

**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**

**INRW 0401 – SECTION 201**

**Lecture Instructor: Katherine Cook**

**Lab Instructor: Lois McDowell**

**NOTE: This is an Eight-week Hybrid/Blended 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.

## Integrated Reading and Writing

### INRW 0401 Section 201

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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. The course fulfills TSI requirements for reading and/or writing. Semester Hours 4 (3 lecture and a lab component).

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

Prerequisite: READ 0300 or credit by TSI assessment.

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

This course requires a lab component. Completion is required and the lab completion grade is part of the requirements to pass this course.

#### **Instructor Information**

Instructor Name: Katherine Cook

MCC E-mail: kacook@mclennan.edu

*(Please note that this is "kacook," not "kcook." If you send it to "kcook," it will go to someone else, who is getting tired of getting essays from my students.)*

**Phone Number:** Please use 254-498-4997. This is my cell phone.

**Faculty Office:** My office is LA 212, but I will stay in our classroom for 30 minutes after class in case you need to talk to me. You are also welcome to stay and work on homework. If you need to talk to me in private, we can move to upstairs to the office.

**Teacher Conference Hours:** Monday and Wednesday 12:30 to 1:00 in LA 109 or by appointment.

Other instructor information: Your lab instructor is **Lois McDowell**. Her email address is [lmcdowell@mclennan.edu](mailto:lmcdowell@mclennan.edu).

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

Text: *Common Ground*

Authors: Lisa Hoeffner and Kent Hoeffner

Publisher: McGraw Hill Copyright: 2019

**Note:** You will need to acquire a copy of the text as soon as possible. You will be given assignments to read and complete exercises directly from the book. Here is a link to the [MCC Bookstore](http://www.mclennan.edu/bookstore/). (<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 writing projects. In-class instruction includes a reading comprehension exam, a midterm exam, and a final/exit exam.
- Class time will be spent applying the concepts you have read about in the textbook.
- Lab time will be spent on McGraw-Hill Connect. Lab time is completely online and outside of lecture classroom time.

**Course Objectives and/or Competencies:**

1. Locate explicit textual information; 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. Describe, analyze and evaluate information within and across a range of texts.
4. Identify and analyze the author's message across a variety of texts.
5. Describe and apply insights gained from reading and writing a variety of texts.
6. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
7. Demonstrate ability to use an effective writing process to produce paragraphs and brief compositions in Standard English prose.
8. Recognize and apply the conventions of Standard English in reading and writing.
9. Improve your punctuation mechanics.
10. Improve your spelling proficiency.
11. Expand your vocabulary.
12. Develop disciplined habits of reading and writing regularly.

**How Your Lab Works**

- Lab work consists of a series of online **units** which you will do **on your own**. This lab work is **in addition to** the work you will do in class, and the work assigned by your lecture instructor. The lab uses a program called CONNECT written by McGraw-Hill. Your ability to access Connect is included in your tuition for this course, so you should not need an access code.
- You can find the link to your lab section in our Brightspace class. 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.
- Your lab instructor is Lois McDowell. You can contact her at [lmcdowell@mclennan.edu](mailto:lmcdowell@mclennan.edu).

# Integrated Reading and Writing

## INRW 0401 Section 201

### Course Outline

<p><b>Unit 1</b> <i>Writing Practice</i></p> <p><b>Week 1</b></p>	<p>Getting Started with Lab and Connect</p> <p><i>Unit 1, Task 1</i></p> <ul style="list-style-type: none"> <li>• Read Chapter 1, pages 3-10a, and complete Practices 1 and 3.</li> <li>• Read Unit 1 in the text, pages 328-346, Parts of Speech. Complete the Combined Practice on page 346.</li> <li>• Interview one of your classmates and write eight sentences, telling me eight things about them.</li> </ul> <p><i>Unit 1, Task 2</i></p> <ul style="list-style-type: none"> <li>• Read Chapter 1, pages 10b-20, complete Practices 5, 6 and 8, and answer the questions under “Reflecting on Your Learning” on page 20.</li> <li>• Write a paragraph (150 words) answering this question: Of all the animals in the world, which one are you most like and how are you like it?</li> </ul>
<p><b>Unit 2</b> <i>Writing a Summary</i></p> <p><b>Week 2</b></p>	<p>Unit 2: Mastering MLA Style (formatting a paper, citing sources, doing Works Cited page) Learning to write a college essay FIRST MAJOR WRITING PROJECT: LEARNING TO WRITE A SUMMARY</p> <p><i>Unit 2 Task 1</i></p> <ul style="list-style-type: none"> <li>• Read Chapter 13 pages 278-289.</li> <li>• Practice setting up an essay in the correct format. (We will do this in class.)</li> <li>• Read, annotate, and outline the article “COVID-19 &amp; Special Needs Populations.” (There will be a physical handout and the article will be in this section on Brightspace).</li> <li>• Begin working on a 200-word summary of an article I will give you. We will go over this in class.</li> </ul> <p><i>Unit 2 Task 2</i></p> <ul style="list-style-type: none"> <li>• Watch the video “You Can Write an Essay (No, really!) in this unit on Brightspace</li> <li>• Turn in your outline and first draft of your 200-word Summary.</li> </ul>
<p><b>Unit 3</b> <i>Reading Comprehension</i></p> <p><b>Week 3</b></p> <p><b>Week 4</b></p>	<p><i>Unit 3 Task 1</i></p> <ul style="list-style-type: none"> <li>• Read Chapter 5 pages 89-98, Complete Practice 1.</li> <li>• Watch PowerPoints on annotation and reading comprehension. (We will do this in class.) Turn in grammar and reading comprehension exercises that you will be given in class.</li> <li>• Reading Comprehension Exam</li> </ul> <p><i>Unit 3 Task 2</i></p> <ul style="list-style-type: none"> <li>• Read Chapter 6 pages 106-116 and Complete Practice 5.</li> <li>• Participate in Individual Consultation on your Summary.</li> <li>• Turn in revision of your Summary.</li> </ul> <p>Midterm Exam</p>

