

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## COURSE SYLLABUS

AND

## INSTRUCTOR PLAN

## INTEGRATED READING AND WRITING

INRW\_0402\_016

J. L. Crawford

**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.

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Spring 2023

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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 lab).

### **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: J. L. Crawford

MCC E-mail: [jcrawford@mclennan.edu](mailto:jcrawford@mclennan.edu)

Office Phone Number: 299-8925

Office Location: Faculty Office 116

Office/Teacher Conference Hours: 12:30 – 1:30 Monday and Wednesday

<b>Office/Teacher Conference</b>
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### **Required Text & Materials**

Text: Common Places 2<sup>nd</sup> 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**

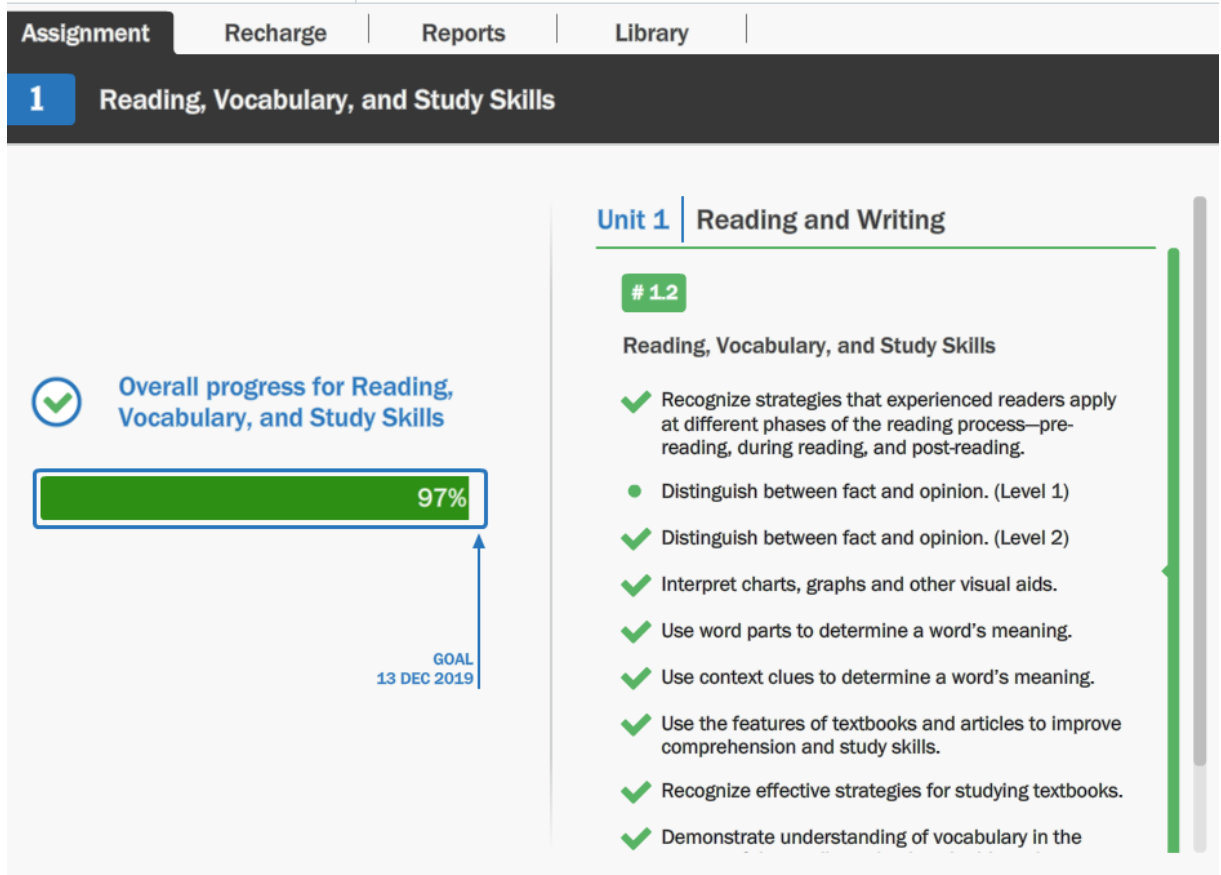
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose,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

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.

