

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 0402; sections 186 & 188

DR. YOLANDA J. GONZALEZ

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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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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.

This course fulfills TSI requirements for reading and/or writing. Semester hours 4 (3 lec/2 lab)

Prerequisites and/or Corequisites:

Prerequisite: READ 0300 or credit by TSI assessment.

Course Notes and Instructor Recommendations:

This online course has two parts: a “lecture” and “lab.” Completion of both parts of the course with at least a 70% average is required to earn credit for the class and move on to more advanced college courses. If you have problems completing either the lecture part or lab component of this course, please talk to me.

Technical Requirements

Students enrolled in this online course need regular, reliable access to the internet and a computer. Also, students should regularly install updates to their browsers to ensure that they are using the most up-to-date systems.

If you don't have reliable internet/computer access at home, make plans to come to campus and complete your coursework in one of the computer labs on campus.

Recommended Programs

- [Microsoft Office 365](#) (FREE for all students) – *please do not use Pages, Word Perfect, or MS Works as your word processing software. If you plan on using Google Drive to create documents for the course, be sure you can convert the gdoc file to a PDF.*
- [Adobe Reader](#)
- [Java](#)

Using Brightspace:

All course materials are posted on Brightspace, and all assignments must be submitted online. Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software. The course can be accessed at brightspace.mclennan.edu.

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Turnitin

<https://www.turnitin.com/>

In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by [Turnitin](#) (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin](#) for the detection of plagiarism. All submitted papers will be included as source documents in the [Turnitin](#) reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.

Instructor Information:

Instructor Name: Dr. Yolanda J. Gonzalez

MCC E-mail: ygonzalez@mclennan.edu

Office Phone Number: (254) 299-8904 (please leave a voicemail message)

Office Location: FOB 112

Office/Teacher Conference Hours: I can be reached via email or Instant Messages on Brightspace Tuesday-Thursday from 10 am to 3 pm. MCC holidays will be observed, and office hours will not be held on those days.

Other Instruction Information: Video conferencing on Zoom is also available. Please email me to schedule an appointment. My Zoom URL is <https://mclennan.zoom.us/j/2394045861>.

Required Text & Materials:

Books and website materials are pre-paid through a course fee, so you do not have to purchase anything from the bookstore.

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

Methods of Teaching and Learning:

Where does this course take place?

- This is an **all online** course. In this course, students will read material, watch videos, and follow a guided study path on Brightspace.
- Students will be expected to complete **independent** homework assignments, but help is always available.

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What do we do in this course?

- Plan to set aside some time each week, preferably for 3-4 days a week, to work on this course. You will do all your work online through a computer. If you do not feel comfortable working on a computer alone, you can work on this course on campus in the library or in the Academic Support and Training (AST) lab in the Student Services Center.
- You will use **McGraw-Hill Connect** to help you learn how to read and write well. Connect assignments may include videos, short quizzes, and/or written assignments. Graded McGraw-Hill Connect assignments make up the “lab” component of the course.
- Students should try to achieve a 100 on each Connect assignment and definitely no less than a 70. A Connect assignment with less than a 70 will not be counted toward having an overall completion grade of 70. Students may work ahead on lab work.
- You must take the final exam at the end of the semester. To be eligible to take the final exam, students must have at least a 70 average on all assignments due before the final exam (Units 1-3). No exceptions will be made.
- To access the course and learn what to do each week, enter your user information at this link: <https://brightspace.mclennan.edu/d2l/login>. Click INRW 0402 once you have logged in to Brightspace.

How will I know what to work on?

- Each week, you will enter the course module for that week and click on the menu item called “Tasks.” There, you will see a list of “to do” items. You will also see a list of due dates for all of the items you will be working on. Use that list to help you plan your class schedule for the week. Links for the assignments due will be posted immediately after the “Tasks” list.

What if I have problems?

- If you have **academic problems**, use the resources available at MCC. MCC offers all kinds of help for students. For drop-in help, visit the AST. For more information, see this link: <https://www.mclennan.edu/academic-support-and-tutoring/>.
- To get a tutor, visit the AST. More information is provided at this link: <https://www.mclennan.edu/academic-support-and-tutoring/tutor.html>.
- You can use the **online tutoring** called SmarThinking free of charge. For more information, you can click here: <https://www.mclennan.edu/academic-support-and-tutoring/smarthinking.html>.
- You can get assistance with the research/library tasks required in this course. For more information, follow this link and look at the menu of services on the right-hand column:

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<https://www.mclennan.edu/library/>. Try making an appointment with a librarian, or you can use the chat feature during regular library hours.

- You can get technical support if you have computer, password, or technology issues. Click this link for help: <https://www.mclennan.edu/tech-support/index.html>.
- If you have **personal problems** that are keeping you from getting your work done, please contact me by email as soon as possible. I am happy to work with you on possible solutions!

