

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW_0401_287

Holly Towns, M.Ed., MA

NOTE: This is an 8-week hybrid 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.

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 a 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, come to class everyday prepared to write. No cellphone usage during class.

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: 254-299-8499

Office Location: SSC 307

Office/Teacher Conference Hours: After 5pm via Zoom. Appointment needed

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

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 hybrid 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 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

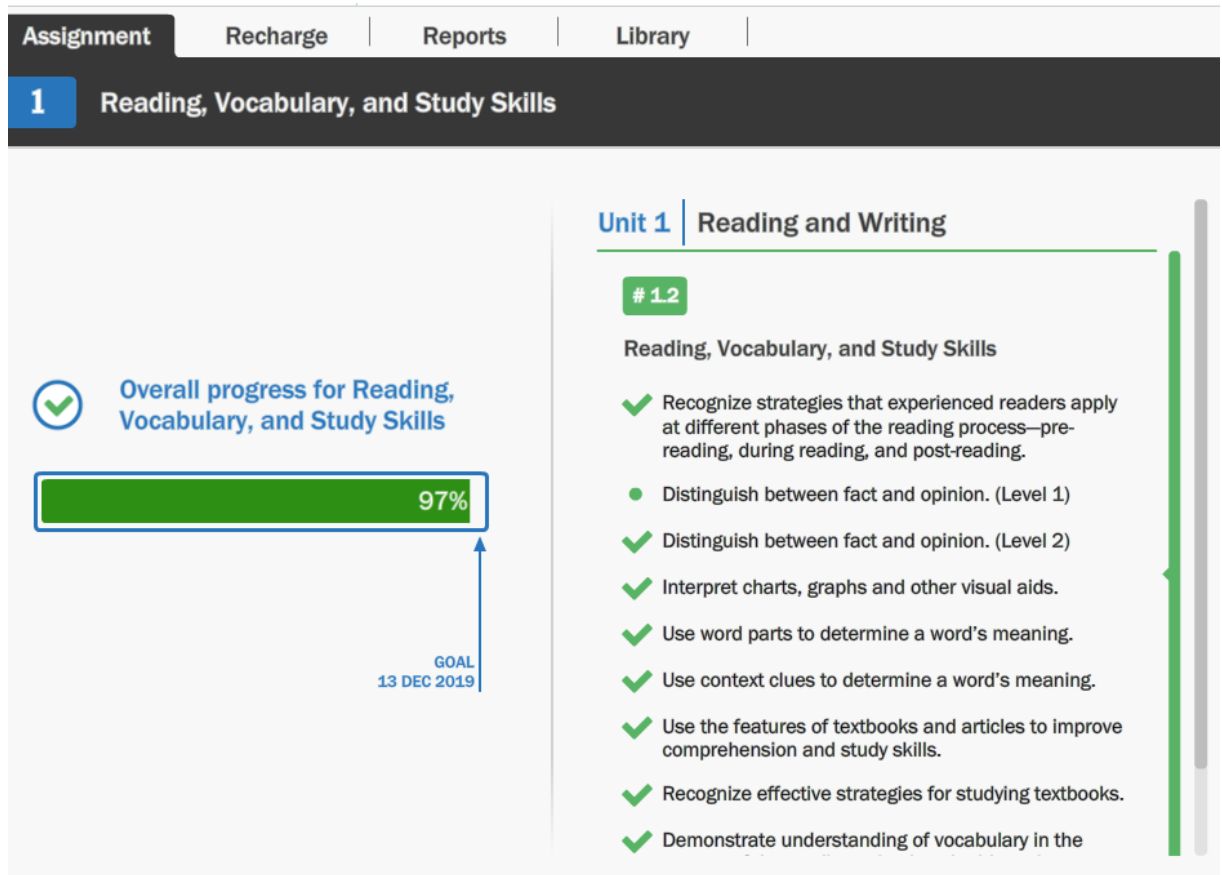
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, 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.
- 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.

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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/Schedule

Week 1	Getting Started with Lab and Connect Chapter 1 Chapter 1 Quiz College level reading Annotating Start Writing Project #1 (A SUMMARY) ; Working with a Text to Create a Summary)
Week 2	Mastering MLA Style (formatting a paper, citing sources, doing works cited page) Chapter 3 Chapter 3 Quiz College level reading Chapter 7 (Summary Writing Steps) Essay 1 Outline and Draft

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Week 3	Outlining a Reading College level reading Chapter 2 Chapter 2 Quiz Revise and submit Project 1.
Week 4	Fragments and Run-ons College level reading <i>Chapter 4—Main Ideas & Chapter 5—Support for Main Ideas</i> Take Chapter 4 Quiz. Take Chapter 5 Quiz. Start Project 2. Essay 2 Outline and Draft
Week 5	Apostrophes College level reading Chapter 8 (Intros, conclusions, titles) Take Chapter 8 Quiz. Revise and submit Project 2.
Week 6	Reading Skills for Difficult Readings College Level Reading Chapter 10 (Revising and Editing) Take Chapter 10 Quiz Start Project 3. Essay 3 Submit Outline and Draft
Week 7	Taking Timed Essay Exams Chapter 9 and last part of Chapter 6 (Persuasive papers) Take Chapter 9 Quiz. Revise, finish and submit Project 3. Final Exam Practice Test for a Grade
Week 8	Take Final Exam, Part 1 and Part 2

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/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's lab grades will be considered by the lecture instructor when determining the student's final course grade.

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.

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.

Late Work, Attendance, and Make Up Work Policies

All work is due by the beginning of the class period it has been assigned. Late work will not be accepted. 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.

*Cheating and plagiarism will not be tolerated 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 receive a zero for the assignment and will be reported to the college for academic dishonesty. A second incidence of cheating or plagiarism will result in a failing grade for the course.

Communication

Students should use MCC email for communication with both instructors. MCC has a spam control and outside email addresses may not get to us. You may also call us at the phone numbers we have shared with you. This message will also go to the lecture instructor's email. While it is appropriate to wait up to 48 hours for a response to a message, you may receive a response the same day you send your email. After 48 hours, if no response is received, you should resend the message to make sure it did not go to the spam folder. Email must be written in Standard English, not text messaging language. (We are not grading your email messages, but we do expect you to write in such a way that your message is clear and understandable.)

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

Instructor's Drop Policy

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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.

- * 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.

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.

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 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.

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.