# McLennan

### COMMUNITY

# COLLEGE

WACO, TEXAS

# COURSE SYLLABUS

# AND

# INSTRUCTOR PLAN

**Integrated Reading and Writing**

**INRW 0401.087**

**Molly Hunt**

# NOTE: This is a 16-week online course.

AN EQUAL OPPORTUNITY INSTITUTION                                     Spring 2023

## Course Description:

This course integrates the critical reading and writing skills students need to comprehend and interact with college-level texts and produce original college-level writing, in standard written English, through 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:

You are enrolled in an online course. All of your work will be completed online and submitted through Brightspace. I am available by email, Zoom, phone, etc. for any help you may need.

*It is important to **follow the work week-by-week on Brightspace** and keep up with due dates. Staying organized the key to success in this course.

## Technical Requirements

• Students enrolled in this course need regular, reliable access to the internet and a computer (preferably a desktop or laptop computer). Also, students should regularly install updates to their browsers to ensure that they are using the most up-todate systems.

## Recommended Programs

• Microsoft Office, Google Drive (available to all students via their MCC email accounts) or OpenOffice.org – **please do not use Pages**, Word Perfect, or MS Works as your word processing software.
• Adobe Reader
• Java
• PowerPoint Viewer

## Using Brightspace:

**All course materials are posted on Brightspace, and ALL ESSAY assignments will be submitted via Brightspace.** Hence, students should check Brightspace regularly to keep up with course assignments. Please familiarize yourself with this course management software.

**Instructor Information:**
Instructor Name: Molly Hunt
MCC Email: mhunt@mclennan.edu
Office Phone Number: 254-299-8960
Office Location: FOB 107
Office/Teacher Conference Hours: **Tuesday/Thursday 10:00-12:00pm – Online**
**Monday/Wednesday – 10:00-12:00pm - Online**
Other Instruction Information: *Please email me to set up a specific time during the hours listed above. I am happy to Zoom or to talk on the phone.*

**Required Text & Materials:**
Text: *Common Places* 2nd Edition
Authors: Lisa Hoeffner and Kent Hoeffner
Publisher: McGraw Hill  Copyright: 2019

Your book has been paid for in your tuition via Inclusive Access. Go to the bookstore and get the loose-leaf version of Common Places.  You cannot access the eversion.

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

**Methods of Teaching and Learning:**
- This is an online class. All of your work will be completed on Brightspace. A portion of this class consists of homework time, chapter readings from the textbook, and three major projects in this course, plus videos and discussion board activities.

- I will post class announcements, the work for each Unit organized week by week, essay assignments, video tutorials and lectures, course dates, course grades, and other helpful tips through Brightspace. **You are responsible for checking Brightspace regularly.**

- 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 the 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 log in 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.

- Because lab work is done individually, **you may work ahead on labs** until all lab assignments are completed. Try to score 100 on each unit and aim for at least 70.