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:

This course has weekly deadlines and requires weekly participation. Assignments become available once you have met specified grade criteria or submitted assignments. Please see the schedule below and refer to the "Content" or "Calendar" portion of Brightspace for specific course deadlines. Also, any updates or changes to the schedule will be communicated on Brightspace "Announcements." Plan to check that page regularly to stay up-to-date on what's going on in the course.

Unit 1:

- **Module 1: Course Orientation; due 1/16**
 - Syllabus Quiz
 - Questionnaires
 - Discussion Board

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- McGraw-Hill Connect Registration
- Read Chs. 1 & 7
- Lab Assignment
- **Module 2; due 1/23**
 - Read Chs. 3, 11 & Project #1
 - Ch. 3 Comprehension Test
 - “Writing a Thesis Statement” PowerPoint
 - Thesis Statement for Project #1
 - Lab Assignment
- **Module 3; due 1/30**
 - Read Ch. 2
 - Ch. 2 Comprehension Test
 - Project #1 Outline
 - Project #1 SmarThinking Feedback
 - Module 03 Discussion Board
 - Project #1 Final Draft
 - Lab Assignment

Unit 2:

- **Module 4; due 2/6**
 - Read Chs. 4, 5, & Project #2
 - Ch. 4 & 5 Comprehension Test
 - Project #2 Information Sheet
 - Module 04 Discussion Board
 - Lab Assignment
- **Module 5; due 2/13**
 - Read Ch. 8
 - Ch. 8 Comprehension Test
 - Project #2 SmarThinking Feedback
 - Project #2 Final Draft
 - Major Reading and Writing Test #1

Unit 3:

- **Module 6; due 2/20**
 - Read Ch. 10 & Project #3
 - Ch. 10 Comprehension Test
 - Project #3 Information Sheet
 - Project #3 Thesis Statement

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- Lab Assignment
- **Module 7; due 2/27**
 - Read Chs. 9 & 6
 - Ch. 9 Comprehension Test
 - Project #3 SmarThinking Feedback
 - Project #3 Final Draft
 - Major Reading and Writing Test #2
 - Grade Audit to Determine Eligibility for Exit Exam

Unit 4:

- **Module 8; due 2/28**
 - **Exit Exam for students who qualify**

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 (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Exit Exam		20%

Total 100%

Exit Exam: The final consists of two related sections: Part 1 (Reading) and Part 2 (Writing). The instructor will administer both parts during the designated Final Exams dates.

Eligibility to take the Exit Exam: A student must have an average of 70 or higher in the Connect lab to be eligible to take the Exit 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 Grading Scale

Final grades will correspond to the following scale:

A = 90-100 B = 80-89 C = 70-79 NC (No Credit) = 0-69

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Late Work, Attendance, and Make Up Work Policies:

Late work: Work may only be submitted after the published deadline in the event of an excused absence (i.e. personal illness or illness in the family; death in the family; observance of a religious holiday). Students are asked to contact the instructor via email as soon as they believe they may miss a course deadline due to an excused absence. An extension on the late work will be granted via email, so students need to look for an instructor response in their MCC email account after informing the instructor about their situation.

*COVID-19 Note: If you or someone you care for contracts COVID-19, please be sure to fill out MCC's [self-reporting form](#). In addition to confirming to your instructors that you have an excused absence, this form ensures that MCC can take adequate measures to contact trace and inform close contacts of their exposure (following all HIPAA and FERPA requirements). The information you provide on this form helps to protect the entire MCC community.

Attendance: To remain in good standing in this course, all students must submit one graded assignment each week of the semester. Attendance will be recorded at weekly intervals, and students who do not participate regularly by submitting an assignment each week may be contacted by the instructor or a Success Coach.

Student Behavioral Expectations or Conduct Policy:

Students are expected to improve their own reading, thinking, and writing skills and to assist their fellow classmates to do the same. To create comfortable learning environment for all present, students are asked to respect their colleagues. Disrespectful comments on discussion boards will not be tolerated. Repeat offenders will be dropped from the course, and they will be reported to MCC's Discipline Coordinator.

Additionally, students are asked to carefully consider the content of their communications to their instructor and classmates. Is it clear? Does it communicate its main idea well? Has it been edited and proofread? Make sure you can answer yes to all these questions before you submit your discussion board posts and emails.

Course Policy on Academic Dishonesty

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, copying another's work, and gaining access to quiz and/or test answers prior to taking the quiz/test) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- First Offense: Warning

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- Second Offense: failing grade on the assignment & report to MCC's Discipline Coordinator
- Third Offense: failing grade in the course & report to MCC's Discipline Coordinator

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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

Title IX:

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 Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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 or emailing SuccessCoach@mclennan.edu. Students may 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.