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_206

Holly Towns, M.Ed & M.A.

NOTE: This is an 8-week course.
NOTE: This is an Online course.

AN EQUAL OPPORTUNITY INSTITUTION   Spring 2022

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:

Due to the course being hybrid, please make sure to access Brightspace often. I recommend checking Brightspace and your email once a day, Monday through Friday. Taking notes will be essential, be prepared to take notes during lecture videos.

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements for this course. If you do not complete the lab with a passing grade, you will also fail the course overall.

This course has a dedicated SI student tutor to help in the class. Your SI will schedule sessions with the class, usually via Zoom. These sessions are mandatory and will count towards your attendance and grade.

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 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
Office Location: FOB 119

Office/Teacher Conference Hours: M/W 9:30-11 You may request an appointment via Zoom, as well.

Other Instruction Information: cell # 254-644-5220 (Text or call in case of emergency only)

Connect Instructor Information:

Instructor Name: Ke'Sha Lopez

MCC E-mail: klopez@mclennan.edu

Office Phone Number: N/A

Office Location: off campus

Office/Teacher Conference Hours: N/A

Required Text & Materials:

Text: Common Places 2nd Edition

Authors: Lisa Hoeffner and Kent Hoeffner

Publisher: McGraw Hill

Copyright: 2019

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

Methods of Teaching and Learning:
- The online 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 a lecture video 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 need to put in extra time to keep up.

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.
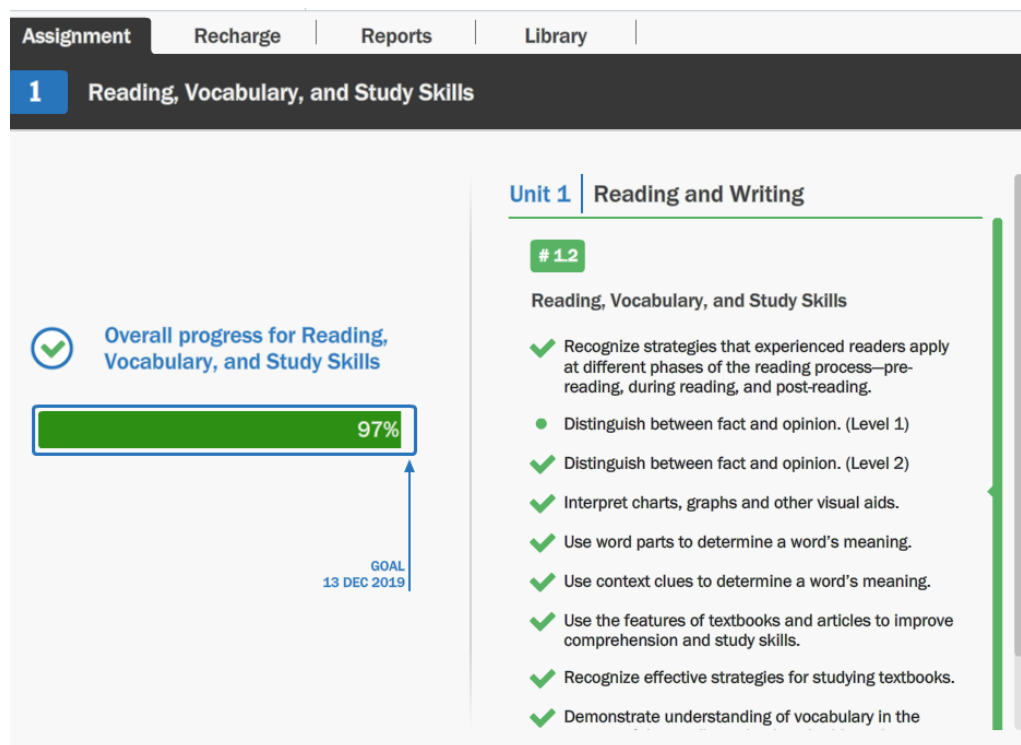
Course Outline or Schedule:

INRW 0402 Schedule with SI Tutor:

Week #	Content	SI Schedule	Estimated Week Start Date
Week 1	Syllabus- Orientation Plagiarism Writing Processes Grammar Pretest	Annotating Texts and Developing Vocab- Chap 2 Parts of Speech Reading Strategy 1	**March 14th**
Week 2	Guest Speaker-Success Coach Main Ideas/ Supporting Details Paragraph & Essay Structure Chap 4 (P4) Project 1- Summarizing and	Phrases and Clauses Periods, Question Marks & Exclamation Points Vocab Reading Strategy 2	**March 21st**
Week 3	Titles, Intros, & Conc.- Thesis Statements Summarizing Complete Project 1	Commas Vocab Reading Strategy 3 Review for midterm.	**March 28th**
Week 4	Begin Project 2 Midterm Library Day (databases on 9/13) Research and Appropriate Sources MLA	Semicolons & colons Vocab Reading Strategy 4	**April 4th**

Week 5	Complete Project 2 Text Structures 2 Inference	Quotation marks and ellipsis Vocab Reading Strategy 5	**April 11th**
Week 6	Begin Project 3 Logical arguments Author Tone and Purpose Voice	Word Choice/ Misused Words Vocab Reading Strategy 6	**April 18th**
Week 7	Complete Project 3 *Finish all lab assignments (by 11:59 p.m.) end of this week or according to the lab instructor's instructions.	Cliches and Slang Review essays Review for final	**April 25th**
Week 8	Final Exam		**May 2nd**

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 (Weekly in class work, SI sessions, tests, 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.

SI Tutor. This course has an attached student tutor with the course. You will have mandatory sessions via Zoom or face-to-face each week with the student tutor. This is a portion of your grade and is counted among your attendance. Failure to attend student tutor sessions may result in a lower grade or being dropped from the course.

*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 for academic dishonesty. A second incidence of cheating or plagiarism will result in a <u>failing grade</u> for the course.

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.

<u>**Late Work, Attendance, and Make Up Work Policies:**</u>
All work is due by the beginning of the class period it has been assigned. <u>Late work will not be accepted.</u> If you are experiencing issues that prohibit you from making progress in the course, contact me as soon as possible. Documentation will be required. Modules will be available ahead of the due dates, if you wish to work ahead.

On-campus students will be withdrawn from the class when they have missed 25% of the class before the last day for student-initiated withdrawals. Absences will be recorded from the first-

class meeting. Face-to-face attendance is only calculated by how many classes the student has attended.

Attendance will be calculated differently for blended courses. To be counted fully present each week, students must come to both in person class days on campus, submit a minimum of one assignment online, and attend a minimum of one SI session. If a student misses 25% of the course (or a combination of 4 days, assignments or SI sessions) they can be dropped from the course.

If a course is fully online, attendance is calculated via assignments and discussion boards turned in. For an accelerated online course (8 weeks long), students must turn in a minimum of two assignments per week and participate in the discussion board to be counted present. For a regular online course (16 weeks long), students must participate in the weekly discussion board each week to be counted present.

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.

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[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
COMMUNITY
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.