# Integrated Reading and Writing

## INRW 0401 Section 201

<b>Unit 4</b> <i>Writing a Narrative Essay</i>  <b>Week 5</b>	Unit 4: Learning to Write a Narrative Essay SECOND MAJOR WRITING PROJECT: NARRATIVE ESSAY <i>Unit 4 Task 1</i> <ul style="list-style-type: none"> <li>• Read Unit 2 in the text, Writing Good Sentences, pages 349-370.</li> <li>• <b>Begin a 250-word Narrative Essay</b> answering the question, “What is the best thing that ever happened to you?”</li> </ul> <i>Unit 4 Task 2</i> <ul style="list-style-type: none"> <li>• Read Unit 2 in the text, Writing Good Sentences, pages 371-386.</li> <li>• <b>Turn in first draft of 250-word Narrative Essay</b></li> </ul>
<b>Unit 5</b> <i>Writing a Persuasive Essay</i>  <b>Week 6</b>	Unit 5: Formatting, Researching & Working with Sources THIRD MAJOR WRITING PROJECT <i>Unit 5 Task 1:</i> <ul style="list-style-type: none"> <li>• Read Chapter 12 pages 250-261 and complete Practices 1-4.</li> <li>• <b>Consult with me about your topic for your Persuasive Essay</b></li> </ul> <i>Unit 4, Task 2</i> <ul style="list-style-type: none"> <li>• Read Chapter 12 pages 262-267 and answer the questions under “Reflecting on Your Learning on page 267.</li> </ul> <i>Unit 4 Completion:</i> <b>Turn in 300-word Persuasive Essay</b> <i>Unit 3 Completion:</i> <b>Turn in revised Narrative Essay</b>
<b>Unit 6</b> <i>Revising and Editing</i>  <b>Week 7</b>	These two weeks will be spent finishing and revising all writing projects.  <i>Unit 6, Task 1</i> <ul style="list-style-type: none"> <li>• Read Chapter 9 on Revising and Editing, pages 174-194.</li> <li>• Complete handout Revision Exercises. We will do this in class.</li> </ul> <i>Unit 6, Completion</i> <ul style="list-style-type: none"> <li>• Consultation on <b>Persuasive Essay</b></li> <li>• <b>Turn in revised Persuasive Essay</b></li> </ul>
<b>Week 8</b>	<b>Finishing up, FINAL EXAM</b> <ul style="list-style-type: none"> <li>• All lab assignments are due by the end of the last week of classes, or according to the lab instructor’s instructions.</li> <li>• On the day of the final, you will take both parts of the final with the lecture instructor</li> </ul>

## Integrated Reading and Writing

### INRW 0401 Section 201

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#### **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	25%
Midterm Exam		10%
Daily Work/Homework/Attendance (Exercises, tests, quizzes, vocabulary/punctuation/grammar, activities, etc.)		20%
Lab/Connect Work		20%
Final Exam		20%

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**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.

#### **Lab Grades.**

At the end of the semester, each student's lab grades will be considered by the lecture instructor when determining the student's final course grade.

#### **Course Grades**

Grades in this class will be based on completion. The grades posted at the end of the class will either be CR for "credit," or NC for "no credit." (The grade of "I"—incomplete—is not available in INRW.) I will keep a completion log for each student, and if you complete all of the work, including the lab, you will receive a CR. (In order to be credited for completion of each project, you must also complete the revision of that project.)

*Note: This grade will not show up on your transcript or affect your Grade Point Average.*

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

Late work is not generally accepted. 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 will be taken at each class meeting. If you are consistently tardy or

leave early, you will be counted absent. If you miss more than eight class meetings, you are in violation of MCC's attendance policy.

### **MCC Drop Policy**

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. Lab participation is also required. Students who fail to complete the Connect modules by their due dates may also be dropped. 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.

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

(<https://www.mclennan.edu/highlander-guide/policies.html>)

### **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 (without permission), 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.

*\* 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. The links will be available in our class on Brightspace.*

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Updated 11/04/2022

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## **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](http://www.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

### **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](mailto: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/](http://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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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> 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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://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](mailto: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](mailto: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.