



---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**INTEGRATED READING AND WRITING**

**INRW 0402.015**

**Kyle Whitecotton**

**NOTE: This is a 16-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.

INTEGRATED READING AND WRITING  
INRW 0402.015

---

**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/1 lab)

**Prerequisites and/or Corequisites:**

Prerequisite: READ 0300 or credit by TSI assessment.

**Course Notes and Instructor Recommendations:**

This 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.

**Instructor Information:**

Instructor Name: **Kyle Whitecotton**

MCC Email: **kwhitecotton@mclennan.edu**

Office Phone Number: **254-299-8807**

Office Location: **FOB 204**

Office/Teacher Conference Hours: **MW 1:00 pm – 2:30 pm**

**Required Text & Materials:**

You have two required textbooks for this course.

1. *Common Places*, 2<sup>nd</sup> edition, by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2019.
  - This text is pre-paid through a course fee, so you do not have to pay for this one. You will, however, need to visit the MCC bookstore to pick up a copy of *Common Places*, 2<sup>nd</sup> edition, by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2019. Simply head to the back of the store, where the textbooks are at, and let an employee know that you need your free copy of *Common Places* for your Integrated Reading and Writing class. I recommend taking a copy of your schedule with you so you can verify your enrollment in this course.
2. *Nomadland*, by Jessica Bruder, Norton, 2017. ISBN: 978-0-393-35631-1

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

**Methods of Teaching and Learning:**

This course uses a mix of assigned reading, lecture, class discussion, and short and long writing assignments to help students meet the learning objectives, including:

- Assigned Reading, Lecture, and Class Discussion
- Short Writing Exercises, Discussion Posts, & Writing Workshops

INTEGRATED READING AND WRITING  
INRW 0402.015

---

- Major Assignments

Students submit assignments online in Brightspace (save your work in .pdf or .docx format).

*Important details about this course:*

- Plan to set aside some time each week, preferably for 3-4 days a week, to work on this course.
- 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.
- 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.

*What if I need help?*

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

INTEGRATED READING AND WRITING  
INRW 0402.015

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:**

| Week               | Major Readings                   | Major Assignments   |
|--------------------|----------------------------------|---|
| Week 1<br>Jan. 9   |                                  | ○ McGraw-Hill Connect Registration  |
| Week 2<br>Jan. 16  |                                  | ○ In-Class Diagnostic Essay<br>○ Connect Lab Unit 1                             |
| Week 3<br>Jan. 23  | ● “Shitty First Drafts” (Lamott) | ○ Assign Project 1<br>○ Connect Lab Unit 2                                      |
| Week 4<br>Jan. 30  | ● <i>Nomadland</i> Chapter 1     | ○ Reading Response 1 Due<br>○ Connect Lab Unit 3                                |
| Week 5<br>Feb. 6   | ● <i>Nomadland</i> Chapter 2     | ○ Reading Response 2 Due<br>○ Project 1 Rough Draft Due<br>○ Connect Lab Unit 4 |
| Week 6<br>Feb. 13  | ● <i>Nomadland</i> Chapter 3     | ○ Reading Response 3 Due<br>○ Project 1 Final Draft Due<br>○ Connect Lab Unit 5 |
| Week 7<br>Feb. 20  | ● <i>Nomadland</i> Chapter 4     | ○ Reading Response 4 Due<br>○ Assign Project 2<br>○ Connect Lab Unit 6          |
| Week 8<br>Feb. 27  | ● <i>Nomadland</i> Chapter 5     | ○ Reading Response 5 Due<br>○ Connect Lab Unit 7                                |
| SB Week<br>Mar. 6  | Spring Break                     | Spring Break  |
| Week 9<br>Mar. 13  | ● <i>Nomadland</i> Chapter 6     | ○ Reading Response 6 Due<br>○ Project 2 Rough Draft Due<br>○ Connect Lab Unit 8 |
| Week 10<br>Mar. 20 | ● <i>Nomadland</i> Chapter 7     | ○ Reading Response 7 Due<br>○ Project 2 Final Draft Due<br>○ Connect Lab Unit 9 |
| Week 11            | ● <i>Nomadland</i> Chapter 8     | ○ Reading Response 8 Due  |

