students do the homework assignment before class so that they can fully participate in the activities.
  - Different learning styles and needs of students will be addressed in the classroom and homework assignments: discussion groups, small group and partner activities, individual reading and writing assignments, online lab exercises, exams, and quizzes
- Online learning will take place in the Connect lab activities (review of grammar, punctuation, and other activities); students may work ahead, but must keep up with the assignments and not fall behind..

### **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.

## INTEGRATED READING & WRITING

0401 - 010

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

Module Week	Goals / Content for the Module	Hybrid Assignments & Activities
1-2	<p><b>Orientation/Getting Started</b></p> <p><b>Course Content, Policies, Technology</b></p> <p><b>Chapters 1 &amp; 2:</b></p> <ul style="list-style-type: none"><li>• Success Strategies</li><li>• Writing Samples</li><li>• Grammar Pre-Test</li><li>• Reading and Responding to an Article</li><li>• Using Context Clues</li><li>• Vocabulary Work</li></ul>	<p><b>Introductions and Orientation to the Course</b></p> <p><b>Technology: Navigating Brightspace, composing and submitting essays in Word, signing into Connect (lab)</b></p> <p><b>Reading &amp; Writing activities:</b></p> <ul style="list-style-type: none"><li>• Respond to a prompt; read and respond to an article</li></ul> <p><b>Grammar:</b></p> <ul style="list-style-type: none"><li>• Edit paragraphs for capitalization and punctuation</li><li>• Use of articles “a, an, the, or 0”</li></ul> <p><b>Practice using Context Clues Ch. 2</b></p> <p><b>Vocabulary expansion:</b></p> <ul style="list-style-type: none"><li>• Begin a vocabulary journal</li><li>• Complete vocabulary assignments posted in Brightspace&gt; Content&gt; Module 1-2</li></ul> <p><b>Sign in to Connect and begin working</b></p>

# INTEGRATED READING & WRITING

0401 - 010

3-4	<b>Chapters 2 and 3</b> <ul style="list-style-type: none"> <li>• <b>Grammar: Parts of Speech</b></li> <li>• <b>Recognize and Compose Effective Sentences</b></li> <li>• <b>Combine Short Sentences Using FANBOYS</b></li> <li>• <b>Begin Project 1</b></li> <li>• <b>MLA Formatting</b></li> </ul>	<b>Grammar</b> <ul style="list-style-type: none"> <li>• <b>Review Nouns and Verbs</b></li> <li>• <b>Write complete sentences</b></li> <li>• <b>combine short sentences using FANBOYS</b></li> </ul> <b>Reading and Writing</b> <ul style="list-style-type: none"> <li>• <b>See assignments in Brightspace under Content&gt; Module 2 – read “More than a High School English Lesson,” answer the questions, and respond in a paragraph</b></li> <li>• <b>Read and be prepared to discuss Ch. 3, pages 51-60; practice writing complete sentences</b></li> </ul> <b>Vocabulary expansion:</b> <ul style="list-style-type: none"> <li>• <b>See assignment in Brightspace&gt; Content&gt; Module 2</b></li> </ul> <b>Begin Project 1</b> <ul style="list-style-type: none"> <li>• <b>See reading assignment in Brightspace under &gt;Content&gt; Module 2</b></li> </ul> <b>MLA Formatting: PowerPoint and Video</b> <b>Work in Connect</b>
5-6	<b>Topics from Chapters 4, 5, &amp; 9</b> <ul style="list-style-type: none"> <li>• <b>Text Previewing</b></li> <li>• <b>Recognize Fragments and Run-Ons</b></li> <li>• <b>Write Complete Sentences</b></li> <li>• <b>Identify &amp; Compose Topic Statements in Paragraphs</b></li> <li>• <b>Outline an Essay</b></li> <li>• <b>Revise and Edit</b></li> </ul>	<b>Project 1 - In class and homework activities</b> <ul style="list-style-type: none"> <li>• <b>Prewriting: brainstorm and organize ideas into an outline (Ch. 8)</b></li> <li>• <b>Using the outline to create a rough draft</b></li> </ul> <b>Students will submit outlines and rough drafts of Project I prior to creating a final version</b> <b>In-class activities – revising and editing</b> <u><b>Project I due: see Brightspace Content</b></u> <b>Grammar Focus:</b>

