



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTEGRATED READING & WRITING II**

**INRW 0302.L003**

**J. L. Crawford**

**NOTE: This is a 16-week course.**

**NOTE: This is a Blended/Hybrid Course.**

## INTEGRATED READING & WRITING II

INRW 0302.L003

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### **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 is a linked course that is a co-requisite with college-level English (ENGL 1301: Composition I). Semester Hours 3 (3 lec/1 lab)

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

Credit for INRW 0301 or credit based on ELAR scores on the TSIA2 assessment.

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

This blended course has two parts: an in-person “lecture” and an online “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.

### **Recommended Programs**

- [Microsoft Office 365](#) (FREE for all students) – *Please do not use Pages, Word Perfect, or MS Works as your word processing software. Please do not use Google Doc to do your work.*
- [Adobe Reader](#) *You need Adobe Reader to read course work in some cases.*

### **Instructor Information:**

Instructor Name: J. L. Crawford

MCC Email: [jcrawford@mclennan.edu](mailto:jcrawford@mclennan.edu)

Office Phone Number: 299-8925

Office Location: Office 116

Office/Teacher Conference Hours: 11:00 AM – 12:00 PM

Monday & Wednesday

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

Books for this course are pre-paid through a course fee, so you do not have to purchase anything from the bookstore.

You will, however, need to visit the MCC bookstore to pick up a copy of *Common Places* by Lisa Hoeffner and Kent Hoeffner, McGraw-Hill, 2<sup>nd</sup> edition, 2019. When your textbook is

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ready, you should receive an email from the MCC bookstore. To pick up your book, head to the back of the store, where the textbooks are, 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. We do not have access to an EBook.

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

### **Course Objectives and/or Competencies:**

- Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.
- Identify and analyze the audience, purpose, and message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- 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.
- Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
- 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.
- Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
- Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
- Recognize and apply the conventions of Standard English in reading and writing.

### **Course Outline or Schedule:**

- **Week 1 Chapter Readings and Activities**  
Introduction, Books, *Emotional Intelligence* Pages 3-6  
Introduce Reading/Writing Project #1 A Summary
- **Week 2 Chapter Readings and Activities**

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Readings and Writing Processes

Begin Information Sheet for Project # 1 “Psychological Constraints”

**Complete Lab Assignments.**

- **Week 3 Chapter Readings and Activities**

Main Ideas, Supporting Main Ideas

**Project # 1 --- Submit** – Major Reading and Writing Project # 1 A Summary  
“Psychological Constraints”

- **Week 4 Chapter Readings and Activities**

*Arguments Essays (What is your position? Your position is the thesis.)*

Introduce Major Reading and Writing Project #2 --Social Media

Begin Information Sheet for Project # 2 – Social Media

**Complete Lab Assignments.**

- **Week 4 Chapter Readings and Activities**

Submit –Information Sheet for Project # 2 – Social Media

*Arguments Essays (What is your position? Your position is the thesis.)*

**Major Reading & Writing Test #1**

**Complete Lab Assignments.**

- **Week 5 Chapter Readings and Activities**

*Arguments Essays (What is your position? Your position is the thesis.)*

**Complete Lab Assignments.**

- **Week 6 Chapter Readings and Activities**

Revising and Editing

**Complete Lab Assignments.**

- **Week 7 Chapter Readings and Activities**

**Project # 2 --- Submit** – Major Reading and Writing Project # 2 Social Media

**Major Reading & Writing Test #2**

- **Week 8 Chapter Readings and Activities**

Unit 1: Sentence Combining: Phrases and Clauses

**Complete Lab Assignments.**

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- **Week 10 Chapter Readings and Activities**

Unit 2: Spelling and Word Choice

**Complete Lab Assignments.**

- **Week 11 Chapter Readings and Activities**

Introduce Major Reading/Writing— Project # 3 -- Walmart

Begin Information Sheet Project # 3

*Arguments Essays (What is your position? Your position is the thesis.)*

Punctuation and Mechanics

**Complete Lab Assignments.**

- **Week 12 Chapter Readings and Activities**

Review Support for Main Ideas

**Complete Lab Assignments.**

- **Week 13 Chapter Readings and Activities**

**Project # 3--- Submit** – Major Reading and Writing Project # 3 Walmart essay

- **Week 14 Chapter Readings and Activities**

Review Revising and Editing

✓ *Catch up on labs and other assignments*

- **Week 15 Review**

- **Week 16 Chapter Readings and Activities**

Final Exam (An Essay)

**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	15%
Writing Lab		20%
Daily Work		20%
Exit Exam		20%

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**Total 100%**

**Note:** Students must take the Exit Exam to pass the course. The course instructor will weigh each student's performance on work completed throughout the semester and on the Exit Exam in determining whether the student is ready to move on to the next-level writing course.

**Exit Exam:** The exam consists of an in-class/timed essay assignment. The instructor will administer the Exit Exam during the designated Final Exam dates.

### **Course Grading Scale**

Final grades will correspond to the following scale:

Credit (CR) = 70-100% (Grade appears in Gradebook as -2)

No Credit (NC) = 0-69% (Grade appears in Gradebook as -3)

The grade of "I"—incomplete—is not available in INRW 0302.

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

**Attendance:** If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will receive funding only for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**Your assignments are due at the end of each week on Sunday 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 that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required.

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### **Student Behavioral Expectations or Conduct Policy:**

#### **Course Policy on Academic Dishonesty**

Students found to be guilty of acts of academic dishonesty (including but not limited to sharing coursework with a classmate, presenting the work of another's as their own, copying from sources without documentation, purchasing papers, utilizing AI to create portions or full drafts of essays, copying another's work, and gaining illegitimate access to quiz/exam passwords and/or quiz/exam questions or answers prior to taking the assessment) are subject to college policy as found in the Highlander Guide. In addition, in this class, students are subject to the following discipline:

- A reduced or failing grade on the assignment in question, and/or
- An academic integrity referral; and/or
- A failing grade in the course

#### **A Special Note on AI**

**You must complete coursework entirely on your own. You may not assist other students or use any online sites (e.g. Course Hero or Chegg), technologies (e.g., ChatGPT, language translators), tools, or sources that are prohibited unless the instructor provides you with an exception to this policy in writing. If an assignment directly allows you to use ideas, images, or word phrases created by another person or generative technology (AI), you must identify their source. You may not share any information about, or from, course assessments with other students. If you have questions about these instructions, please discuss them with your instructor before you begin.**

#### **[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.

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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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

### **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)

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**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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:**

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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:

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For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

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