INTEGRATED READING AND WRITING  
INRW 0402.015

| Week               | Major Readings  | Major Assignments   |
|--------------------|---|---|
| Mar. 27            |   | <ul style="list-style-type: none"><li>○ Assign Project 3</li><li>○ Connect Lab Unit 10</li></ul>  |
| Week 12<br>Apr. 3  | <ul style="list-style-type: none"><li>• <i>Nomadland</i> Chapter 9</li></ul>        | <ul style="list-style-type: none"><li>○ Reading Response 9 Due</li><li>○ Connect Lab Unit 11</li></ul>                                      |
| Week 13<br>Apr. 10 | <ul style="list-style-type: none"><li>• <i>Nomadland</i> Chapter 10</li></ul>       | <ul style="list-style-type: none"><li>○ Reading Response 10 Due</li><li>○ Project 3 Rough Draft Due</li><li>○ Connect Lab Unit 12</li></ul> |
| Week 14<br>Apr. 17 | <ul style="list-style-type: none"><li>• <i>Nomadland</i> Chapter 11</li></ul>       | <ul style="list-style-type: none"><li>○ Reading Response 11 Due</li><li>○ Project 3 Final Draft Due</li><li>○ Connect Lab Unit 13</li></ul> |
| Week 15<br>Apr. 24 | <ul style="list-style-type: none"><li>• <i>Nomadland</i> movie (in class)</li></ul> | <ul style="list-style-type: none"><li>○ Connect Lab Unit 14</li></ul>   |
| Week 16<br>May 1   | Wednesday, May 3<br>9:35-11:35am  | <ul style="list-style-type: none"><li>○ Final Exam Essay (in class)</li><li>○ Connect Lab Unit 15</li></ul>                                 |

**Course Grading Information:**

Course grades will be based on the following approximate percentages:

| Assignment       | Percentage |
|------------------|------------|
| Project #1       | 10%        |
| Project #2       | 15%        |
| Project #3       | 15%        |
| Connect Lab Work | 20%        |
| Daily Work       | 20%        |
| Exit Exam        | 20%        |

(Note: I reserve the right to adjust these assignments/percentages as necessary)

**Course Grading Scale:**

Credit = 70-100%      No Credit (NC) = 0-69%

**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 course 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.

Final grades will correspond to the following scale:

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

- **Late work:** As a rule, I do not accept late work. In rare cases (hospitalization, serious car accident, etc.), I will allow students to submit work late, but only if the situation warrants it. If something unexpected happens that may affect your ability to submit an assignment, please contact me immediately (either by e-mail or phone, prior to the due date). Major assignments that miss the due date by more than three days will automatically receive an F. Assignments turned in after the due date (no more than three days after) will automatically lose 10 points per day.
- **Attendance:** Regular and punctual class attendance is essential for a successful learning experience. The format of the class requires that each student comes prepared to take an active participation in class sessions. Students who consistently come late disrupt the procedure of the classroom and distract students from learning. If you come to the class more than 20 minutes late or leave the class early, you will be counted absent. If you sleep during the class, you will be counted absent. To be counted 'present,' students must attend class and actively participate.

According to MCC attendance policy, 25% of absences (eight class sessions) may result in being withdrawn from the course with the grade of W or F, depending on whether a student is passing. An absence from a class session will be excused if it is caused by authorized participation in official College functions, personal illness, an illness or a death in the immediate family, or the observance of a religious holy day. However, even excused absences count toward 25% attendance requirement. Please notify me via e-mail in advance if you are unable to attend any given class session and provide the necessary documentation (a doctor's note or a letter from a College official).

- **Make-up Work:** Unless arrangements are made in advance with the instructor, there will be no make-ups for in-class assignments and daily work, quizzes, or exams.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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 or behavior 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:**

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:

INTEGRATED READING AND WRITING  
INRW 0402.015

---

- **Cheating:** 1) Copying from another student's test paper, essay, assignment, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the assessment; 3) Collaborating with or seeking aid from another student during an assessment without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself.
- **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.  
\*\* 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.
- **Collusion:** The unauthorized collaboration with another in preparing work offered for credit.

NOTE: Disciplinary action for the above offenses may include warnings, a reduced or failing grade, and/or reporting 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.

[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

---

Updated 11/04/2022

**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](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.