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.
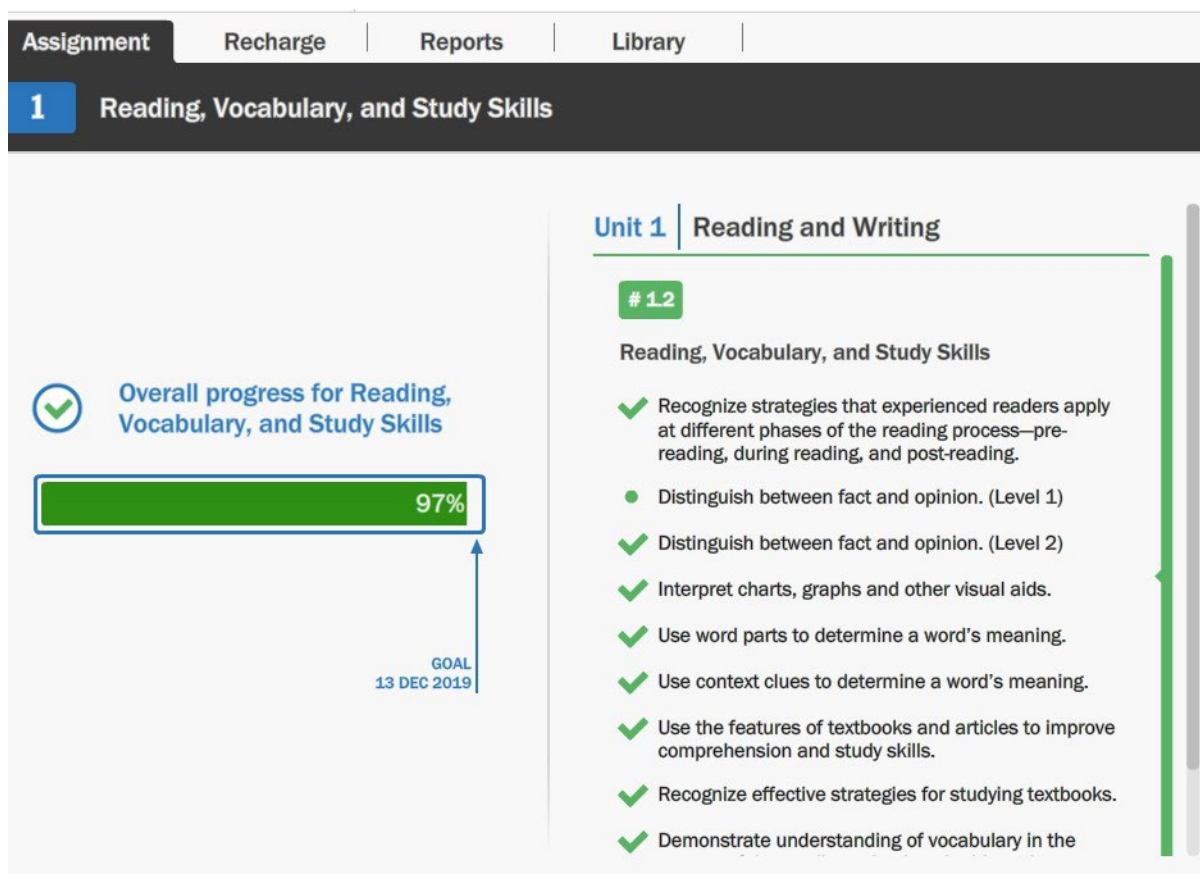
## Course Outline or Schedule:

*All major essays are due on Sunday nights by 11:59pm.*

**This schedule is subject to change as the semester evolves.**

**\*See** Brightspace for more specific dates.

### Week 1

Getting Started with the Course
• A Pathway to Success (Chapter 1)
• Getting Started with Lab and Connect
• Thematic Readings

### Week 2
• Individualized Grammatical/Spelling Assessment
• Basic Sentence Structure
• Annotating Texts and Developing Vocabulary (Chapter 2)

• Writing Style Characteristics (Chapter 11)
• Thematic Readings

## Week 3
• Begin **Informative Reading and Writing Project #1 (Chapter 13)**
• Sentence Combining (Chapter 3)
• Sentence Structure
• Main Ideas
• Thematic Readings

## Week 4
• Main Ideas
• Pre-Reading and Prewriting Strategies (Chapter 4)
• Additional work time to complete and submit **Reading and Writing Project #1 (Chapter 13)**
• Thematic Readings

## Week 5
• Annotating
• Paragraphs
• Main Ideas (Chapter 5)
• Supporting Details (Chapter 6)
• Submit **Reading and Writing Project #1 by end of the week**
• Thematic Readings

## Week 6
• Supporting Details (Chapter 6 & 10 continued)
• Parts of Speech
• Working With Verbs
• Grammar and Mechanics
• Thematic Readings

## Week 7
• Outline Basics (Chapter 8)
• Using outlines to organize your writings
• Writing Good Sentences
• Begin **Reading and Writing Project #2 (Chapter 14)**
• Thematic Readings

## Week 8
• Editing and Revising (Chapter 9)
• Prereading and Prewriting
• Identifying parts of speech
• Spelling and word choice
• Additional work time to work on **Reading and Writing Project #2**
• Thematic Readings

## Week 9
*Spring Break*
• Punctuation and Mechanics (continued)
• Text Patterns and Purposes (Chapter 7)
• Signal Word Usage Writing
• Outlines (Chapter 8)
• Additional time to work on **Reading and Writing Project #2**
• Thematic Readings