INTEGRATED READING & WRITING

0401 - 010

		<p><b>Vocabulary assignment: assignment posted in Brightspace&gt;Content&gt;Module 3; journaling</b></p> <p><b>Read Chapter 4 – p. 67-77</b></p> <p><b>Read Chapter 5 pages 89-102</b></p> <p><b>In Class Discussion/Lesson: Revising and Editing (Chap. 9)</b></p> <p><b>Activities and homework: Previewing texts, avoiding fragments, identifying main ideas, composing topic sentences, comparing broad and narrow statements</b></p> <p><b>Work in Connect</b></p>
7-8	<p><b>Chapter 6 and 8</b></p> <ul style="list-style-type: none"> <li>• <b>Recognize the Role of Support in Paragraphs</b></li> <li>• <b>Create Support (explanations, examples, and definitions)</b></li> <li>• <b>Use Transitions</b></li> <li>• <b>Write a Conclusion</b></li> </ul> <p><b>Begin Project 2</b></p>	<p><b>Vocabulary Quiz (Units 1-3)</b></p> <p><b>Read Chapter 6, “Support in Paragraphs”</b></p> <p><b>Discussion and Practice (in-class and homework) – know the difference between examples, explanations, and definitions and practice using them; identify and use transitions</b></p> <p><b>Video: “Write with Power” (using transitions)</b></p> <p><b>Lesson / Practice: How to Write a Conclusion</b></p> <p><b>Begin Project 2: Read the article posted in Brightspace&gt;Content&gt;Module 4, answer questions; create outlines for Project 2 and compose a rough draft Ch. 8)</b></p> <p><b>Work in Connect</b></p>
9-10	<p><b>Chapter 9</b></p> <p><b>Begin Project 3</b></p>	<p><b><u>Submit Project 2: See Brightspace Content Module 5 for Due Date</u></b></p> <p><b>Grammar Focus: Subject/Verb Agreement</b></p>

# INTEGRATED READING & WRITING

0401 - 010

	<b>Check for Assignment Requirements</b> <b>Recognize Plagiarism</b> <b>Use a Checklist to Revise and Edit</b>	<b>Vocabulary Assignment Posted in Brightspace Content&gt;Module 5</b>  <b>Read Chapter 9 – Checking Assignment Requirements, Recognizing Plagiarism, Revising in Depth Using a Checklist</b>  <b>Lesson / Discussion: Chapter 9 and video on Plagiarism</b>  <b>Video: 5 “Common Mistakes to Avoid in Your Writing”</b>  <b>Work in Connect</b>
11-12	<b>Project 3</b>  <b>Chapter 9 &amp; 10</b>	<b>Vocabulary Assignment in Brightspace Content&gt;Module 6</b>  <b>Begin Project 3: Read the article and answer questions posted in Brightspace Content&gt;Module 5</b>  <b>In Class Activities: Discussion of the essay and questions; pre-writing exercise; create and submit an outline and rough draft</b>  <b>Grammar Focus: Pronouns (Chapter 9)</b>  <u><b>Submit Project 3</b></u>  <b>Work in Connect</b>
13-14	<b>Revisit Areas of Difficulty</b> <b>Finish Connect Assignments</b>	<b>Review and Practice Tests (in-class and homework)</b>  <b>Vocabulary Test</b>
15-16	<b>Review for Final &amp; Wrap-up</b> <b>Final Exam</b>	<b>Final Exam – See Brightspace &gt; Announcements for Final Exam Date and Time</b>

## INTEGRATED READING & WRITING

0401 - 010

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### **Course Grading:**

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 (Grammar, reading & writing assignments, tests, and quizzes)		20%
Final Exam		20%
		<b><i>TOTAL 100%</i></b>

**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. The student must earn a minimum of 70% in order to be eligible to take the final exam.

### **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.

**Violations of academic integrity (cheating / plagiarism) are considered to be serious and can result in a “NC” grade. Plagiarism and cheating refers to presenting someone else’s work as his/her own. A detailed lesson on plagiarism will be presented in a class lesson, and students will be required to pass a quiz on plagiarism – what it is and how to avoid it.**



**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.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

([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](https://www.mclennan.edu/highlander-guide/policies.html)**

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**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 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 [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) ([https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](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.

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C O M M U N I T Y

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## ACADEMIC RESOURCES/POLICIES

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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).

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

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**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](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto: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](http://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

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[titleix@mclennan.edu](mailto: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.*