Integrated Reading and Writing  
INRW 0402-



**Suggested General Course Calendar/Outline for 16-Week Classes**

**Each module consists of roughly three weeks. See the Course Calendar handout for more specific dates.**

<b>Module 1</b>	Getting Started with Lab and Connect
<b>Weeks</b>	Chapter 14—Organizing, Drafting and Summarizing
<b>1 &amp; 2</b>	<p>Introduction to Working with Sources—How to Avoid Plagiarism (Ch. 14)*</p> <p>Chapter 2—Annotating Texts and Developing Vocabulary: Plagiarism Assignment</p> <p>Chapter 15—Introduction, Conclusions</p> <p>Chapter 3—Previewing Texts; Introduction Reading and Writing Processes (Summary Assignment)</p> <p>Chapter 19—Introduce Reading/Writing Project #1 (Informative Writing) and Information Sheets for Project #1</p>

Integrated Reading and Writing  
INRW 0402-

<b>Module 2</b>	Reading and Writing Processes (Chapter 3 continued)
Week 3	Continue Chapter 19—major reading and writing project work
	Grammar and Punctuation Review (Including Fragments and Run-ons)
	Chapter 4—Main Ideas
	Chapter 5-- Supporting Details
Week 4	<b>Project #1----</b> Submit <b>Major Reading/Writing Project #1.</b> Quiz on Major Errors, etc.
	<b>Major Reading &amp; Writing Test #1</b>
<b>Module 3</b>	Text Patterns (Chapter 6*), Introduce Major Reading/Writing Project #2; Begin Information Sheets
Week 5	Chapter 13—Basic Elements of Argument
	Chapter 21—Using Sources
Week 6	<b>Information Sheets for Project 2 Due; Continue work on Project 2.</b>
	Review Supporting Details (Chapter 5) <b>Chapter Quiz</b>
	Punctuation and Mechanics (Unit 6 in Common Places) and Commonly Confused Words
<b>Module 4</b>	
<b>Week 7</b>	Chapter 7—Definition Chapter 23—Sentence Combining
	Chapter 8—Illustration
	Chapter 25—Punctuation and Mechanics
	Chapter 9—Classification
	Chapter 21 Review—Using Sources (Chapter Quiz)
<b>Week 8</b>	<b>Project #2----</b> Submit <b>Major Reading/Writing Project #2—Argument (Taking a Position)</b>
Module 5	<b>Introduce Major Reading/Writing Project #3; Begin Information Sheets for Project #3</b>

Integrated Reading and Writing  
INRW 0402-

<b>Weeks</b>	<b>—Project #3—Submit Major Reading/Writing Project #3—Argument (Taking a Position) Using Sources</b>
<b>9- 13</b>	Strategies for Reading and Writing Exams (Chapter 15)
<b>Week 14</b>	<b>—Major Reading &amp; Writing Test #2 and Chapter 26—Editing and Revising Practice (Thanksgiving Week—Last Day of Lab Tuesday before Thanksgiving)</b>
	<b>—Review for final: Chapter 17—Revising and Editing and Chapter 15—Intros, Conclusions; Take Part A of Final in the Lab)</b>
<b>Week 15</b>	<b>Week 15/16—Final Exam Week—Take Part B (Write an Essay) of Final Exam in the Classroom.</b>
<b>Week 16</b>	

**INRW 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

(Exercises, tests, quizzes,

vocabulary/punctuation/

grammar, Connect Lab, etc.) 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.

**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.

Integrated Reading and Writing  
INRW 0402-

**Lab Grades.** At the end of the semester, each student's lab grades will be considered by the instructor when determining the student's final score grade.

### **Course Grades**

Course average of 90 – 100: Grade of Credit

Course average of 80 – 89: Grade of Credit

Course average of 70 – 79: Grade of Credit

Course average of 60 – 69: Grade of NC (no credit)

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

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

Your assignments are due at the end of each week on Sunday night at 11:59 P.M. **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.

### **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.

### **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

Integrated Reading and Writing  
INRW 0402-

in Standard English, not text messaging language. (We are not grading your email messages, but 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**

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. If students turn in the work after the due dates, the absence will not be removed. 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.



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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.