## Week 10
• Using Punctuation Correctly
• Transition Word Usage
• Submit **Reading and Writing Project #2 by end of the week**
• Thematic Readings

## Week 11
• Sentence construction
• Vocabulary
• Editing Writings
• Begin Informative **Reading and Writing Project #3 (Chapter 14)**
• Thematic Readings

## Week 12
• Punctuation
• Revising Writings
• Additional time to work on **Reading and Writing Project #3**
• Thematic Readings

## Week 13
• Outlines (Chapter 8)
• Identifying the Subject
• Correct Verb Usage
• Thematic Readings

## Week 14
• Prewriting
• Editing
• Punctuation
• Additional time to work on and complete **Reading and Writing Project #3**

## Week 15
• Revising
• Correct Grammar Usage
• Strategies for Reading and Writing Exams (Chapter 15)
• Submit **Reading and Writing Project #3 by due date**

## Week 16
• Review of Reading and Writing Processes
**Take both parts of the final exam 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 | 15% |
| Project #2 | 20% |
| Project #3 | 25% |
| Daily Work | 20% |
| Final Exam | 20% |

**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.

**A student must have a grade average of <u>70 or higher</u> to be eligible to take the final exam.

**Lab Grades.**
At the end of the semester, the lecture instructor will consider each student's lab grade when determining the student's final course grade. 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.

• Students: Please log in to Brightspace and go to this INRW course. Click on Connect Lab and follow the instructions to get started. You have thirteen Connect Lab units to complete, each by the due date posted in Brightspace.

• Because lab work is done individually, you may work ahead on labs until all lab assignments are done. Try to score 100 on each unit and aim for at least 70.

## Course Grades
90 – 100:    Credit
80 – 89:    Credit
70 – 79:    Credit
0 - 69:    Grade of NC (no credit)

The grade of "I"—incomplete—is not available in INRW.

**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. These expectations apply to online learning as well (lab). To create comfortable learning environment for all present, students are asked to respect their colleagues. Please respect differences of culture, nationality, values, opinions, styles.

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.

**Late Work, Attendance, and Make Up Work Policies:**

Your assignments are due on the assigned dates **Late submissions will lose a minus 5 points per day no matter what the reason is. Essays will lose 10 points per day of lateness. You might have a good reason for being late and I might accept your work, but you will still lose the points.** 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.

**Attendance**

The college requires instructors to take attendance. A student will be dropped if he or she is absent for 25% or more of the course.

For an online course, attendance will be measured by assignments. If students turn in all the assignments by the due date, they will be marked present. If they do not, they will be marked absent.

**Students, whether present or absent, whether face to face or online, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades and withdrawals.

**Academic Integrity**

Engaging in academic misconduct violates the academic integrity of the institution and is a significant offense. Students involved in any of the following warrants immediate disciplinary action:

I take all cases of academic dishonesty seriously. I believe academic integrity is the fundamental virtue of any professional community. It is important that students adhere to high standards of professionalism and display academic integrity in their behavior.

Plagiarism: The deliberate appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered

for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit.

**No cases of plagiarism or other forms of dishonest conduct will be tolerated**. Anyone caught committing plagiarism on any assignment will be given a failing grade automatically without permission to make it up.

For further clarification, students will be given a zero for the assignment:
1) if they try to submit somebody else's paper;
2) if they try to submit a paper that was written for another course;
3) if they submit a paper written by someone else;
4) if they copy and paste from online sources with obvious intentions to deceive;
5) if they fail to paraphrase research sources properly and do not use quotation marks to indicate borrowed text ("patchwriting");
6) if they fail to provide proper documentation for the sources they use;
7) if a paper is written on an unassigned or inappropriate topic.

\** For students who are retaking this course, you may not reuse essays written in a previous semester, in part or in whole. All writing that you submit must be new and original work.

   \* You will need to access each link separately through your Web browser (for example, Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.


**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.


**\* 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.

# 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the  Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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](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-andStaffCommons/requirements.html](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/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](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. For more information about your student email account, go to [www.mclennan.edu/studentemail](www.mclennan.edu/studentemail).

## 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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

**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.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

**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.